



## **Recruiting, Screening and Training**

The Texas Workforce Commission and its network of local workforce development boards welcome inquiries from employers exploring opportunities to do business in Texas and stand ready to offer assistance in locating the resources and the information necessary for you to make a decision.

Recruiting, screening and training are offered through this network of 28 local boards. The Texoma Workforce Development Board, Workforce Solutions Texoma, can offer an array of services at no cost to companies that locate in the Grayson County area. Initially, one of the workforce business services consultants will interview the company, assess the human resource needs, and recommend a variety of services to help build the workforce.

## **Recruiting and Screening**

Available services may include:

- Screening, testing, and referring qualified candidates
- Arranging interviews and testing including providing the space for those services
- Brokering pre-employment services such as drug and alcohol testing, background checks, etc.
- Providing economic and labor market information, figures and trends in the area.
- Providing job market information, such as availability and skill levels of candidates, salary data and benefit incentives to help attract qualified candidates
- Providing information and technical assistance on federal and state rules affecting employment (Payday, New Hire Reporting, unemployment tax, and reducing unemployment tax chargeback)
- Providing information support and sources to relocating employees (transportation options, commute times, school district ratings)
- Connecting businesses with city and county entities that assist in establishing businesses (example, a local energy company analyzes energy needs and apprises the business of city and county regulations regarding usage)
- Explaining information on tax code provisions that favor employment and training (e.g., wage subsidies, tax credits, and tax-free non-job related education assistance)
- Entering job postings into a widely used statewide job bank
- Providing additional recruitment opportunities as needed
- Testing the education and skill levels, interests, and aptitudes of candidates
- Performing specific screening outside normal testing tools for a nominal fee
- Providing meeting space for employee orientation and assisting in the orientation process
- Building an ongoing relationship to help with human resources needs in order to remain competitive and profitable in the marketplace.

These services can be costly for a business if provided by a private placement agency with fees ranging between 20% to 33% of a candidate's annual salary. Texas workforce centers provide these direct, basic placement services at no cost, and some additional specialized services for a nominal fee. As employers identify additional specific needs, further details can be provided.

### **Training**

The Workforce Solutions Texoma workforce business consultants would expedite training opportunities and help determine the best-suited candidates as the recruiting and screening process proceeds.

The statewide training program, the Skills Development Fund, assists businesses by financing the design and implementation of customized job training projects. The fund successfully merges business needs and local customized training opportunities into a winning formula to increase the skills level of the workforce and meet employer needs.

To be considered for a Skills Development Fund grant, Workforce Solutions Texoma would assist you in developing a partnership with an eligible grant applicant and ensuring that you are actively involved in the planning and design of the customized training project. Grants for single businesses may be limited to \$500,000 but include tuition, curriculum development, instructor fees and training materials and typically last 12 months.

Often consortia are formed with companies facing similar training needs establishing a more cost effective and robust workforce for employers in the area. There may be existing consortia and training programs already in place that meet company needs and could be made available as soon as the site decision is made. If some or all of the training material is proprietary, all or part of the instruction can be provided by the company along with pre and post skill assessment methodology and the reporting of training outcomes including course completion, trainee attendance and credential attainment.

Workforce Solutions Texoma has extensive experience with the ongoing training and certification requirements of the industry and is committed to building the relationships necessary to help meet workforce needs.

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