

Northeast Wisconsin Job Center's Employer Bulletin

JobCenterOfWisconsin.com — Employer Enhancements

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We're working to keep Wisconsin working.	



JobNet Business has been transitioned to JobCenterOfWisconsin.com as of January 10, 2009. The site graphics will be changed, but otherwise the transition will be seamless for users; businesses currently using JobNet Business will not have to re-register or enter any additional information.

- ✓ Employers continue to use the username and password they had for JobNet Business.
- ✓ For consistency and continuity, the job order screens, company records and contact records are the same as before. The color scheme on the screens has been changed to match the Job Center of Wisconsin color scheme.
- ✓ Employers can create a customized link on their company's website that links to the company's open jobs on (JCW) Job Center of Wisconsin. This new function is available on the 'My Job Orders' page.
- ✓ Available 24/7, and
- ✓ There is no charge to employers or job seekers.

Employers can get assistance by calling the toll-free JCW telephone number, 1-888-258-9966, or by sending an email to:

JobCenterofWisconsin@dwd.wisconsin.gov

JobCenterOfWisconsin.com allows employers easy access to post jobs and search candidates profiles and no cost. When signing on they can access information by using the Employer Tools (Employer Homepage) Dropdown menu to navigate easily through the webpage.

The Employer Tools Menu (in review) My Job Orders -

- ✓ Enter a New job orders (Post a job listing)
- ✓ View job order summary (View and work with all job orders for your company during the last 25 months)

- ✓ Copy an existing order to reuse (Save time by copying an existing job order)

- ✓ Remove a job order after the job has been filled.

- ✓ Link to your jobs (The Job Center of Wisconsin invites you to utilize a feature that will display YOUR company's active job orders. Simply copy the link provided to your website to display open job orders maintained by the Job Center of Wisconsin. The link is an easy way for job seekers to view your openings on your website.)

My Company Information

- ✓ Manage Company Information (View and update information about your company's locations, and add new locations)

- ✓ Manage Company Contacts (View and update information for your company's contact persons, and add new contact persons)

Find a Worker

- Allows employers to preview resume profiles of job candidates using drop down list such as keyword, occupational category, Education level, location (Statewide, City/zip, or County location), etc. (For Privacy and security reasons, candidates profile displays information without disclosing personally identifiable information - Companies can E-mail selected candidates for additional information using the e-mail check box and sending their messages directly to the candidate.) If you previously e-mailed this candidate, the date and time will be shown on this page.

Request Assistance

- ✓ Provides employers the ability to request help by filling in check box or comments box as to nature of question or problems.

The change is to simplify the registration process and combine access to several existing web functions with a single access point for employers. Registered businesses should have received an email informing them of the changes and recent enhancements.



If your organization is seeking reliable, skilled workers with character to meet the toughest challenges -

Hire a Veteran!

List your openings with

JobCenterOfWisconsin.com

Work Certified Program – Nationally Certified Program helps prepare potential employees for Work.

In northeastern Wisconsin, we pride ourselves with having a great “work ethic.” Unfortunately, what was once our area’s strength seems to be deteriorating? Employers are growing increasingly concerned with poor “soft skills” in today’s worker. The Bay Area Workforce Development Board (BAWDB) has heard from numerous employers about this issue. After extensive research, the BAWDB found a nationally recognized program with proven success in training individuals in this area called, “Work Certified.” The National Skills Standard Board has stated: “This is the best program of it’s type in the country.”

Work Certified is a three-week training program (90 hours) designed to help job seekers and entry-level employees understand what they must do to be successful in the 21st century workplace. Work Certified training not only addresses basic and soft skills, but prepares individuals to understand and fulfill their role in an operating business structure. The training program includes behavioral modification, team-building and business ethics components that advance job seekers’ self-esteem and career focus enabling them to find a job, keep a job, and advance in a career.

Work Certified was developed in 1999 by the Workforce Board of the Treasure Coast (WBTC) in Florida. It has been implemented successfully in Florida, Michigan, Texas, Massachusetts, Illinois and Pennsylvania, and now in Wisconsin as well. To date over 2000 students have been trained and their progress tracked. Results include:

- 96% of the students trained find employment within 30 days after certification
- 89% are still employed after six months
- 32% of the program graduates have been promoted

There are nine modules in the Work Certified curriculum that cover 50 competencies:

Reading Comprehension	Business Tools (Computers Plus)
Pre-Employment Skills	Customer Service
Business Writing	Job Skills I (Work Maturity)
Job Skills II (Employability)	Business Math
General Business Knowledge	

Classes are set up to reflect a work environment with termination for more than two absences or three incidents of tardiness, as well as an emphasis on proper grooming, interpersonal skills, and professional behavior. Participants are required to have 8th grade reading and math levels, along with a minimum of a GED or high school diploma. In order to be declared, “Work Certified,” students must score 80% or higher on the certification exam.

