



# EMPLOYER RESOURCE GUIDE

A proud partner of the  
 **AmericanJobCenter**<sup>®</sup>  
network

**Success depends on the skill &  
productivity of your workforce**

Fostering the employment of northeastern North Carolinians by enriching the skills and suitability of candidate employees for regional businesses.





# TABLE OF COntENTS

- 01 Locations & Contact Information
- 02 Northeastern Workforce Development Board and  
NCWorks Career Centers



## **RecRuitment**

- 03 Pre-Employability Assessments
- 04 NCWorks Career Centers  
NCWorks Online  
Labor Market Information
- 05 Best Practices & Resources for Filling Open Positions  
Job Posting Venues
- 06 Tips for Posting a Job on Recruitment Forums/Boards
- 07 Chamber of Commerce and  
Regional Media Contacts
- 08 Hiring Veterans  
Career Readiness Certificate



## **PiPeline DeveloPment**

- 09 Working Smart  
Supporting Career Pathways
- 10 NEXTGEN: Youth



## **tRaining**

- 11 On-the-Job Training
- 12 Employee Training Grant



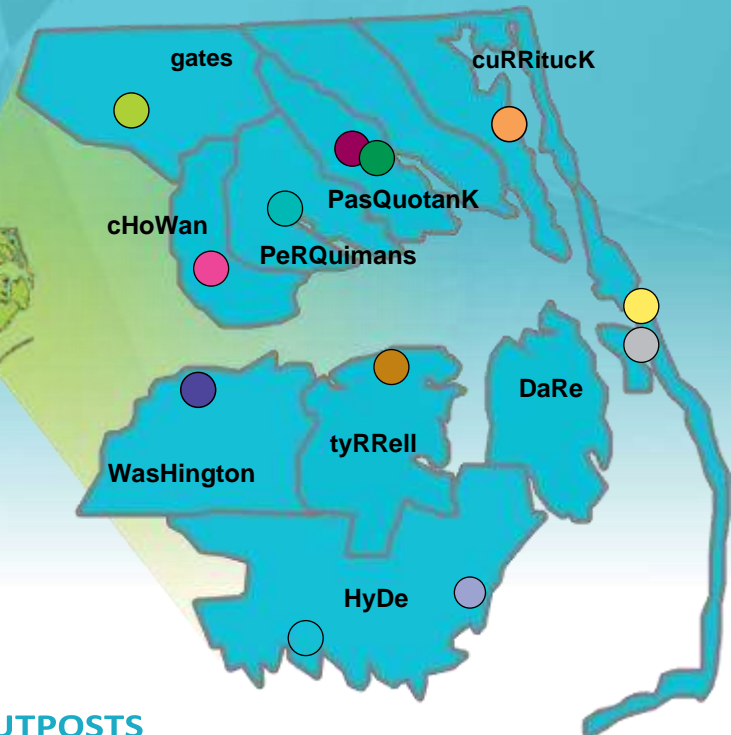
## **emPloyeR PRogRams**

- 13 Partner Organizations
- 15 Statewide Programs
- 19 Transition Services
- 20 Visit [ncworks.gov](http://ncworks.gov)





# LOCATIONS & CONTACT INFO



**noRtHeasteRn WoRKFoRce  
DeveloPment BoaRD**  
albemarle commission Building  
512 South Church Street, Hertford, NC 27944  
Phone Number: (252) 426-5753

## ncWORKS CAREER CENTERS AND OUTPOSTS

**ncWorks career center: elizabeth city - Pasquotank**  
1305 W. Ehringhaus Street, 111 Jordan Plaza  
Elizabeth City, NC 27909  
Phone: (252) 621-6350 *Wed: 8:30am - 6pm*  
*Mon/Tue/Thu: 8:30am - 5pm Fri: 8:30am - 2pm*

**ncWorks career center: Dare county**  
2522 South Croatan Hwy., Nags Head, NC 27959  
Phone: (252) 480-3500 *Monday-Friday: 8:30am - 5pm*

**ncWorks career center: edenton-chowan**  
118 Blades St., Building 3, Edenton, NC 27932  
Phone: (252) 482-2195  
*Tuesday, Thursday: 8:30am - 5pm*

**Beaufort county community college - Roper**  
P.O. Box 503, 100 Hwy 32 N., Roper, NC 27970  
Career Advisor Cell: (252) 337-4128  
*Call for Hours*

