



COMMUNITY PARTNERSHIP

WORKING FOR YOU

FloridaWorks Business Services, in collaboration with its partners, is ready to help employers develop, recruit, hire, train, retain and promote their employees.

The Gainesville Area Chamber of Commerce has taken on the operational role of Business Services for Alachua County and has assembled a team to deliver high-quality service to area employers like you.

FLORIDAWORKS MISSION: Everybody Works. Growing business and jobs through a skilled workforce.

GAINESVILLE AREA CHAMBER OF COMMERCE MISSION: To make it easier for members to do business every day.

FloridaWorks Business Services operates under these two mission statements to provide convenient solutions to employers for all of their hiring needs.

EMPLOY FLORIDA MARKETPLACE

Market your open position with us. The Employ Florida Marketplace provides a one-stop shop for you to promote your open positions and find qualified candidates with every level of experience and education.

WHY GACC BUSINESS SERVICES?

- We have the resources to find and match you with the best candidates for your business.
- We have the resources to help your employees transition if you can no longer keep them on staff.
- We can connect you with our partners for other services.
- We create job listings and screen them to ensure they meet state and federal regulations
- We host career fairs of all sizes, allowing you to see all applicants at once.
- We provide Labor Market Information.
- We provide on-site assessments.
- Our system is designed to help locate and refer qualified candidates.
- We implement assessment tools such as Florida Ready To Work, a credentialing program to measure work-based skills, computer proficiency, vocational aptitude, career interests and work attitudes.
- We can help you take advantage of funds for new and existing employee training.

Whether you need new employees or want to train your existing workforce, call FloridaWorks Business Services for all your work force needs. 352.334.7100

STRIVING FOR THE BEST



"We have been proud to be a sponsor and partner with the Gainesville Area Chamber of Commerce Business Services. Their assistance in recruiting, retaining and training our workforce has been tremendous."

Neil Byce, Operations Manager



"Mr. Johnson and his team have been impressive in their efforts to develop these types of activities and programs,

and they have continued to both spearhead and support the networking programs established."

William Sharkey, Vice President of Human Resources & Employee Development

Naylor received assistance in developing both on-site and community career fairs to recruit for professional positions



"Since we know how it (www.employflorida.com) works, we just don't need anything else."

W. T. Chesnut IV, President & Owner



"The FloridaWorks team was instrumental in helping us meet our challenging recruiting goals. The entire team at the Chamber and Florida Works are passionate about what they do and their role in the community and working with them you become acutely aware of how important being an active member of Gainesville is."

Jenna White, Human Resources Supervisor/
ERAC-DRU Gainesville



"The employees with Atlantic Southeast Airlines, Gainesville Regional Airport have become more informed and

continue to benefit from the many wonderful opportunities for employment by working with FloridaWorks."

Ken Williams, Station Manager

MARKETING & PROMOTING JOB OPENINGS

"The FloridaWorks Web site in conjunction with EmployFlorida.com are the Web sites of choice for my team members resume' building and tracking." Ken Williams

RECRUITING & PRE-SCREENING POTENTIAL APPLICANTS

"Representatives have visited our work site, giving extremely informative briefings and presentations on pre-screening applicants, minimum requirements, how to properly construct resumes, how to properly and completely apply, how to edit, update, and change information on an application and resume to best present the applicant in his or hers most favorable light." Ken Williams

TRAINING OPPORTUNITIES

"There is hardly a day that goes by that one or more of my agents will bring up a new tool they found on FloridaWorks, or just sharing information about the availability of online information, training, and personal contact with a FloridaWorks expert who has helped them keep their resume current, correct and competitive." Ken Williams

IMPROVING LIVES, IMPROVING BUSINESS

- **CONNECT**

A weekly program designed to connect our region's professional-level workforce talent with Gainesville-area employers. CONNECT creates networking opportunities for professionals with associate degrees or higher, or five or more years experience in an industry, and local human resources recruiters. Each week we cover professional insights on transition, and twice a month HR recruiters conduct mini interviews for open positions in their organizations.

