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Creative Solutions for Local Businesses

Announcing the 2010 LA Works Job Fair!

-Calling All Exhibitors- (At No Cost)

On Wednesday, March 31st, LA Works will be teaming up with the Irwindale Chamber of Commerce for the highly anticipated Spring 2010 Job Fair. Several businesses seeking qualified candidates are expected to exhibit (at no cost), and numerous highly qualified job seekers will be attending.

LA Works clients will make up the bulk of the job seeker population, which is good news for employers. Through LA Works

services, clients are pre-screened and adequately prepared for employment through intensive workshops, one-on-one career counseling, and our Success Network.



If your business is hiring and interested in exhibiting at the 2010 LA Works Job Fair, please RSVP to Martha Leyva at martha.leyva@laworks.org. Spaces will be limited, so reserve your spot today!

2010 LA Works Job Fair
Date: March 31, 2010
Time: 10 am—2 pm
Location: Southern California Edison (Irwindale)
Cost to Exhibitors: FREE

Success Network Living Up to Its Name

Since its resurgence in July 2009, LA Works' Success Network (SN) has seen 18 of its participants hired by local employers.

LA Works decided to redesign SN due to an influx of dislocated workers. SN is designed to offer job seekers tools and resources for increasing their networking capabilities and enhancing their job search. This goes "beyond" that of LA Works standard workshops, including those aimed at increasing resume, interview, and computer skills.

"We are excited to offer such a valuable and necessary resource for today's job market. In order for job hunters to maximize their job search, they must learn how to

network effectively," states Ben Brus, Success Network Facilitator.

Additionally, several guest speakers have shared their insights with SN members, including major local employers.

SN guest speakers have included: Rick Salazar—Miller-Coors
Carlos Hernandez—Amtrak
Stuart Aldrich—Executive Recruiter
Al Lewis—Lewis Marketing
Ronald Kaufman—Author, "Anatomy of Success"

Upcoming speaker:
Denise Peoples—People's Choice Staffing



LA Works welcomes several guest speakers each year at Success Network. If you are an experienced public speaker and are interested in speaking at LA Works, please contact Benjamin Brus at benjamin.brus@laworks.org.

BUSINESS RESOURCES

For tax information for large and small CA businesses, visit <http://www.taxes.ca.gov/>. Interested in Recovery Act grants through the Employment and Training Administration? Visit <http://www.doleta.gov/grants/> for info. on grants available, grants awarded, contract information, and financial reporting.

Quote of the Month:

"Our business in life is not to get ahead of others, but to get ahead of ourselves."

-Stewart B. Johnson



The Sheet Metal Workers Apprenticeship Program is continuing to utilize LA Works recruitment, pre-screening and assessment services to identify and enroll qualified applicants. To date, LA Works has hosted seven assessments and tested 77 potential applicants for the program. If you are interested in utilizing LA Works resources for pre-screening, assessment, referral, or recruitment purposes, please contact Sylvia Sosa at sylvia.sosa@laworks.org.

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LA Works Chamber of Commerce Membership

DID YOU KNOW?
LA Works was the Irwindale Chamber of Commerce's "Business of the Month" in June 2009.



LA Works is an active member of the following Chambers of Commerce:

Azusa www.azusachamber.org

Baldwin Park www.bpchamber.com

Claremont www.claremontchamber.org

Covina www.covina.org

Duarte www.duartechamber.com

Glendora www.glendora-chamber.org

Industry <http://www.cityofindustry.org/page.php?5>

Irwindale www.irwindalechamber.org

LaVerne www.lavernechamber.org

San Dimas www.sandimaschamber.com

West Covina www.westcovinachamber.com

LA Works attends and presents at numerous Chamber events each year. For information on networking events and other Chamber of Commerce functions in your area, please visit their websites.

Excerpt From "Best Practices" by Martin Levy, SPHR

"The end result would be building a better performing and more successful enterprise."



This WIA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

"By having "best practices" in place I believe that you are more likely to make better hires, more effectively retain your better employees, and expeditiously terminate your poorer performers. The end result would be building a better performing and more successful enterprise.

Processes and Systems:
The first thing I think a company should have in place is a comprehensive Employee Handbook. A well written handbook lets all the employees now what your specific "rules of the road" are. It will set the tone for the organizational culture you want to have and avoid ambiguities in dealing with employee relations issues. It should also answer most of the questions employees might have, therefore saving you from having to explain and re-explain things.

The second thing I think all companies need is to set specific standards for attendance and punctuality. Most of the companies I speak with complain about attendance but none of them has ever had a specific attendance policy!

Besides the Employee Handbook and an attendance policy, there are three basic systems you should have in place: hiring, compensation, and termination.

Hiring:
A good hiring system should look at the hiring process from recruitment through orientation. Your key hiring document is your job description, so you should make sure all your job descriptions are current and accurate. You also need to make sure your job application is branded to your company and compliant with California law. Once you have these items in place, you can start to think about creating an advertising plan; how are you going to recruit for this position? OK, now you've done a good job of advertising and you have a large applicant pool, what next. You might want to consider some sort of prescreening interview to shrink the pool. In any event, you must have a standard interview guide that is specific to the job and keyed off the job description. Eventually, you will have a set of interview guides for all positions that only asks legal and job related

questions that anyone could use. This will allow you to develop a consistent approach to hiring. You should also be thinking of using tests. I think testing is a great idea and it is perfectly legal as long as the test is job related and you given it to all your final candidates. Now that you've successfully interviewed and tested your applicants, you are ready to make your selection. It is critically important that you make a "contingent" offer of employment subject to whatever background checking you will be doing. I recommend drug screening and a criminal background check as well as reference checking. All of this can be outsourced at a moderate cost. You should always be prepared to negotiate your salary offer. You've finally hired the person, are you finished? Not by a long shot."

For more valuable Human Resources information, please visit Martin Levy's blog at www.HumanResources4U.net

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