**college of the albemarle - elizabeth city**  
1208 N. Road Street, Elizabeth City, NC 27909  
Career Advisor Cell: (252) 331-3754  
*Call for Hours*

**currituck Department of social services  
college of the albemarle - manteo** 132  
Russell Twiford Rd., Manteo, NC 27954  
Career Advisor Cell: (252) 312-6852  
*Call for Hours*  
2793 Caratoke Highway, Currituck, NC 27929  
Career Advisor Cell: (252) 312-6852 *Call for Hours*

**gates Department of social services**  
P.O. Box 185, 122 Main St., Gatesville, NC 27938  
Career Advisor Cell: (252) 337-4128  
*Call for Hours*

**Hyde county Department of social services**  
35015 US Hwy 264, Engelhard, NC 27824  
Career Advisor Cell: (252) 312-6859 *Call for Hours*

**Hyde county goverment Building**  
30 Oyster Creek Rd., Swan Quarter, NC 27885  
Career Advisor Cell: (252) 312-6859 *Call for Hours*

**tyrrell county Finance Building** 108  
Water Street, Columbia, NC 27925  
Career Advisor Cell: (252) 312-6859 *Call for Hours*



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# nORTHEASTERN WORKFORCE DEvELOPmENT BOARD & ThE nCWORKS CAREER CEnTERS



The NWDB is headquartered centrally in Hertford, serving North Carolina's 10 most northeastern counties, including: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington Counties.

The purpose of the NWDB is to provide policy, planning and oversight for local workforce development programs, including the NCWorks Career Centers in the region, and to address workforce issues as identified by the communities that they represent.

## ncWorks career centers

The NCWorks Career Center is the lead agency for promoting and delivering:

- Career Awareness
- Career Guidance
- Employability Skills

...to provide businesses with a skilled workforce.

For more information, visit:

[nwdbworks.com](http://nwdbworks.com) OR [ncworks.gov](http://ncworks.gov)



## ASSISTInG BUSInESSES WITH WORKFORCE nEEDS



### RecRuitment & PiPleline tRaining emPloyeR scReening DeveloPment PRogRams

- [ncworks.gov](http://ncworks.gov)
- Youth Work Experiences
- On-The-Job Training
- Statewide Programs
- Job Fairs
- Career Pathways
- Employee Training Grants
- Transition Services
- Labor Market Information
- Apprenticeships
- Soft Skills Training
- Partner Programs



RECRUITmEnT

# PRE-EMPLOYABILITY ASSESSmEnTS

## Hire with Confidence!

The NCWorks Career Center offers Pre-Employability Assessments that you can use to determine whether applicants possess the skills they need to be successful in their jobs. Hire the right candidate from the start and reduce training and turnover issues by contacting the NCWorks Career Center today! There is no cost!

**tests are free to job-seekers, and results are free to view for businesses.**

Every occupation has an assessment for you to validate skills. Over 1,500 tests are available for specific and general needs: Typing, Data Entry, Quickbooks, Assembly and Matching, Basic Warehouse Knowledge, and many more!





Are you looking for talented employees in Northeastern North Carolina?  
Here's how the **ncWorks Career Centers** help businesses find talent for openings.

### **ncWorks career centers**

NCWorks Career Centers help employers find, train, and retain qualified employees. Each center provides services to help local businesses via:

- Job applicant screening and qualified candidate referrals
- Labor market projections, such as average wages for jobs
- Information on tax credits for hiring particular groups of workers • Space to conduct job interviews
- Help with arranging job fairs
- Employee training resources
- Layoff/closure prevention services for employers
- Information about Federal Bonding (insurance for hiring at-risk workers)
- Administer pre-employability assessments

### **ncWorks online**

The state's official job search website, NCWorks Online ([ncworks.gov](http://ncworks.gov)) allows employers to post openings and search for candidates. It is FREE and includes these features:

- A Virtual Recruiter, which automatically delivers potential candidate matches directly to your inbox
- Provides a % match for general and specific skills requirements when searching for candidates • Job orders can be shared directly from employer accounts to other online platforms such as Facebook

*NCWorks Business Account Registration does require an employer's Federal Employer Identification Number (FEIN) & Unemployment Insurance (UI) number to protect job seekers and to divert possible scams. These numbers ensure that registered employers are legitimate NC businesses and reporting appropriately. Not sure what your numbers are?  
Call 1-866-278-3822, choose option 3.*

# LABOR mARKET InFORMATIOn

Understanding labor market conditions and the economic trends that impact your business is critical to the success of every business in our region. We offer a collection of labor market data resources for businesses to identify trends and make informed, data-driven business decisions at no cost.

