

CONNECTING BUSINESSES TO TALENT



A proud partner of the
American**JobCenter**®
network

NCWorks Career Centers are your source for connecting
businesses with the talent pipeline in your local area.

BUSINESS SERVICES

BUSINESS SERVICES: Recruitment, Retention, Results

At no-cost to you, your local NCWorks Career Center can provide innovative technology, reliable expertise and excellent customer service so you can remain focused on growing your business and meeting your customers' demands.

We currently offer three Recruitment Service options:

Your Site Recruitment Event - We work closely with your HR Staff to provide a team of our Career Center workforce professionals to set up a recruitment event at your facility which can include the following:

- Develop recruitment event flyers for posting internally/externally
- Mass job postings to NCWorks.gov
- Pre-Screening for qualifications
- Extra staff to help with logistics of crowd control at the site the day of the event
- Assistance with any data entry the day of the event
- Where applicable On-The-Job-Training funding for eligible applicants that can help offset training costs

Career Center Recruitment Event - We work closely with your HR Staff to provide a team of our Career Center workforce professionals to set up a recruitment event at your local Career Center which can include the following:

- Develop recruitment event flyers for posting internally/externally
- Mass job postings to NCWorks.gov
- Pre-Screening for qualifications
- Extra staff to help schedule interviews so that you have time to process
- Assistance with any data entry the day of the event
- Where applicable On-The-Job-Training funding for eligible applicants that can help offset training costs

Virtual Recruitment - We will provide a Career Center staff person to assist you in setting up the Virtual Recruiter tool in NCWorks.gov:

- A Career Center Staff Member to personally assist you
- Online Recruitment
- Email notifying you of matching candidates to your job skills

Get Started

1 Choose your recruitment option:

- ☐ Your site
- ☐ Career Center Event
- ☐ Virtual Recruitment

2 Meet with a Business Services Team Member:

3 Enter job opening in NCWorks.gov.

- ☐ Job entered

4 Prepare for interviews:

- ☐ List of company benefits
- ☐ Copy of up-to-date job descriptions
- ☐ Interview questions
- ☐ Applicant pre-assessments
- ☐ Applicant screening requirements

5 After event debrief:

- ☐ Adequate amount of applicants
- ☐ Screening requirements met
- ☐ Position filled

Contact us today to learn more about how NCWorks Career Center recruiting and screening services deliver dependable results through innovative technology. Your Career Center Contact: _____

NCWorks Career Centers are an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request.