

# Northeast Wisconsin Job Center Employer Bulletin

**Inside this issue:**

Governors Grow Wisconsin Initiative	1
Why hire a Veteran?	2
Job Accommodations—The JAN Network can help.	2
Wisconsin New Hire Reporting	3
Disaster Planning Guide available for Small Business	3
Stats In—Review Consumer Price Index Labor Force Update Internet JobNet Accesses	4
Successful Job Listings start with a good job description	5
America's InfoNet	5
Shawano Job Center Moves	6

**Wisconsin's JobNet  
 Business**

- ✓ Offers Employers the ability to put list job openings on-line on Wisconsin's 24/7.
- ✓ Provides instant access to employers to update or change their job listings.
- ✓ 69% of all job listings on Wisconsin's JobNet being entered by Employers
- ✓ No Fee to you or to Job Seekers
- ✓ National exposure through free via JobCentral.com

## Governor Doyle Launches Accelerate Wisconsin

### New Initiative Will Accelerate Start-Up Businesses, Expand Angel and Venture Capital Investment, Promote Reinvestment of Capital Gains

Governor Doyle has unveiled Grow Wisconsin - The Next Steps -- a package of initiatives that will take our economy to the next level. *Grow Wisconsin - The Next Steps* will prepare Wisconsin's traditional industries to compete in the global economy with efficiency and innovation. It will also promote a high-end vision and enable existing businesses and entrepreneurs to seize new opportunities in expanding markets. *Grow Wisconsin - The Next Steps* will move the state forward to invest in education, reform regulations to make government more responsive and create and maintain a competitive business climate

The Governor's plan will prepare Wisconsin's traditional industries to compete in the global economy with efficiency and innovation. It will also provide Opportunity Grants to low-income working adults not eligible for technical college financial aid, expand partnerships in workforce development, and expand successful training programs like youth and adult apprenticeship to develop a highly-skilled workforce, among many other initiatives

As part of the next phase of his Grow Wisconsin Agenda, Governor Jim Doyle announced a new initiative to grow start-up businesses in this state. *Accelerate Wisconsin* will provide new funding and tax exemptions to support investment in new Wisconsin businesses – driving economic development and creating jobs for Wisconsin citizens.

“To grow Wisconsin, we must attract investment and support new high tech start-up companies,” Governor Doyle said. “These businesses will create the bedrock for a knowledge-driven economy and produce the high-paying jobs of tomorrow. By accelerating the growth of new businesses we can build on our success and lure

new investment to our state.”

The Governor's *Accelerate Wisconsin* plan includes:

- **Accelerate Grant and Loan Program** - The new plan will double funding for current technology grants and loans. The new Accelerate Wisconsin grant and loan program will direct \$5 million annually to provide seed money to start-up companies and small businesses and supply the matching funds required for federal research grant applications.
- **Capital Gains Re-Investment Initiative** - This new initiative will increase investment in new Wisconsin businesses by allowing individuals a limited 100 percent capital gains exclusion of up to \$10 million for long-term capital gains reinvested in qualifying Wisconsin businesses.
- **Accelerating Capital Investment to New Start-ups** - To increase flexibility for entrepreneurs seeking tax-creditable investment, the Governor proposes to raise the current cap of \$1 million in tax-creditable angel investment per business to \$4 million. Permitting entrepreneurs to receive tax creditable investment of up to \$4 million from angel investors will allow new start-up companies to receive financing from any combination of angel or venture investors to the maximum of \$4 million in total tax-creditable investment.
- **Accelerate Wisconsin Tax Credit** - In the budget, Governor Doyle increased the total amount of angel investor and venture capital tax credits available to businesses. By 2015, the total amount of Accelerate Wisconsin tax credits will reach \$100 million, leveraging a minimum of \$400 million in private investment.

To read Governor Doyle's new economic development initiative, *Grow Wisconsin - The Next Steps*, visit:

<http://www.wisgov.state.wi.us/docview.asp?docid=12933>.