## **ncWorks labor market information**

Search for real-time labor market trends such as number of candidates for specific occupations, median wages, and much more. Access via [ncworks.gov](https://ncworks.gov)

## **nc labor & economic analysis Division (leaD)**

Provided through LEAD, AccessNC contains information on available properties across the state, community demographics, business location information, industry and occupational data, and interactive maps. Access their website at: [accessnc.nccommerce.com](https://accessnc.nccommerce.com)

## **economic modeling specialists intl. (emsi)**

EMSI provides reports such as: Occupation Snapshots, Talent Supply by Compensation, Workforce Availability, Unemployment by Occupation Sector, and many more.

Access reports by contacting the Business Services team at: [nwdbworks.com](https://nwdbworks.com)



## BEST PRACTICES & RESOURCES FOR FILLInG OPEn POSITIOnS

- Avoid lengthy job titles and write a job description that is concise and clear
- Determine the best application-receiving method that fits your business schedule and needs (ex: online applications may save you time) and use this method for all posting venues
- Publish wages, expected start date and benefits (think beyond the typical benefits like health insurance, ex: friendly working environment)
- Partner with NCWorks Career Center to host recruiting events
- Dedicate 1 to 2 contacts at your business for receiving resumés, refreshing postings and arranging interviews
- Minimize required documentation from applicants to determine their qualifications

(ex: a cover letter isn't always necessary)

- Reduce turnover by being honest in the description  
(ex: job requires standing for lengthy periods of time)
- Post open position(s) through as many venues as possible

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## JOB POSTInG vEnUES

- Contact your local NCWorks Career Center •  
Post jobs for free on the statewide job-engine tool via NCWorks Online (ncworks.gov) •  
Partner with NCWorks Career Center to hold a job fair
- Contact Newspapers

*See contact information on page 7*

- Contact Chambers of Commerce
- Some Chambers offer members a spot on their webpage for job openings *See contact information on page 7*

Post positions via:



# TIPS FOR POSTING A JOB ON RECRUITMENT FORUMS/BOARDS



Online Recruitment Forums are proving to be a great tool for businesses to fill a variety of positions. In order to find the most qualified candidates in a timely manner, read through these tips:

- **start with a good headline** This is what job seekers see first so it should grab their attention. The title is one place on your ad that using the maximum number of allowed characters is best. (ex: Landscaper-Edenton-Full Time-\$12.00) You will be surprised at the difference a title can make in the ads performance. Experiment with different titles and track their performance on the same ad.

- **Job Descriptions:** Aim to use bullet points for the primary tasks associated with a position. There are also numerous online yard sales (ex: "Pasquotank County Online Yard Sale") where you can post positions. These ads have to be very short so consider the most important details.

- All counties in NWDB region have pages that allow businesses to post for free by registering
- In Facebook, search for "Chowan County Jobs-NC" (change for your county)
- Craigslist, Indeed, Monster, etc.
- Consider using staffing agencies

- **Details:** Job-seekers should also see the wage, days/hours of expected work, any available benefits and when they can begin.
- **category:** Post in the right category on the forum/board. This seems obvious but read through the different ads that are posted within each category.
- **Requirements:** Include basic information about your company and inform potential applicants about any special requirements for the job unless they are commonly known in the profession. Some examples of special conditions you should let potential applicants know about include heavy lifting and exposure to extreme temperatures.
- **application Procedures:** Be clear and concise about expectations and the expected process when applying.

