

## **ABC Employment Program provides the following services to your Business:**

### **RECRUITMENT**

- Pre-screened pool of qualified applicants
- Pre-employment skills training
- Identification of labor needs

### **HUMAN RESOURCES CONSULTING**

- \* Comprehensive, on-going technical assistance
- \* Consulting on job descriptions and performance evaluations
- \* Career counseling
- \* Training for staff/management on how to work with diverse employees
- \* Assistance with accommodations

### **EMPLOYMENT SERVICES**

- Identification of job functions
- Position restructuring
- On-the-job training assistance
- Post-hire follow-up services
- Creative problem-solving techniques

### **BENEFITS TO USING OUR SERVICES:**

- Reduced hiring costs
- Reduced advertising costs
- Saved recruitment time and money
- Free consulting services
- Connections to the local community
- Positive community image and increase public relations

## ABC Employment Program

### *Features of ABC's Employment Services*

### *Benefits to XYZ, Inc.*

Pool of qualified, entry-level applicants

Pre-screened, minimum wage applicants

Labor pool from within the community

Creative way to meet corporate community action goals

Consultant services

Free support to students, managers, coworkers;  
Reduces extra training burden for internal staff

Marketing ability/  
Community contacts

Public relations of your company through the school system, community organizations, media

Additional off-site training (adapt training curriculum to specific company needs)

Constant reinforcement to employees; quick learning and skill development

Training expertise

Free training for staff; assistance in developing internal trainings

Expertise in developing accommodations

Innovative techniques; increase skills of staff and management in accommodating a diverse workforce

## ABC Employment Program

<i>XYZ's Activities</i>	<i>Benefits to ABC jobseekers</i>	<i>Benefits to XYZ, Inc.</i>
Presentations to job seekers about your industry	Exposure and awareness	Grab interest early; describe expectations
Job-shadowing/ Work trials	The chance to develop real-life observations and experience; receive modern, applicable training	Ability to develop interest and train and preview potential future employees
Employer-job seeker mentoring	Access to professional advice and information	Chance to create loyal and prepared workers
Mock interviews	Practice and professional feedback	Develop skills; preview workers
Paid and Non Paid internships	Real work experience and compensation; skills training based on real jobs	Good employee with free support; can pay minimum wage; train future employees
Part-time/Full-time jobs	Responsible, tax-paying employed citizens; improved self-confidence	Qualified workers trained by your company