## Why Hire from the Military?

**Veteran's offer**

**Employers:**

- ✓ **Critical Skills**
- ✓ **Adaptability**
- ✓ **Flexibility**
- ✓ **Teamwork skills**
- ✓ **Discipline**
- ✓ **Problem Solving Skills**
- ✓ **Commitment to the job**
- ✓ **Technological Savvy**
- ✓ **Integrity**
- ✓ **Organizational Accountability**

**And the ability to function in critical situations.**

G.I Jobs Magazine's Jan 2008 issue noted that "Three reasons to hire a veteran." are:

**Leadership** – Given responsibility for lives, budgets, expensive equipment and performance at a very young age, leadership is ingrained into every facet of military life. NCOs and officers are there to lead and inspire troops: troops that work 18-hour days in harsh environments. How many 25 year old civilians manage 20 people and millions of dollars worth of equipment like an infantry staff sergeant does every day?

**Performance under pressure** - In the military, poor performance or an inability to handle stress can have grave consequences. Adherence to specifications and deadlines under tight timeliness is part of the normal routine for veterans. Efficient use and privatization is ingrained into all military endeavors.

**Team Players** – Veterans are accustomed to working in teams to accomplish goals. In military, you rely on your team member for your life. Recognizing that the whole is greater than the sum of its parts, companies are heavily interested in team-building to leverage the skills of all team members and achieve a force multiplier

on human assets. The military lives this every day."

In the hiring process, these are just a few of the attributes that all employers look for when making that final decision on hiring a new worker. Veterans routinely bring many intangible benefits that are not readily apparent on applications and resumes. These include loyalty, character, teamwork, integrity, responsibility, and maturity of judgment. Combined with training, and identifiable and transferable skills gained while in the service, the training and experience of the Veteran can enhance your companies bottom line and productivity.

For more information on hiring a Veteran, contact the Veteran's Employment Representative in your local Wisconsin Job Center.

In Green Bay-

Call Michael Mack at 920-448-6776

In Sheboygan -

Call David Williams at 920-208-5013

In Marinette -

Call Connie Clayton at 715-732-7843



## Job Accommodations Questions - The JAN Network can help

**Job Accommodation Network**



<http://www.jan.wvu.edu/>

JAN is a free consulting service of the Office of Disability Employment Policy of the DOL and provides a comprehensive source for job accommodations.

The Job Accommodation Network (JAN) is a free service of the U.S. Department of Labor's Office of Disability Employment Policy. JAN consultants have been providing job accommodation information to employers since 1983 when JAN was founded. In addition, JAN consultants have been providing information to employers about the Americans with Disabilities Act (ADA) since 1992 when the ADA went into effect. Over the years, JAN consultants have developed practical ideas to help employers provide job accommodations and comply with the ADA.

The **Employer's Practical Guide to Reasonable Accommodation Under the Americans with Disabilities Act (ADA)** is available to employers on-line. {<http://www.jan.wvu.edu/>}

JAN's efforts are in support of the employment, including self-employment and small business ownership, of people with disabilities. JAN represents the most comprehensive resource for job

accommodations available. JAN, a free consulting service designed to increase the employability of people with disabilities by:

- 1) providing individualized worksite accommodations solutions,
- 2) providing technical assistance regarding the ADA and other disability related legislation, and

JAN website provides a variety of information, publication plus searchable on-line resources for employers. The JAN website provides general information on American's with Disabilities Act (ADA), Disability awareness, job accommodation practice, funding/community resource information, tax incentives, accessibility guidelines and JAN provides individualized accommodation information on a case-by-case basis upon request.

## New Disability Navigator Joins the Job Center Staff!

Mai Maes has recently joined the staff at the Wisconsin Job Center in Green Bay as Disability Navigator. The Disability Navigator operates in regional job centers to serve as a resource to the community with the objective to reduce the unemployment rate of Wisconsin Residents with disabilities. Mai has been tasked to help individuals with disabilities “navigate” through the challenges of seeking, obtaining and retaining employment. She connects individuals with employment programs and services, healthcare options, housing and transportation possibilities

As Navigator, Mai Maes also provides assistance to employers located throughout the ten counties

within the Bay Area Workforce Development Board jurisdiction. Here are some of her possible services: information and training regarding

current adaptive technology; on site staff training in issues related to the successful work site accommodations for individuals with disabilities; identifying and connecting businesses with Job Center Business services and program already available to support the employment and retention of individuals with disabilities. Mai provides her services to both individuals and employers at no cost.

