

Affirmative Action/EEO Guidance:

The Division of Equal Opportunity Development can help you to develop and maintain an affirmative action program, promote equal opportunity and ensure nondiscriminatory policies and practices in your everyday business operations.

Labor Law Interpretation:

The Department of Labor can provide advice on work-related legal issues that can be confusing to business owners. We can help you with information on State Labor Laws. Understanding the provisions of these laws will aid employers with compliance and help you avoid penalties.

Layoff/Transition Assistance:

The State Labor Department offers employers help in preventing and easing downsizing and layoffs. The NYS Department of Labor Rapid Response Program has a variety of services designed to assist both employers and their workforce through these transitions.

Health and Safety Consultations:

Federal laws require employers to provide their employees with a safe and healthful workplace. The State Department of Labor has staff experts who are available, through an on-site consultation program, to help you prevent health and safety problems and meet state and federal codes. The program is free and voluntary.

Apprentice Program Certification:

Employers can train specialized staff in-house with a state-supported certified apprenticeship program. For skilled workers, consider operating your own apprenticeship program. It improves morale, gives a

better working atmosphere and encourages leadership, while ensuring that employees learn how to do their jobs safely and properly.

Job Service Employer Committees:

You can communicate ideas and concerns with the State Department of Labor. Join one of the 54 Job Service Employer Committees (JSECs) around the state to collaborate with the Labor Department on business needs. JSECs work closely with DOL offices to monitor and improve services to employers.

EMPLOYMENT SERVICES



www.labor.state.ny.us

1-800-HIRE-992



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request
to individuals with disabilities.



George E. Pataki, Governor
Linda Angello, Commissioner

EMPLOYMENT SERVICES

Helping Businesses Fill Their Workforce Needs
3,500 job fairs, 350,000 participants in 2003

The New York State Department of Labor offers services to assist employers. All of the services provided by the State Department of Labor are free and without obligation. Employers can choose the options that best meet their needs. The following list summarizes the most popular programs.



Customized Job Fairs/Recruiting:

The Labor Department (DOL) regularly holds job fairs and recruiting actions for employers and selected areas. We held more than 3,500 job fairs with 350,000 participants in 2003. You can schedule specialized recruitments that target hard-to-fill positions with local and national scope through our local representatives. You can arrange recruitments to find that special skill or to fill multiple needs, as well. Employers with seasonal time constraints can count on the Labor Department to help hire employees promptly.

Job Bank/Talent Bank:

You can list your job openings with the State Labor Department online. They will appear promptly at DOL offices across the state and at those of our many partner agencies. We advertise positions at all levels from entry to executive. Our computerized matching system provides you with qualified applicants who have skills, education and experience. You also will have the capability to browse hundreds of thousands of resumes through the New York State Job Bank.

Job Posting Options:

Employers can post job openings on-line or contact the Labor Department by phone, e-mail or fax, and tap directly into our labor-matching capabilities, which link the job requirements to the special skills and abilities of qualified applicants. It's fast, uncomplicated and free. We can search thousands of records in seconds to refer candidates to you. Or, through our link to America's Job Bank, you can access hundreds of thousands of people with a wide variety of skills and work experience.

Testing:

The State Labor Department can help you assure that the workers you interview and hire have been pre-evaluated for the competence you need. Our Testing Unit will administer standardized tests that measure aptitude, clerical skills and literacy.

Incentive Programs:

Get tax credits and/or wage subsidies for hiring targeted job seekers or expanding in development zones. There are state and federal incentives for employers to hire job seekers from nine target

groups. The Labor Department can help you understand government programs available to underwrite workforce expansion and training.

Training Referrals:

The Labor Department can help you prepare your staff for the new global marketplace. There are a wide variety of state and federal programs that job seekers can access through the One-Stop Career Center offices. State and federal legislation subsidize some of these programs.

Human Resources Assistance:

The State Department of Labor Human Resources Consultants are available to assist employers with personnel problems and questions at no cost. They deal with common personnel issues, and also can help develop handbooks, policies and practices, orientation procedures and job titles.

Labor Market Information/Business Statistics:

Get the data you need to make informed hiring and expansion decisions. Our Research and Statistics Division (R&S) collects and maintains the most comprehensive labor supply information in New York State. They also have information on training and workforce preparation programs, industry trends, population characteristics, affirmative action requirements, occupational injuries and illnesses and collective bargaining settlements.

Unemployment Insurance (UI) Tax Services:

Learn ways to minimize your rating. There are voluntary contributions that employers can make to keep their UI tax impact as low as possible.

Put us to work for you.