

Career Connect Employer Services Definitions - Updated September 28, 2015

Service	Definition
E01-Employer Site Visit	On-site visit to an employer's work site to observe/assess the work environment, learn about the industry, understand the company culture, and/or assess the appropriateness of the worksite for youth. Also includes on-site visits to employers to observe/monitor OJT or other paid work experience customers placed with that employer.
E02-Provided Job Fair Services	Employer participates in or is represented by a business services team member at a job fair in which a group of employers met prospective candidates.
E03-Create & Post Job Order	Creating and posting a job order in Career Connect on behalf of an employer.
E04-Provided Mass Recruitment Services	Employer receives assistance from a Business Services Team member in driving traffic to a recruitment event organized by the employer. The employer did not request any prescreening activities.
E05-Provided Customized LMI / Occupational Assessment	Providing Labor Market Information (LMI) or occupational outlook data/information to an employer.
E06-Provided Candidate Pre-Screening	Screening potential candidates for a specific position based on employer qualifications and requirements, before referring candidates to the employer.
E07-Cold Call	Initial cold call to an employer, agency, chamber of commerce, or other organization to share information on the workforce and other available services.
E08-Review Resumes	Reviewing job seeker resumes on behalf of an employer before referring candidates for employment or training opportunities.
E09-Employer Meeting	Any face-to-face meeting with an employer that does not occur at the employer's work-site.
E10-Lead Follow-up	Initial call made to an employer, agency, chamber of commerce or other organization based on a lead , to share information on workforce and other available services. (Note the source of the lead in case notes.)
E11-Industry Trade Association or Chamber Presentation/Meeting	Presenting to or meeting with any trade association, chamber of commerce, or other organization that represents more than one employer.
E12-Provide Interview Site	Providing a site for an employer to conduct pre-screening or interviews.
E13-Specialized Recruitment	Engaging in a pre-determined process to recruit job seeker candidates based on certain skills sets, industry sectors, and/or targeted candidate characteristics.
E14-Veterans Information To Employers	Informing employers about incentives available for hiring veterans and/or helping employers source veterans for job opportunities.
E16-Customized Training	Employer participated in customized training program in which the employer or a group of employers commits to hiring WIA participants full-time upon successful completion of a prescribed training for a specific job. The employer will pay no less than 50% of the entire cost of conducting a pre-approved training proposal.
E17-On-the-job Training	Employer provides an on-the-job training (OJT) opportunity to one or more job seekers where the employer is reimbursed 50% or more of a new worker's full-time wages to learn new skills on the job. Through an outlined agreement, the reimbursement is intended to offset the employer's cost of training and additional supervision required to provide the worker (must be a WIA participant) with the full knowledge and skills needed to perform the job.

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E32-Paid Work Experience (non-OJT)	The employer provides a paid work experience opportunity, except OJT , in which WIOA is used to subsidize wages and which has an academic and occupational education component. This may include summer employment, paid internships, transitional jobs, and other subsidized employment.
E33-Unpaid Work Experience	The employer provides an unpaid work experience opportune which has an academic and occupational education component. This may include job shadowing, pre-apprenticeship programs, unpaid internships, and other unpaid work experience.
E18-Incumbent Worker Training	Employer provides training for its current employees in need of additional training services to advance in their careers and increase their wages. Incumbent Worker Training can also provide a lay off aversion strategy for employers at risk of laying off. The cost matching share for the employer is 10% - 50% on an approved training proposal.
E19-Referral to other Government Agencies (Specify in notes)	Referring an employer to another governmental agency for the purpose of providing the employer with additional business services, such as a referrals to DCEO for ETIP funding, rebates, tax credits, loans, exporting services, etc. (Add a case note specifying what agency/service the employer was referred to.)
E20-Referral to Other Workforce/Economic Development Program (Specify in Notes)	Referring an employer to a non-WIA agency for the purpose of providing the employer with additional business services not offered through WIA, such as a referral for small business development, advocacy and other grants. (Add a case note specifying what agency/service the employer was referred to.)
E22-Referral to Bonding Program	Referring employer to a program offering no cost bonding coverage that allows the employer to hire a candidate without risk of liability.
E23-Referral to Tax Credit Program-WOTC	Referring an employer to the Work Opportunity Tax Credit (WOTC) program that provides a tax incentive for hiring veterans or targeted individuals with hiring barriers.
E24-Referral to Tax Credit Program-Other (Specify in notes)	Referring an employer to another tax credit program (other than Work Opportunity Tax Credit) that provides a tax incentive for hiring individuals with certain characteristics or barriers. (Add a case note specifying which tax credit program the employer was referred to.)
E25-Rapid Response Initial Meeting Held	Meeting with an employer to plan logistics for a Rapid Response workshop.
E26-Rapid Response Workshop Held	Conducting a pre-layoff workshop for an employer's affected employees.
E27-Hiring Event	Working with the employer to plan an event where pre-screened candidates are presented for application submittal and/or interviewing.
E28-Provided information on apprenticeship / internship programs	Providing an employer with information on Registered Apprenticeships and/or defined, programmatic internships.
E29-Revise/prepare job description or career pathways	Preparing or revising a job description or career ladder for an employer for use in sourcing job candidates.
E30-Advertise recruitment events	Assisting an employer with marketing an event they have already planned.
E31-Follow-up Call	Follow-up call to an employer, agency, chamber of commerce, or other organization to follow-up on an initial call, discuss or follow-up on services, or discuss any other business.
E80-Other Employer Service (Specify in notes)	Providing another service not listed. (Specify the service in the notes.)
E90-Referred Qualified Applicants	Referring qualified job seeker candidates to an employment and/ or training opportunity.