The BAWDB has held four pilot programs. In three of the pilots, the board worked with employers who interviewed and approved the trainees at the beginning of the program and then had first option to hire them upon completion of the training. Local jobs centers assisted the recruitment effort. Instructors from the pilots found the curriculum to be the most comprehensive they have ever taught. Students from the program expressed that it helped them better understand the needs of employers and what they need to do to be successful. Employers found a noticeable change in the job seeker after he/she completed the program.

For more information, contact Jim Golembeski, Executive Director of the BAWDB at 431-4102

or e-mail: jgolembeski@bayareawdb.org.



New Disability Program Navigator joins Job Center Staff

Allison Bjelde has recently joined the Wisconsin Job Center in Green Bay as the new Disability Program Navigator (DPN). Her duties will include serving as a resource to the business and disability community, one-stop center staff and service agencies. The Disability Program Navigator will serve as a resource to the ten NE Wisconsin counties of the Bay Area Workforce Development area (counties include Florence, Marinette, Oconto, Menominee, Shawano, Brown, Door, Kewaunee, Manitowoc, and Sheboygan) with the objective of increasing employment among those with disabilities and reducing barriers they currently face. Allison has been tasked with helping individuals with disabilities “navigate” through the challenges of seeking, obtaining and retaining employment. Part of her position is to help develop linkages and collaborate on an ongoing basis with employers and employer organizations to promote the hiring and retention of

persons with disabilities.

Some of the services Allison is available to provide are as follows: Finding resources for removing barriers to employment, consulting with employers on disability and employment issues, connecting job seekers to community resources, fostering the use of work incentives to reach employment goals in coordination with Community Work Incentive Coordinators, addressing questions on the Americans with Disabilities Act as well as other disability-related topics.

If you have questions or are seeking information on hiring and/or retaining persons with disabilities, contact Allison Bjelde, Disability Program Navigator at: Phone: 920-448-7217,

or e-mail her at: abjelde@fsc-corp.org.



APPRENTICESHIP: It Makes Good Business Sense

What is Apprenticeship?

Apprenticeship is a structured system of training designed to prepare individuals for skilled occupations. It combines on-the-job training under the supervision of experienced journey workers with related classroom instruction. Apprentices who successfully complete the prescribed number of hours of training in an apprenticeship program become certified skilled workers. A written agreement between the apprentice and the apprenticeship program is registered with the Bureau of Apprenticeship Standards, Department of Workforce Development.

Benefits for the Employer

The apprenticeship system offers not just a job, but a career. It attracts the better applicants and improves employer-employee

relationships. During the period of training, employers can instill values such as company loyalty, good work practices, and positive work attitudes. In addition, it ensures training standards of the trade are met while improving training standards in the industry. When the training is completed and apprentices become fully qualified journey-level employees, they have little trouble fitting into the company because they already have a good grasp of the company's values and work requirements. With the promise of a future, apprentices become valuable, committed employees capable of advancing to more responsible positions within the company.

For more Information on Apprenticeship

<http://dwd.wisconsin.gov/apprenticeship/>

New NWTC Seminars announced



The growth in the diversity of our population over the past several years presents great opportunities and difficult challenges for employers who must communicate with Spanish-speaking employees, customers, and citizens. Lack of clear, understandable communication can be frustrating and costly. Join Northeast Wisconsin Technical College's (NWTC) Workplace Spanish® seminars, which are designed for a wide variety of business and industry professionals working with both internal and external customers. NWTC is also offering Serving a World of Customers™, this half-day seminar helps service providers learn and apply skills for providing helpful, sensitive, and respectful service that is tailored to customers unique needs.