If you have questions or seeking information on hiring and/or retaining persons with disabilities, contact

Mai Maes, Disability Program Navigator at:

Phone: 920-448- 7217, Cell 920-660-1833

or

e-mail her at: [mamaes@newcurative.org](mailto:mamaes@newcurative.org)

**The Disability Navigator serves as a resource to the community with the objective to reduce the unemployment rate of Wisconsin Residents with disabilities.**

## Wisconsin New Hire Reporting

Federal law requires employers to report newly hired and re-hired employees in Wisconsin to Wisconsin New Hire Reporting System. This site will provide you with information about reporting new hires including reporting online and other reporting options. <http://newhire-reporting.com/WI-Newhire/default.aspx>

### Who is required to report?

Employers and/or labor organizations doing business in the State of Wisconsin must report the following employees:

*New employees:* Employers must report all employees who reside or work in the State of Wisconsin to whom the employer anticipates paying earnings. Employees must be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).

*Re-hires or Re-called employees:* Employers must report rehires, or employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment after 90 days. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns

to work after 90 days. This includes teachers, substitutes, seasonal workers, etc.

*Temporary employees:* Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; they do not need to be re-reported each time they report to a new client. They do need to be reported as a rehire if the worker has a break in service or gap in wages.

### Where do I report new hires?

*Electronic Reports* - Using our Web site's online reporting feature is a very popular choice for employers. This feature provides a printable confirmation of reports received and is available 24 hours a day, 7 days a week

*Non-Electronic Reports* - Paper new hire reports may either be faxed or mailed to the Wisconsin New Hire Reporting Center.

To find out more about Wisconsin’s New Hire Reporting—please go on line at: <http://newhire-reporting.com/WI-Newhire/default.aspx>

## Wisconsin New Hire Reporting

New hire reporting is required by law in all 50 states, and has been mandatory since October, 1998

### The New Hire law requires:

All employers to report newly hired and re-hired employees to a state directory within 20 days of their hire or rehire date.

Please call the Wisconsin New Hire Reporting toll-free at (888) 300-4473 for any questions regarding the new hire reporting process. Our telephone system can help you 24 hours a day, seven days a week. Help desk staff are available to answer your questions Monday through Friday from 8:00 am to 5:00 pm Central Time

## Consumer Price Index

<b>Consumer Price Index - All Urban Consumers (CPI-U)*</b>											
National (U. S. City Average.) 1982-84 = 100			% Change	Class B/C - North Central States (1996 = 100)			% Change	Class D - North Central States (1996 = 100)			% Change
U.S. City Average	Feb-07	Jan-07	Feb-06	(Size 50,000-1,500,000)	Feb-07	Jan-07	Feb-06	(Size Less than 50,000)	Feb-07	Jan-07	Feb-06
All Items	203.5	202.4	2.4%	All Items	123.9	122.9	1.9%	All Items	188.1	187.6	1.6%
Food & Beverage	200.4	199.2	3.1%	Food & Beverage	123.9	123.1	3.6%	Food & Beverage	192.0	190.6	3.1%
Housing	207.2	206.1	3.3%	Housing	120.7	120.2	1.2%	Housing	170.1	178.5	-2.3%
Apparel & Upkeep	119.0	116.0	2.1%	Apparel & Upkeep	83.6	80.1	1.3%	Apparel & Upkeep	124.9	122.9	-0.5%
Transportation	174.8	174.5	-0.6%	Transportation	127.3	124.7	0.6%	Transportation	161.4	160.1	-2.3%
Gasoline (all Types)	194.3	192.8	-1.4%	Gasoline (all Types)	206.9	193.0	0.9%	Gasoline (all Types)	176.7	174.0	-4.0%
Medical Care	346.5	343.5	4.3%	Medical Care	151.3	149.9	4.3%	Medical Care	340.7	339.3	3.2%
Energy	188.5	183.6	1.1%	Energy	177.3	170.9	-0.3%	Energy	166.6	167.1	-1.2%