If an online application is available (or sending applications via e-mail), this is best as its simple and quick for both job seekers and businesses. Many forums allow the option to make your email anonymous if you



## CHAMBER OfCOMMERCECOntACTS

<b>elizabeth city area</b>	502 East Ehringhaus Street Elizabeth City, NC 27909	(252) 335-4365	elizabethcitychamber.org
<b>currituck</b>	111D Currituck Commercial Drive Moyock, NC 27958	(252) 453-9497	currituckchamber.org
<b>edenton-chowan</b>	101 West Water Street Edenton, NC 27932	(252) 482-3400 800-775-0111	edentonchamber.org
<b>gates county</b>	PO Box 334 Gatesville, NC 27938	(252) 506-1592	gatescochamber.com
<b>Hyde county</b>	20791 US-264 Swanquarter, NC 27885	(252) 926-9171	Find us on Facebook!
<b>outer Banks</b>	101 Town Hall Drive Kill Devil Hills, NC 27948	(252) 441-8144	outerbankschamber.com

want to keep your company name private while you screen applications. However, if you prefer applicants to apply in-person, provide the address and simple directions on how to get there. If you prefer phone calls, be prepared to dedicate one person at your business to take the lead on receiving those.

- **Posting frequency:** Listings are often in reverse chronological order, newest listings get the most prominence. Be prepared to refresh your posting on a daily basis so that it will have a better chance of appearing on the first page of openings when a job-seeker is searching for positions. Refresh your postings as often as possible. Don't forget to take down your ad once the position is filled!

<b>Perquimans county</b>	118 W. Market Street Hertford, NC 27944	(252) 426-5657	Find us on Facebook!
<b>tyrrell county</b>	PO Box 170 Columbia, NC 27925	(252) 796-1996	visittyrrrellcounty.com
<b>Washington county</b>	701 Washington Street Plymouth, NC 27962	(252) 793-4804	chamberofwashingtoncounty.com

## REGIONAL NEWSPAPER COntACTS

<b>chowan Herald</b>	Weekly	421 S. Broad Street Edenton, NC 27932	(252) 482-4418	dailyadvance.com/chowan
<b>Daily advance</b>	Daily	1016 Ehringhaus Street, Ste. A PO Box 558 Elizabeth City, NC 27909	(252) 335-0841	dailyadvance.com
<b>outer Banks sentinel</b>	Weekly	2910 South Croatan Hwy. Nags Head, NC 27959	(252) 480-2234	obsentinel.com
<b>Perquimans Weekly</b>	Weekly	111 W. Market Street Hertford, NC 27944	(252) 426-5728	dailyadvance.com/perquimans



# HIRING vETERAnS

Veterans Education and Training Services (VETS) provides employers with assistance in finding qualified transitioning service members and veterans in our region. For more information: [dol.gov/vets](https://dol.gov/vets)

## What can a veteran bring to your business?

- Ability to quickly learn new skills and concepts
- Strong leadership qualities
- Respect for procedures and accountability
- Strong personal integrity
- Flexibility to work efficiently in teams or work independently
- Hands on experience with technology and globalization

## ncWorks career centers can help:

- Meet with the Local Veterans Employment Representative (LVER) to learn more about the benefits of hiring transitioning service members, veterans and wounded warriors.
- Consider applying for the HIRE Vets Medallion Program - Recognizes employers who recruit, retain, and employ veterans, and who offer charitable services in support of the veteran community.

<b>coastland times</b>	Sun. & Wed.	501 Budleigh Street PO Box 400 Manteo, NC 27954	(252) 473-2105	<a href="https://coastlandtimes.com">coastlandtimes.com</a>
<b>outer Banks voice</b>	Online	409 W. Raceview Court Nags Head, NC 27959	(252) 305-3861	<a href="https://outerbanksvoice.com">outerbanksvoice.com</a>
<b>island Free Press</b>	Online	58248 Fulcher Lane Hatteras, NC 27943	(252) 995-3006	<a href="https://islandfreepress.org">islandfreepress.org</a>
<b>ocracoke observer</b>	Monthly	PO Box 427 Ocracoke, NC 27960	(252) 928-1811	<a href="https://ocracokeobserver.com">ocracokeobserver.com</a>
<b>Roanoke Beacon</b>	Weekly	212 West Water Street Plymouth, NC 27962	(252) 793-2123	<a href="https://roanokebeacon.com">roanokebeacon.com</a>
<b>Roanoke-chowan news Herald</b>	Weekly	801 Parker Avenue Ahoskie, NC 27910	(252) 332-2123	<a href="https://roanoke-chowannewsherald.com">roanoke-chowannewsherald.com</a>
<b>Washington Daily news</b>	Daily	217 N. Market Street Washington, NC 27889	(252) 945-7893	<a href="https://thewashingtondailynews.com">thewashingtondailynews.com</a>

# USE The CAREER READInESS CERTIFICATE

## TO HIRE QuALIfIED APPLICANTs

The ACT WorkKeys National Career Readiness Certificate (CRC®) is a three-part assessment that offers a credential at four levels (bronze, silver, gold and platinum). The CRC measures and certifies the essential work skills needed for success in jobs across industries and occupations. The CRC is also the foundation for counties to achieve Work Ready Communities status.

