

INSTRUCTION LETTER

INSTRUCTION NUMBER: WIOA 17-01

TO: SC Works Staff and Partners

SUBJECT: Out of Town Job Fairs/Recruitment Events at Local SC Works Centers

DATE ISSUED: July 6, 2017 **DATE EFFECTIVE:** Immediately **DATE EXPIRES:** Indefinitely

PURPOSE: To inform staff and employers of the new policy regarding job fairs and recruitment events.

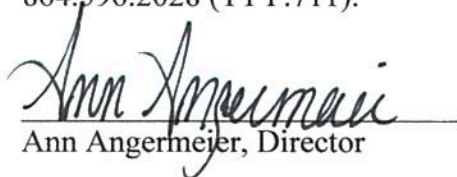
BACKGROUND: Recently, a Spartanburg employer requested to host a job fair in Union County. Discussion was held by the Upstate Workforce Board's Executive Director with several leaders in Union County. A separate communication was held with the leaders of Cherokee County. The consensus was that local employers are struggling to hire and retain quality employees and out of town companies recruiting would only further exacerbate the issue.

ACTION: Due to the declining unemployment rate in the Upstate, SC Works staff in Cherokee and Union Counties will only conduct job fairs and recruitment events for employers physically located in those two counties. Any partners conducting job fairs or recruiting events for employers out of area in these counties may not use the SC Works site or brand. WIOA funded staff may not participate in the events. There is an agreement that must be signed by staffing agencies using the SC Works sites or WIOA funded staff for recruiting events. This agreement prohibits referrals to companies outside of the county in which they are recruiting.

Attached are letters to be given to employers and staffing agencies as needed.

Large scale recruiting events held in the Upstate are not included as all employers may participate in these events that are normally held yearly or twice a year.

INQUIRIES: Should you have any questions concerning this instruction, please contact Dana Wood, Associate Director, at wood@upstateworkforceboard.org or via telephone at 864.596.2028 (TTY:711).


Ann Angermeier, Director

Source: Workforce Board Office. This instruction letter replaces 16-09

July 1, 2017

Dear Employer:

Thank you for your recent request to host a recruitment event at SC Works Cherokee County. Based on our new recruitment event policy, SC Works Cherokee County will be unable to host a recruitment event for your company. The current policy does not allow SC Works to host recruitment events for companies outside of Cherokee County at the SC Works Cherokee County/Gaffney facility. The policy also prohibits SC Works staff funded under the Workforce Innovation and Opportunity Act to participate in recruiting events if employers are located out of Cherokee County.

The policy was implemented because of the declining unemployment rate. Employers are struggling with attracting semi-skilled and skilled labor. Since the labor force for unemployed skilled labor is basically non-existent, having out of area employers recruiting in Cherokee County would only hurt existing employers in the county.

While we understand that out of area staffing agencies often recruit for Cherokee County employers, we want a guarantee that recruitment of individuals in Cherokee County by these agencies is limited to Cherokee County employers if we host the agency at SC Works or allow our funded staff to recruit. We ask that these out of area staffing agencies sign a document stating this so that applicants are not recruited for out of area jobs.

This policy does not apply to large scale regional job fairs and regional recruitment events hosted by SC Works Upstate in which all employers may attend.

Thank you in advance for your understanding.

Sincerely,


Ann Angermeier
Executive Director



LETTER OF AGREEMENT

_____ Staffing Agency physically located in _____ County, is

holding a Recruitment Event at SC Works Cherokee County for _____ (Company),

which is in Cherokee County or holding a Recruiting Event at another Cherokee County location while

utilizing staff funded by the Workforce Innovation and Opportunity Act.

The above-named Staffing Agency agrees that this event is for the sole purpose of finding employees

for the above-named Cherokee County based company and applicants will not be referred to out of

county employers.

Signed this _____ day of _____, 2017

PRINT NAME (Representative of Staffing Company)

SIGN NAME

July 1, 2017

Dear Employer:

Thank you for your recent request to host a recruitment event at SC Works Union. Based on our new recruitment event policy, SC Works Union will be unable to host a recruitment event for your company. The current policy does not allow SC Works to host recruitment events for companies outside of Union County at the SC Works Union facility. The policy also prohibits SC Works staff funded under the Workforce Innovation and Opportunity Act to participate in recruiting events if employers are located out of county.

The policy was implemented because of the declining unemployment rate. Employers are struggling with attracting semi-skilled and skilled labor. Since the labor force for unemployed skilled labor is basically non-existent, having out of area employers recruiting in Union would only hurt existing employers in the county.

While we understand that out of area staffing agencies often recruit for Union County employers, we want a guarantee that recruitment of individuals in Union by these agencies is limited to Union employers if we host the agency at SCWorks or allow our funded staff to recruit. We ask that these out of area staffing agencies sign a document stating this so that applicants are not recruited for out of area jobs.

This policy does not apply to large scale regional job fairs and regional recruitment events hosted by SC Works Upstate in which all employers may attend.

Thank you in advance for your understanding.

Sincerely,


Ann Angermeier
Executive Director



LETTER OF AGREEMENT

_____ Staffing Agency physically located in _____ County, is
holding a Recruitment Event at SC Works Union County for _____ (Company),
which is in Union County or holding a Recruiting Event at another Union County location while
utilizing staff funded by the Workforce Innovation and Opportunity Act.

The above-named Staffing Agency agrees that this event is for the sole purpose of finding employees
for the above-named Union County based company and applicants will not be referred to out of
county employers.

Signed this _____ day of _____, 2017

PRINT NAME (Representative of Staffing Company)

SIGN NAME