For more information on NWTC's seminars
follow the link:

<http://corporatetraining.nwtc.edu/seminars/catalog>

Workplace Spanish® for Health Care Professionals

Dates: Feb 6, 13, 20, & March 6, 2009
Time: 8:30 a.m. – 1:30 p.m. (February 6, 13, 20)
 8:30 a.m. – 11:00 a.m. (March 6)
Location: Green Bay Campus

You Will Learn:

- √ Basic expressions
- √ Medical terminology for common ailments
- √ Valuable information for use in the office and clinic

Serving a World of Customers™

Date: Feb 18, 2009
Time: 8:00 a.m. – 12:00 p.m.
Location: Green Bay Campus

You Will Learn:

- √ The benefits of improving service to customers who have unique needs related to physical ability, language, technology or other service expectations
- √ How to take appropriate action to meet unique customer needs
- √ The dangers of judging customers based on assumptions about a group to which they may belong

Workplace Spanish® for Customer Service Professionals

Dates: March 6 & 13, 2009
Time: 8:00 a.m. – 4:30 p.m. (both days)
Location: Green Bay Campus

You Will Learn:

- √ A basic introduction to Spanish language and pronunciation
- √ To pronounce and understand basic workplace expressions in Spanish
- √ To build confidence in understanding and speaking the Spanish Language

For questions contact:

Marlene Gauthier
(800) 422-NWTC, extension 6971 or (920) 498-6971
 or
Anne Piotrowski (800) 422-NWTC,
extension 6301 or (920) 498-6301

Consumer Price Index

Consumer Price Index - All Urban Consumers (CPI-U) *											
National (U.S. City Average) 1982-1984 = 100			% Change	Class B/C - Midwest States (1996/1997 = 100)			% Change	Class D - Midwest States (1982-1984 = 100)			% Change
U.S. City Average	Aug-08	Jul-08	Aug-07	Size 50,000-1,500,000	Aug-08	Jul-08	Aug-07	Size Less than 50,000	Aug-08	Jul-08	Aug-07
All Items	219.1	220.0	5.4%	All Items	134.0	134.6	5.6%	All Items	206.3	206.4	5.9%
Food & Beverage	216.4	215.3	5.9%	Food & Beverage	134.5	133.6	6.7%	Food & Beverage	211.9	209.4	7.5%
Housing	219.1	219.6	3.8%	Housing	127.6	128.0	3.6%	Housing	194.0	193.9	4.9%
Apparel & Upkeep	116.4	114.4	1.7%	Apparel & Upkeep	82.2	80.2	2.2%	Apparel & Upkeep	124.2	121.9	4.0%
Transportation	206.7	212.8	12.1%	Transportation	152.7	157.1	12.8%	Transportation	192.6	199.3	10.3%
Gasoline (All Types)	321.5	347.4	35.6%	Gasoline (All Types)	337.6	364.2	32.9%	Gasoline (All Types)	282.8	305.0	29.0%
Medical Care	364.5	364.0	3.3%	Medical Care	157.1	156.7	2.1%	Medical Care	352.5	350.6	1.4%
Energy	266.3	280.8	27.2%	Energy	257.2	270.4	26.2%	Energy	238.1	250.5	26.3%

Source: U.S. Bureau of Labor Statistics *Not Seasonally Adjusted

Labor Force Update

Green Bay MSA (Brown, Kewaunee, & Oconto counties)	August-08	July-08	August-07	Change from one month ago July 2008	Change from one year ago August 2007
Civilian Labor Force	169,376	170,088	171,053	-712	-1,677
Employed	161,470	162,069	163,332	-599	-1,862
Unemployed	7,906	8,019	7,721	-113	185
Unemployment Rate %	4.7%	4.7%	4.5%	0.0	0.2
Total Nonfarm (NFWs) ***	171,000	170,800	172,000	200	-1,000
Goods Producing	40,000	40,200	41,100	-200	-1,100
Service Producing	131,000	130,600	130,900	400	100
Constr., Mining & Nat. Resources	8,800	8,800	8,800	0	0
Manufacturing	31,200	31,400	32,300	-200	-1,100
Trade	23,800	23,800	24,300	0	-500
Transportation & Utilities	11,400	11,400	11,400	0	0
Financial Activities	12,500	12,500	12,200	0	300
Education & Health Services	21,400	21,400	21,000	0	400
Leisure & Hospitality	16,400	16,300	16,600	100	-200
Info., Prof & Bus. Svcs., & Other Svcs.	25,700	25,500	25,800	200	-100
Total Government	19,800	19,700	19,600	100	200
Federal	1,200	1,200	1,200	0	0
State	2,200	2,200	2,300	0	-100
Local	16,400	16,300	16,100	100	300

*** Includes employment with employers located in area. Estimates are not seasonally adjusted.

Current month estimates are preliminary. Totals may not add due to rounding. Calculations based on unrounded numbers.

