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| **Basic Business Service** | **Coordinated Delivery**  **Attachment A** | |
| **1. Labor Market Information:**  Access to:   * Occupational descriptions * Job and industry growth patterns * Economic trends and forecasts * Wage and benefit information * Skill standards * Labor force information * Population and demographic information | **Business Services Team:** | |
| **Partner 1:** | |
| **Partner 2:**      **List Other Partner(s) if applicable:** | |
| **Describe how these services are coordinated:** |  | |
| **2. Job listings:**   * Employers list job openings according to their business needs | **Business Services Team:** | |
| **Partner 1:** | |
| **Partner 2:**      **List Other Partner(s) if applicable:** |
| **Describe how these services are coordinated:** |  |

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| **3. Applicant Referral:**   * Referral of qualified job seekers to employers based on businesses requirements. | **Business Services Team:** |
| **Partner 1:** |
| **Partner 2:**      **List Other Partner(s) if applicable:** |
| **Describe how these services are coordinated:** |  |
| **4. Business Assessment:**   * The assessment of business needs and the delivery of services, options and solutions | **Business Services Team:** |
| **Partner 1:** |
| **Partner 2:**      **List Other Partner(s) if applicable:** |
| **Describe how these services are coordinated:** |  |

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| **5. Access to Employee Training & Re-Training**   * Skills enhancement * Skill assessment * Basic skills * English as a second language * On-the-job training * Apprenticeships * Customized or other employer based training * Employer Training incentives * Community and technical colleges | **Business Services Team:** |
| **Partner 1:** |
| **Partner 2:**      **List Other Partner(s) if applicable:** |
| **Describe how these services are coordinated:** |  | |
| **6. Business Assistance Information & Referral**   * Business registration (master business application) * Business retention, creation or expansion * Employment laws and regulations * Fair labor practices * Interpretive services for recruitment and hiring * Employee retention * Unemployment Insurance information * Tax information * Tax incentives and tax credit information (e.g. Work Opportunity Tax Credit) * Referral to local business resources | **Business Services Team:** | |
| **Partner 1:** | |
| **Partner 2:**      **List Other Partner(s) if applicable:** | |
| **Describe how these services are coordinated:** |  | |

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| **7. Comprehensive Web site:** [www.Go2WorkSource.com](http://www.Go2WorkSource.com) |  |
| **8. Business Restructuring or Closures Information and Referral:**   * Services to avoid layoffs (shared work options) * Services to avoid closures * Major layoffs and plant closures * Worker Adjustment Re-Training Notification Act (WARN) requirements * Re-employment services | **Rapid Response Team:** |
| **Describe how these services are coordinated:** |  |
| **9. Access to Facilities:**   * Professional recruitment and interviewing environment * Computers, internet connections and staff assistance. | **Business Services Team:** |
|  | **Partner 1:** |
|  | **Partner 2:** |
| **Describe how these services are coordinated:** |  |