



Effective Date: April 23, 2024

Subject: Customized Training Policy

The customized recruitment for employers will be extended to businesses throughout the 12 counties in the South Central WIB Region. Priority will be given to the small business employer as the customized recruitment for employers project will focus on small businesses and will act as an extended human resources department for them. We will partner with the local Missouri Job Center in obtaining information on employers who are using the state's database to post open positions. To locate more small business employers who would benefit from this service, we will also reach out to local Chamber of Commerce's, civic organizations, trade and business associations, and other business groups and organizations to speak at their meetings to explain what assistance the project can bring to the small business employer who is needing employees.

Once a small business employer has been identified as needing this service, the project's Employment Specialist will work with the employer to determine the position or positions that need to be filled. Job description(s) will be created if there are none. If there are job descriptions, they will be reviewed and updated as needed. The job positions will be posted in jobs.mo.gov under the employers tab. We will be using grant funds to pay for any charges to other job sites that might need to be used for postings.

We will strongly encourage the small business employer to look at partnering with the WIOA grant to utilize work experience, On-the-Job Training (OJT), and/or Incumbent Working Training (IWT). Registered Apprenticeship will also be a program that can be aligned to the small business employer's needs.

Working with the small business employer will also be essential when determining factors that might be needed to promote their business. This might be done through flyers in local stores, radio and/or newspaper ads, job fairs at colleges and/or universities. When doing job fairs, the Employment Specialist can promote multiple employers in our region.

The small business employer will be encouraged to use candidate assessments to help ensure the prospective candidate is a fit to the position and the business. Assessments that can be used online or in partnership with the local Missouri Job Center are Talify, WorkKeys, ONet. If we are able to run this project concurrent with the "Job Seeker Training and Skills Upgrade" project, the pool of candidates from the Job Seeker project will have already taken at least one of the assessments.

Once a candidate is chosen and has accepted a position, the Employment Specialist will be available to help the employer onboard the new employee through the paperwork/online process if this service is needed.

The Employment Specialists will network with and form a working relationship with the small business employer. Being in a rural area, face-to-face conversations between the Employment Specialist and the employer is the first step in their acceptance and trust in this project. We also know that listening will be a big part of this communication piece as well.

Contact: Please direct comments or questions regarding this policy to info@scwib.org