All monthly estimates are subject to annual revisions.

Job Center Job Order Stats:

Snapshot in time - Active Job Orders and openings listed as of 24 September 2008

Statewide	7,174 Job Orders	19,179 Job Openings
Bay Area (10 Counties)	1,307 Job Orders	3,307 Job Openings
Fox Valley Area (7 Counties)	1,144 Job Orders	2,870 Job Openings

New Job orders listed in August and September 2008

	August 2008		September 2008 (to 9/25/2008)	
State Wide	5,831 Job Orders	13,921 Job Openings	4,460 Job Orders	10,314 Job Openings
Bay Area (10 Counties)	1,035 Job Orders	2,504 Job Openings	861 Job Orders	2,172 Job Openings
Fox Valley (7 Counties)	870 Job Orders	1,722 Job Openings	685 Job Orders	1,670 Job Openings
Brown County	584 Job Orders	1,668 Job Openings	513 Job Orders	1,625 Job Openings

Youth Employment in the Spotlight

Hiring young people helps train and hone the workers of the future. While they are an enormous source for enthusiastic and willing workers, you need to keep in mind some of the basic legal restrictions and guidelines under state and federal laws that apply when hiring minors. When hiring minors for work, employers may wish to review some of these provisions needed to ensure compliance with employing minors. Requirements including the need for work permits, hours of work restrictions and types of work that may be performed or prohibited need to be reviewed to ensure compliance with child labor laws.

Work Permits

A work permit is required before **anyone under the age of 18 is allowed to work in any job with the exception of agriculture or domestic service work.** Employers should have a work permit on file for the minor being employed before they may allow the minor to begin work. Work permits are issued at various locations throughout the state. You may apply for a work permit at your school office or call (608) 266-6860 for information on where in your area you may apply for a work permit. **The permit will not be issued if the work is prohibited by law.**

To obtain a work permit, the minor or parent must visit the permit officer, taking with them the **minor's birth certificate or other proof of age, social security card, hiring statement from the employer, explaining job duties, hours of work, written parents consent and a \$5.00 fee.** The \$5.00 fee for the permit must be reimbursed to the minor by the employer at the end of the first pay period. Copies of the permit go to the employer and the minor, in addition to the school district where the minor is enrolled.

What are the Hours of Work for minors?

Employers of minors are subject to certain restrictions when scheduling those minors to work. The time of day when they may be employed, including how early and how late, and the number of hours which they may work per day and per week are all regulated. These restrictions depend on the age of the minor and whether or not school is in session during the period they are employed. Only high school graduates and other minors who are exempt from school attendance may be employed the same hours as an adult. Although a given minor's required school hours may differ from another minor's required school hours, no minor may be allowed to work during hours they are required to be in school.

In addition to the hours and time of day restrictions, all minors must have at least a 1/2 hour meal break if they work more than 6 consecutive hours and no minor, excluding only those who are 14 to 17 years old working in agriculture, may be allowed to work more than 6 days in any work-week.

Employers employing minors through written school work experience programs do not need to count the hours worked as part of this program during regular school hours towards the total hours a minor is allowed to work per day or per week.

The regulations concerning the daily or weekly hours minors may work can be found on the back of the copy of the work permit issued to the minor and the employer.

Poster ERD-9212

Hours and Times of Day Minors May Work in Wisconsin

All employers, except agriculture and domestic service, who hire minors are required to display the poster. Posting is optional for employers who do not hire minors.

Available online at:

http://www.dwd.state.wi.us/dwd/publications/erd/pdf/erd_9212_p.pdf

When Can Kids Work?

Child labor refers to the employment of anyone under the age of 18 in any type of business. Minors may be employed only in certain types of work until they turn 18 and are no longer subject to the law. They may also be employed only during certain hours of the day and of the week. The time of day and types of employment in which they are allowed to work depend on both the age of the minor and whether or not school is in session during the period of their employment. Every employer is responsible for having a work permit on file for a given minor before allowing that same minor to work in his or her establishment. The employer is also responsible for making sure that minors work only the hours allowed.

Employers subject to both federal and state laws must comply with the more stringent section of the two laws.