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

## Labor Force Update

<b>Green Bay MSA (Brown, Kewaunee, &amp; Oconto counties)</b>	<b>January-08</b>	<b>December-07</b>	<b>January-07</b>	<b>Change from one month ago December 2007</b>	<b>Change from one year ago January 2007</b>
<b>Civilian Labor Force</b>	167,939	169,424	169,534	-1,485	-1,595
Employed	158,807	161,711	160,606	-2,904	-1,799
Unemployed	9,132	7,713	8,928	1,419	204
Unemployment Rate %	5.4%	4.6%	5.3%	0.8	0.1
Goods Producing	37,700	38,900	38,000	-1,200	-300
Service Producing	128,500	132,100	128,400	-3,600	100
Constr., Mining & Nat. Resources	7,100	7,900	7,500	-800	-400
Manufacturing	30,600	31,000	30,500	-400	100
Trade	23,700	24,700	24,400	-1,000	-700
Transportation & Utilities	11,200	11,400	11,000	-200	200
Financial Activities	12,200	12,300	12,000	-100	200
Education & Health Services	20,900	21,100	20,500	-200	400
Leisure & Hospitality	14,900	15,700	15,000	-800	-100
Info., Prof & Bus. Svcs., & Other Svcs	24,800	25,400	24,400	-600	400
Total Government	20,800	21,500	21,100	-700	-300
Federal	1,200	1,200	1,200	0	0
State	2,600	2,700	2,600	-100	0
Local	17,000	17,600	17,300	-600	-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.

## Local Job Center Stats:

### Snapshot in time - Active Orders and openings listed as of 5 March 2008

Statewide	9,252 Job Orders	21,732 Job Openings
Bay Area (10 Counties)	1,565 Job Orders	3,732 Job Openings
Green Bay Job Center	938 Job Orders	2,375 Job Openings

### New Job orders/Openings listed in January and February 2008

	January 2008		February 2008	
State Wide	7,740 Job Orders	16,484 Job Openings	6,903 Job Orders	14,562 Job Openings
Bay Area (10 Counties)	1,211 Job Orders	2,947 Job Openings	1,150 Job Orders	2,232 Job Openings
Green Bay Job Center	749 Job Orders	1,646 Job Openings	634 Job Orders	1,230 Job Orders

## Successful job listings start with a good job Description!

Hiring the right people begins with effective recruiting. A well written job listing and a quality job description improve results, save time and create better matches in your hiring. Internet Websites offer the advantage of allowing companies to expand the information on their job listings to help promote their job openings as well as a screening tool in recruiting.

### A quality job description is:

- Complete, accurate, understandable and describes a current employment opportunity.
- Provides enough information to allow effective self-screening by the job seeker.

To ensure high quality, your job listing is reviewed by trained, professional Job Center staff. This is

the essential *value-added* difference between Wisconsin JobNet and other Internet job boards.

### DOES THE JOB LISTING PROVIDE ENOUGH INFORMATION?

If you were the job seeker, would you have questions after reading the job announcement?

- Job duties, tasks and responsibilities:

Specific and fully describes the situation even to someone not familiar with the occupation.

- Equipment/machines/tools/computer programs used:

Be specific. Are you willing to train?

- Skills, knowledge and abilities:

What is required to perform the *essential functions* of the job?

- Licenses or certifications:

Are occupational licenses required? *TIP: List only what is required to perform the essential functions of the job.*

- Education and training:

Is a degree or certificate required? *TIP: List only what is required to perform the essential functions of the job.*

- Working Conditions:

Explain physical requirements, work site conditions, exposure to weather, travel requirements, reimbursement for expenses, etc.

- Hours, workdays, shifts, and duration of the job:

Hours per week, shift hours, days of week, overtime, on-call, or holiday work clearly identified. Is the job seasonal or temporary?

- Wages and benefits:

State dollar amounts if possible. Explain unusual details in the "Additional Compensation" text field. *TIP: Vague or*

*incomplete compensation information discourages quality candidates from applying!*

- Company information:

Use the "Company Profile" to accurately explain the company, products, services, advancement, career and

employment opportunities.

