

Attachment 2

Level I. Center Information. Please fill in the blanks.

Name of Provider	
Address	
City	
State	
Zip	
Phone	
Fax	
TDD	
E-Mail Address	
Web Site Address	
Site Logo or Photo	
Brief Description of Site (Narrative)	
Hours of Operation	
Parking Availability	
Public Transit Access	
Type of Office (e.g., One-Stop, WtW)	
Office Level (Local, State, or Federal)	

Level II. Resource Information. Please indicate whether or not you have these resources, by putting a “Y” or “N” in the blank column.

Career Resource Room	
Rooms where employers can interview job seekers	
Telephones	
Fax Machine	
Copy Machine	
Personal Computers	
Internet Access	
Video Viewing Stations	
On-site Childcare	

Level III. Who are your primary service recipients? Place an “X” in the right column for those that apply.

Employers	
Workers	
Youth	

Level IV. This section gathers information about three groups your center may serve; employers, workers and youth. Only complete these service areas if you provide services to that particular audience, e.g., Employers will complete the Employers Section. Place an “X” in the service column that represents the various ways a customer would be able to access that information.

Employers Services

Recruiting Employees	Self-Service	One-on-One Help	Workshops
Post your Job Openings			
Get access to resumes posted by job applicants			
Get job applicants pre-screened			
Use on-site facilities for recruiting and interviewing job applicants			
Have job applicants’ skills tested			
Have background checks conducted on job applicants			
Learn about strategies for recruiting workers			
Learn how to interview job applicants effectively			
Get help in analyzing and writing job descriptions			
Develop programs to train new workers for your business			
Get training costs reimbursed for qualified job candidates			
Business Resources			
Learn about Unemployment Insurance taxes and eligibility rules			
Learn about EEO and ADA requirements			
Learn about legal requirements for hiring and firing workers			
Receive information on the Work Opportunity Tax Credit and other hiring incentives			
Get information on employment, wage and salary trends			
Get your employee training needs analyzed			
Get outplacement services for employees you are laying off			

Workshops			
Name/Description			

Workers Services

Planning Your Career	Self-Service	One-on-One Help	Workshops
Assess your reading and math skills			
Assess your career interests			
Get help choosing jobs and careers suitable for you			
Learn about jobs in demand and rates of pay			
Get information about employers in your local area			
Learn about what employers expect of their workers			
Finding Work			
Find out about job openings			
Learn about strategies for finding a job			
Get help in preparing for job interviews			
Get help preparing your resume			
Post your resume for employers to see			
Share job-search strategies with other job seekers (job club)			
Dealing with a Loss of a Job			
File Unemployment Insurance (UI) Claim			
Get help in coping with the stress of job loss			
Get help coping financially with job loss			
Learn about community resources			
Getting Skills and Education			
Receive training in new job skills			
Improve your current job skills			
Learn how to start your own business			
Prepare for High School Equivalency (GED) exam			

Improve your reading, writing, and math skills			
Improve your English skills (ESL) (Mejorar su Ingles)			
Get information about education and training schools, such as their tuition and success in placing students in jobs			
Other Resources			
Get help with living expenses while in training			
Get help finding childcare			
Get help obtaining financial aid for training			
Workshops			
Name/Description			

Youth Services

Planning your career	Self-Service	One-on-One Help	Workshops
Assess your reading and math skills			
Assess your career interests			
Learn about jobs and careers suitable for you			
Learn about jobs in demand and rates of pay			
Get information about employers in your local area			
Learn about what employers expect of their workers			
Finding Work			
Find out about job openings (including work experience, internships and community service)			
Find out how to get a work permit			
Learn about strategies for finding a job			
Get help in preparing for job interviews			
Get help preparing your resume			

Post your resume for employers to see			
Summer Opportunities			
Get help in finding a summer job			
Find out about summer learning opportunities			
Getting Skills and Training			
Learn new job skills			
Improve your current job skills			
Learn about the world of business			
Prepare for High School Equivalency (GED) exam			
Improve your reading, writing, and math skills			
Improve your English skills (ESL)			
Get information about schools and training programs			
Other Resources			
Get help with living expenses while in training			
Get help finding child care			
Learn about financial aid for training			
Workshops			
Name/Description			