

Allied Health Recruitment & Training Tool Kit

USING THE FREE RESOURCES OF THE STATE CONTACT ONE-STOP CAREER CENTERS (U.S. only)

ONE-STOP CENTERS connect organizations looking to hire employees with workers who need jobs. These centers provide basic skills training and job search services to assist job seekers advance their careers and recruitment services to employers needing to hire qualified workers.

One-Stop Career Centers are:

- Free resources that will list your job opening to thousands of job seekers
- Known by different names depending on what state you live in (e.g., state Unemployment Office, Job Services Center, Workforce Development Center, One-Stop Center)
- Representing a partnership involving federal, state and local public and private service providers
- Designed to help businesses find qualified workers *and* help job seekers obtain employment and training services to advance their careers

To locate the nearest One-Stop Career Center in your local area, use America's Service Locator at www.servicelocator.org.

For employment and training resources, contact America's Workforce Network at www.usworkforce.org or call 1-877-US-2JOBS

O*NET OnLine <http://online.onetcenter.org> The Occupational Information Network is a comprehensive database with descriptions for skill sets for specific occupations. O*NET OnLine allows both the public and private sector to directly access key data for hiring and retention for business, support workers and students in career planning, and informs the development of skill-based curriculum.

The One-Stop Career Center will:

- Coordinate the initial communication between you and the pool of qualified workers in your area, as well as outside your area.
- Offer prescreening of workers so you know you are getting skilled applicants.
- Provide you access to detailed labor market information in your state and local area, as well as nationally.

If you wish to become more involved in your local Workforce Board, call the AWN Toll-Free Help Line (877-US-2JOBS) or link to the National Association of Workforce Boards at www.nawb.org.