For more information: [workreadycommunities.org/nc](https://workreadycommunities.org/nc)

The CRC verifies skills proficiency in:

- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations

#### **How can the cRc help employers identify and keep strong employees?**

Case studies and Research show that employers benefit from understanding and using the ACT Work Keys CRC.

#### **Benefits include:**

- Better quality hires and reduced turnover
- Reduction in time-to-hire and shorter training periods
- Increased performance ratings for skilled workers
- Improved employee morale
- Decreased operator error
- Improved promotional opportunities

Anyone can take the CRC at their local community college for a fee. Career Centers are available to assist job-seekers in preparing for the CRC and determining eligibility for a free CRC opportunity.

**More info can be found at: [act.org/certificate/](https://act.org/certificate/)**



[ncworks.gov](https://ncworks.gov)

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# PIPELINE DEVELOPMENT

## WORKING SMART FOR BUSINESSES

Working Smart is an interactive soft skills curriculum designed to provide the work and life skills needed to enhance employee productivity, therefore helping businesses to succeed.

For more information: [nwdbworks.com/resources/soft-skills-training](http://nwdbworks.com/resources/soft-skills-training)

### Benefits to Employers

- Training can reduce turnover rate, saving businesses time and money
  - Designed to improve work ethic, strengthen communication skills and build teamwork
  - Certified employees will enhance productivity and enable you to focus on growing your business
  - Can be offered to current employees for professional development and to strengthen their soft skills
  - Courses can be customized to focus on specific skills to enhance the professional development of staff
- Employers can recommend applicants to attend as a prerequisite for hire or as part of the onboarding process

For more information and to sign-up for this course, contact your local NCWorks Career Center.

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## SUPPORTING CAREER PATHWAYS

In order to sustain a talent pipeline for a growing workforce, business partnerships with workforce and education partners are critical to ensure that training for job seekers matches the needs of employers.

### Benefits to Employers

- By providing work-based learning opportunities for students and adults, employers are helping build the pipeline which will help feed their hiring pools
- As partners in Career Pathways, employers have the opportunity to network with liaisons from other stakeholder groups, including workforce development professionals, community college partners, secondary school teachers and counselors and other employers
- When companies are deciding whether to expand or relocate to Northeastern NC, the quality and availability of a workforce is one of the most important factors

## interested in learning more?

Employers are encouraged to join us at our next regional meeting: [nencpathways.org](https://nencpathways.org)



[ncworks.gov](https://ncworks.gov)