For more additional information on hiring minors visit the DWD's Equal Rights Division Webpage at:

<http://dwd.wisconsin.gov/er/>

Investing in Wisconsin's Future

Hiring young people is an investment in the future.

Some of the benefits of hiring youth include:

- ✓ **Enthusiastic and Eager to learn**
- ✓ **Offer Flexibility and Adaptability**
- ✓ **Possess computer skills and not afraid of technology**
- ✓ **Ability to shape and tailor the future workforce**
- ✓ **Ability to instill good work habits early**
- ✓ **Help motivate and develop future employees**



An eight-page booklet entitled **"Your Guide to Fair Employment."** The contents consist of a list of acceptable documents on the inside cover and the Form I-9 on the inside back cover. Other information includes employer obligations under the INA, information on how to avoid immigration related employment discrimination, and a question and answer section.

http://www.usdoj.gov/crt/osc/pdf/publications/en_guide0507.pdf

Verifying the Legal Status of Your Employees Without Committing Unlawful Discrimination

Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC)

Did you know that your business must review documentation from each new hire to verify that he or she is eligible to work in the United States? This obligation applies even to small businesses that employ one employee!

Did you also know that employers that verify the employment eligibility of employees in a discriminatory manner are subject to discrimination complaints, civil penalties, back pay awards, and attorney's fees?

Since 1986, all businesses must verify the employment eligibility of new employees. Although a simple process, some employers make unintentional mistakes, or perform the process in a discriminatory manner. This article will give you helpful real-life tips so that you can employ those workers who will best help your business grow.

After you hire a new employee, you must verify his or her identity and employment eligibility. This is done by completing an Employment Eligibility Verification Form (Form I-9). You can download this form from

<http://www.usdoj.gov/crt/osc/htm/facts.htm>.

On the first day of work, the employee must complete section 1 of the form, in which he or she certifies employment eligibility by checking whether he or she is a U.S. citizen, lawful permanent resident, or an alien otherwise authorized to work in the United States. Although the employee must complete and sign section 1, it is your responsibility to ensure that section 1 is completed before the end of the employee's first work day. (If an employee is unable to complete section 1 on his or her own, it may be prepared by another person who must sign the preparer/translator certification.)

On or before the third day of work, the employee must present documentation evidencing his or her identity and eligibility for employment in the United States. The employee must present either one document from list A of the Form I-9 (establishing both identity and employment eligibility), or one document from list B (establishing identity) and one document from list C (establishing employment eligibility). There are special rules for receipts, and some acceptable documents are not listed on the Form I-9; call the Office of Special Counsel employer hotline (toll free) for more information.

You must then complete and sign section 2 of the Form I-9 certifying that the documentation appears genuine on its face, and reasonably relates to the person presenting it. The Form I-9 must

be retained for three years after the date of hire, or one year after the date employment ends, whichever is later. It's that simple!

Failure to complete and retain the Form I-9, or knowingly hiring unauthorized workers, violates the immigration laws of the United States, and can lead to prosecution and civil penalties. However, you must take care not to discriminate against new employees by limiting the choice of acceptable documents, rejecting documents that reasonably appear to be genuine, or by treating individuals differently based upon their national origin, or citizenship or immigration status.

Here are some simple tips to help guide you through the process.

- Provide your new employee with the Form I-9, including the instructions.
- Require your new employee to complete and sign Section 1 on the first day of work.
- Show your new employees the lists of acceptable documents on the back of the Form I-9.
- Give your employee the choice of what documentation to present.
- Accept documents that reasonably appear to be genuine and to relate to the employee. You are neither required nor expected to be a document expert.
- Complete and sign section 2 of the form, and retain it for the appropriate time period.
- Treat all employees equally; do not limit the choice of acceptable documents for non-citizens, or individuals who may appear or sound "foreign." Non-citizens may present a driver's license and 'unrestricted' Social Security card to establish their identity and employment eligibility.

Do not institute a U.S. citizens-only hiring policy or U.S. citizens and green card (or lawful permanent resident) hiring policy unless otherwise required in order to comply with law, regulation, executive order, or government contract. There are many types of immigrants who are legally eligible to work in the United States, including refugees and asylees.

For more information about avoiding discriminatory practices, call the Office of Special Counsel Employer Hotline at 1-800-255-8155 or visit <http://www.usdoj.gov/crt/osc/index.html>. For more information about the lists of acceptable documents, visit

<http://www.uscis.gov/files/nativedocuments/m-274.pdf>.