- **Disabilities Services**

We can help you access resource guides, publications and information about disability hiring issues. Hiring employees with disabilities may also make your company eligible for tax credits. The Work Opportunity Tax Credit allows employers tax credits of up to \$2,400 for hiring people with disabilities and the small Business Tax Credit helps owners cover the cost of making their small business accessible up to a maximum benefit of \$5,000.

- **Youth Training and Employment**

FloridaWorks provides year-round programs for low-income youth, ages 14 - 24, and connects them with "youth friendly" employers that provide internships, job shadowing and jobs.

- **Experience Works - Senior Community Service Employment Program**

FloridaWorks helps eligible workers, 55 years old and older, re-enter the workforce by providing hands-on, paid training and assistance finding a job

- **Veterans Services**

We have veteran representatives on site at all times to help Gainesville-area veterans determine eligibility and receive services. Join the many Gainesville-area employers who make sure that the men and women who serve our country gain meaningful employment.

- **Layoff Aversion or Delay**

FloridaWorks can help your company institute a temporary alternative work style to help you keep your workforce intact. This program encourages work sharing as an alternative to layoff and eases the financial burden of unemployment.

- **Layoff Support**

When you need to downsize, we can link your affected employees to scholarships for training, provide resume assistance, direct employees to unemployment compensation assistance and provide transition and job search support.

YOUR BUSINESS ASSETS ARE AT GACC BUSINESS SERVICES

- **Florida Ready To Work (FRTW) Programs**
Take the guess work out of hiring. The Florida Ready To Work programs assess employee job skills and work habits that are necessary for your business success.

The Job Profile is another FRTW component. A certified Florida Ready to Work Job Profiler collects job information from the company and national job data resulting in a detailed, customized executive summary report listing all job-related tasks, key skills and corresponding skill levels, including applicable FRTW test scores.

FRTW gives your company a competitive edge by reducing employee turnover and training costs and saving you time and money in the hiring process.

- **On-the-Job Training**
Based on funding availability, On-the-Job training funding reimburses your business for a percentage of the new trainee's wage rate for the extraordinary costs of providing the training.

- **Employed Worker Training**
Based on funding availability, Employed Worker Training can assist your business in developing customized training solutions to meet your individualized business needs. This training is conducted with a commitment by the business to employ, or continue to employ, an individual upon successful completion.

- **Incumbent Worker Training and Quick Response Training**
Based on funding availability, training funds are available through Workforce Florida Inc. for for-profit companies seeking to train new and existing employees.

- **New Hire Report**
Federal and state law requires employers to report newly hired and re-hired employees in Florida. FloridaWorks Business Services can supply you with information about these reports. For more information, you can also visit www.fl-newhire.com.

SERVING YOUR BUSINESS

Choose services your business may be interested in.

- Create and Post Job Order
- Host Targeted Hiring Event
- Participate in Career Fair
- Applicant Screening
- Layoff Aversion
- Layoff Delay
- Participate in CONNECT
- Youth Employment Program
- Experience Works SCSEP Program
- Disability Information
- Veterans Services Information
- Florida Ready to Work Profile & Assessment
- On-the-Job Training
- Employed Worker Training
- Incumbent Worker Training
- Quick Response Training
- New Hire Report
- Labor Market Information
- Event Sponsorship

Many of our assessments cover beginner to advanced levels. Choose from:

- Access 2003
- Checking
- Coding
- Customer Service
- Data Entry
- Digital Literacy
- Excel 2003
- Filing
- Grammar
- Letter Setup
- Math
- Office Manager Skills
- Outlook 2003
- PowerPoint 2003
- Project 2002
- Proofreading
- Read Response
- Reading Comprehension
- Receptionist Skills
- Secretarial Skills
- Shorthand
- Software Productivity
- Spelling
- Telephone Skills
- Ten Key
- Transcription
- Typing
- Vocabulary
- Windows 2000
- Windows 98
- Windows ME
- Windows XP
- Windows 2003

Fax this form to 352.334.7141 to take advantage of FloridaWorks services.