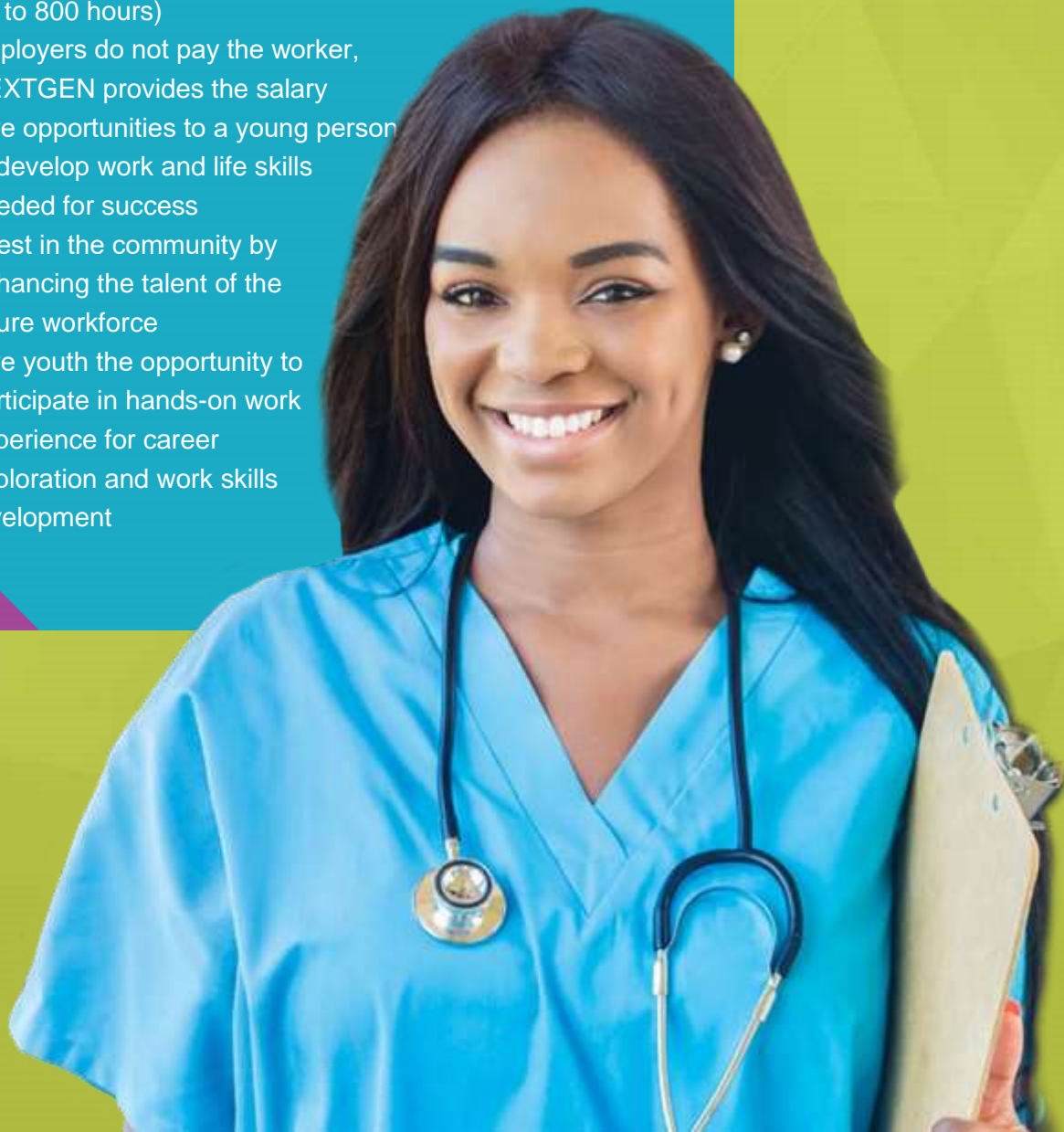
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NEXTGEN is designed to empower eligible youth and young adults to reach their educational and career goals by removing obstacles to their success through a variety of services. We are here to invest in educational and career exploration services provided to young adults age 16-24. For more information: [nwdbworks.com/nextgen](http://nwdbworks.com/nextgen)

**HoW youR Business can BeneFit FRom  
emPoWeRing neXtgen youth tHRough a WoRK  
eXPeRience agReement**

- Employers benefit from having EXTRA help at no cost (up to 800 hours)
- Employers do not pay the worker, NEXTGEN provides the salary
- Give opportunities to a young person to develop work and life skills needed for success
- Invest in the community by enhancing the talent of the future workforce
- Give youth the opportunity to participate in hands-on work experience for career exploration and work skills development







## TRAINING

Reduce the Cost of Hiring and Retaining Employees through **On-the-Job Training** and the **employee training grant**

### WHAT IS ON-THE-JOB TRAINING (OJT)?

OJT allows employers to think outside of the box when it comes to new employees. It's an ideal solution for employers who have difficulty filling their open positions with qualified, experienced workers. After eligibility is determined by NCWorks Career Center, employers hire an eligible OJT candidate, train them while they work and get a reimbursement to offset the cost of providing additional training to the employee. For more information: [nwdbworks.com/business/prospective-employees-on-the-job-training-contracts](https://nwdbworks.com/business/prospective-employees-on-the-job-training-contracts)

### WHY USE OJT FOR HIRING DECISIONS?

Every occupation requires a unique set of skills. However, the requirements of an open position do not always match the current skillset of job candidates. OJT provides an incentive to employers to hire individuals that are motivated to work but lack skills in a specific occupation. This incentive can be a reimbursement of up to 75% of a new employee's hourly wage for up to 6 months. Employers benefit from OJT because they have an opportunity to hire a motivated job-seeker that is willing to learn the skills required of their new job.