- Testing:

Any required pre-employment tests have been identified on the job order.

### IS THE INFORMATION CLEAR AND EASY TO UNDERSTAND?

If you were the job seeker, would anything be confusing or unclear?

- Job Title:

Simple, commonly used occupational titles avoid confusion and allow better keyword searching on the Internet. *Tip:*

*You can use your company title in the job description to identify the job for application purposes!*

- Work site location:

Clearly identify all of the work sites, especially if different than the company headquarters.

- Company name:

Corporate names, mergers, and buy-outs can lead to confusion about local facilities. Local, commonly recognized

company names work best. *Tip: Use the "Company Profile" to identify corporate connections.*

- Abbreviations or jargon:

Use only commonly understood abbreviations. Avoid industry jargon.

- Application procedures:

Application methods, deadlines, contact person, or special requirements are identified.

**Quality Job listings bring quality results!**

**America's InfoNet offers help by providing a handy tool to help**

**"Create Customized Job Descriptions."**

**Visit**

**<http://www.careerinfo.net.org/acinet/JobWriter/default.aspx>**

**To create a job opening listing, containing the job title, job location information, tasks and required or preferred knowledge's.**

**Additional help in developing and writing job descriptions including help in meeting ADA requirements can be found at the**  
**JAN**  
**(Job Accommodation Network Website)**

**<http://www.jan.wvu.edu/media/JobDescriptions.html>**

## Shawano Job Center's new location to ready to serve the community.

The Shawano County Job Center, Shawano County Social Services and partner agencies celebrated the opening of their new location with an open house on Wednesday, January 23, 2008. The Shawano County Job Center, Shawano County Social Services and partner agencies provided tours of the new facility and information on services provided by the center.



The opening ceremony of the new facility, which is located at 607 East Elizabeth Street, in Shawano, included remarks from Jim Golembeski, Executive Director of the Bay Area Workforce Development Board, and Bryce Luchterhand, Director of Governor Doyle's Northern District Office. Sue Gleason, DWD Division of Employment and Training Deputy Administrator, and Rick Kane, Shawano County Director of Social Services and Aging, also made remarks.

Jim Golembeski said that the new facility would work well to serve the people of Shawano County by connecting job seekers and employers. He said many good jobs are out there, but we need workers with the skills that those jobs require. In other words, we need to do a better job of training and educating job seekers and then matching them up with employers.

Sue Gleason, there representing DWD Secretary Roberta Gassman, said that great new facilities in the region, such as the Shawano County Job Center and the Brown County Job Center, were wonderful resources for the communities they serve and said that all those involved in the process deserved a pat on the back.

Bryce Luchterhand stressed the importance of job centers that were accessible to people in rural areas of the state, like the Shawano County facility. He spoke about the incredible impact of outside forces, like energy prices, on the labor market. He said the cost of commuting longer and longer distances for work brings some people into job centers looking for alternatives.

Rick Kane told the group that the Job Center was a prime example of a successful public/private partnership. Citing the low per-

foot cost of rent for the new facility, which they are renting from a nonprofit organization, he said that you could not find a better example of effective partnership than the Shawano County Job Center.

Partners in the new facility include:

- √ Wolf River School to Work
- √ DVR
- √ Upward Bound
- √ Wisconsin Job Service
- √ Shawano County Social Services
- √ Office Of Aging
- √ Forward Service Corp
- √ Curative Rehabilitation Center
- √ Northeast Wisconsin Technical College
- √ College of Menominee Nation
- √ Family Services
- √ Bay Area Workforce Development Board



The Shawano Staff ready to serve you.

The Shawano County Job Center is open Monday - Friday, from 7:45 a.m. to 4:30 p.m. The Shawano Job Center services the communities of Bonduel, Bowler, Caroline, Cecil, Clintonville, Embarrass, Gresham, Krakow, Leopoldis, Marion, Shawano, Tigerton, Tilleda, Wittenberg and Zachow.

The Job Center is located at:

607 E. Elizabeth St  
Shawano , WI