### WHAT JOBS QUALIFY?

Permanent, full-time positions that require specific occupational training from employers. There is an hourly wage expectation in line with our region's livable wage standards.

### WHO PARTICIPATES?

OJT candidates must be eligible under the guidelines of the Workforce Innovation and Opportunity Act.



# hOW DO WE GET sTARTEd?

Contact the Business Services Team at the NCWorks Career Center (NCWCC).



## WhAT EmPLOYERS QuALIfY?

## WHAT IS THE EMPLOYEE TRAINING GRANT?

The Employee Training Grant is an opportunity for businesses to enhance the skills of their current employees with the goal of retaining a strong workforce and ultimately increase the stability and competitiveness of the employer. Up to \$10,000 is available to employers to hire trainers and/or register for classes that will help identified employees overcome skills gaps.

For more information: [nwdbworks.com/business/incumbent-workers-employee-training-grants](https://nwdbworks.com/business/incumbent-workers-employee-training-grants)

## WHAT ARE THE BENEFITS?

Investing in employee training can result in increased retention rates, improved work ethics, stronger company-wide morale, and even increased productivity. Different trainings can be identified for different employees within the same application.

North Carolina for profit businesses that have been in operation for a minimum of six months are eligible to apply.

Contact the Business Services Team at the NCWorks Career Center.

## WHAT IS THE PROCESS?

1. Businesses can submit their applications to the Business Services Team of the Northeastern Workforce Development Board.
2. Applications are scored for approval by the Northeastern Workforce Development Board.
3. After an award is announced, a contract will be established and the business is expected to pay for the training (in accordance with the budget set forth in their application). The business then receives reimbursement from the Northeastern Workforce Development Board for the trainings.



## HOW DO WE GET STARTED?



[ncworks.gov](https://ncworks.gov)

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# EmPLOYER PROGRAMS

## PARTNER ORGANIZATIONS

The Northeastern Workforce Development Board and the NCWorks Career Centers are proud of our partnerships with the other 22 workforce boards throughout the state, the Economic Development Partnership of NC, Vocational Rehabilitation offices, the Small Business and Technology Development Center (SBTDC), local Chambers of Commerce and Economic Developers, the Career and Technical Education departments of our K-12 school systems, the Customized Training departments at Community Colleges, the NCSU Industrial Expansion Solutions organization, and others committed to assisting businesses throughout the region. **economic Development Partnership of north carolina (eDPnc)**

EDPNC is focused on recruiting new businesses to the state, supporting the needs of existing businesses, connecting exporters with customers around the globe, helping small business owners get their start, and attracting tourists and visitors from all over the world. **For more information visit: [edpnc.com](http://edpnc.com)** **Local Economic Development Offices:**

<b>camden county economic Development</b>	330 East Hwy. 158 Camden, NC 27921	(252) 338-6363 x 103
<b>Dare county - outer Banks chamber of commerce</b>	101 Town Hall Drive, PO Box 1757 Kill Devil Hills, NC 27948	(252) 441-8144
<b>currituck economic Development</b>	153 Courthouse Road Currituck, NC 27929	(252) 232-6015
<b>edenton chowan Partnership</b>	101 W. Water Street Edenton, NC 27932	(252) 482-2007
<b>elizabeth city economic Development commission</b>	405 E. Main Street, Suite 4 Elizabeth City, NC 27907	(252) 338-0169
<b>gates county - county manager</b>	200 Court Street Gatesville, NC 27938	(252) 357-1240
<b>Hyde county - Planning and economic Development</b>	30 Oyster Creek Rd, PO Box 188 Swan Quarter, NC 27885	(252) 926-4180
<b>Perquimans economic Development</b>	128 N. Church St. Hertford, NC 27944	(252) 312-5314
<b>tyrrell county - county manager</b>	PO Box 449 Columbia, NC 27925	(252) 796-1371 x2621

## nc state university - industry expansion solutions (ies)

The expertise at IES helps organizations grow, innovate, and prosper. Their extensive partnerships with businesses, industry, education and government generate a unique culture of collaboration that provides access to cutting-edge expertise, research, and technology. Since 2000, IES has created \$2.9 billion in added income to the NC economy. IES collaborates with clients and organizations to develop and implement comprehensive solutions such as:

- Continuous Improvement
- Evaluation and Assessment
- Growth and Innovation
- Health and Safety

Organizations that work with IES realize bottom line results including cost savings, optimized resource use and improved operational efficiencies. For more information: [ies.ncsu.edu](http://ies.ncsu.edu)

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**Washington county - county manager**

116 Adams Street  
Plymouth, NC 27962

(252) 791-0001

## small Business & technology Development centers (sBtDc)

The SBTDC provides management counseling and educational services to small and mid-sized businesses. Most services are free of charge, and all are confidential. The SBTDC's experienced and knowledgeable business counselors are equipped to help businesses with a wide variety of business problems, issues, and challenges.

**SBTDC @ Elizabeth City State University • (252) 335-3247 • [sbtddc.org/offices/ecs/staff](http://sbtddc.org/offices/ecs/staff)**

### ncWorks customized training Program

The NCWorks Customized Training Program provides education, training and support services for new, expanding and existing business and industry in North Carolina through our network of 58 community colleges, serving all 100 counties of the state. The goal is to foster and support three key aspects of a company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

All training solutions are the result of collaboration with the management team and customizing the training to meet specific objectives adding to business success. Examples of training topics are safety, leadership, lean, SS methodology, blueprint reading and industry specific topics.

**customized training @ Beaufort county community college • (252) 940-6311 Customized Training @ College of the Albemarle • (252) 335-0821 ext. 2418**



[ncworks.gov](http://ncworks.gov)

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## the small Business center network (sBcn)

The mission of the SBCN is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, which will lead to job creation and retention. With one location at each community college, the 58 Small Business Centers (SBCs) are community-based providers of entrepreneurship training, confidential one-on-one business counseling, referral, and information. This past year, the SBCN served clients in all 100 counties and our aim is to continue to provide direct economic impact throughout North Carolina and act as a force multiplier with our partners.

**SBCN @Beaufort County Community College • (252) 940-6306**

**SBCN @ College of the Albemarle • (252) 335-0821 ext. 2370**



# EmPLOYER PROGRAMS

## STATEWIDE PROGRAMS

### TAX CREDIT PROGRAMS

The Worker Opportunity Tax Credit (WOTC) is a federal tax credit savings opportunity for employers who hire new employees from certain targeted groups. Businesses can receive a one-time tax credit of \$2,400-\$9,600 for hiring a qualified job applicant; the amount varies, depending on the hire and targeted group.

**For more information:**

**[nccommerce.com/workforce/businesses/work-opportunity-tax-credit](https://nccommerce.com/workforce/businesses/work-opportunity-tax-credit)**



### RURAL GRANTS PROGRAM

The Rural Grants Program provides building renovation and economic infrastructure grants for job creation.

#### Rural Building Reuse

Three categories of funding are available for

- 1)** the renovation of vacant buildings,
- 2)** the renovation or expansion of a building occupied by an existing North Carolina company wishing to expand in their current location and
- 3)** the renovation, expansion or construction of health care facilities that will lead to the direct creation of new, full-time jobs.

#### Rural infrastructure

Funding is available for publicly-owned infrastructure including water, sewer, electric, broadband, rail, and road improvements that will lead to the direct creation of new, full-time jobs.

**For more information:**

**[nccommerce.com/ruraldevelopment/rural-grants-programs](https://nccommerce.com/ruraldevelopment/rural-grants-programs)**



[ncworks.gov](https://ncworks.gov)

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# 100-DAY NO FAULT GUARANTEE

Selecting the right person for a job is never a guarantee. If you have to terminate a new employee, your unemployment insurance account will not be charged if you notify the Department of Employment Security.

- Applicable only to employees, hired through a NCWorks Career Center, terminated within a 100-day period from the date of hiring, due to a bona fide inability to do the work.
- To take advantage of the 100-day no fault guarantee employers must contact the Division of Employment Security. As a result, the employer is not penalized for giving someone a chance at the job. The employer's unemployment tax experience rating will not be affected.

For more information visit: [des.nc.gov](https://des.nc.gov)



## INDUSTRIAL DEVELOPMENT/ UTILITY FUND

This fund provides grants to units of local government for public infrastructure in Tier 1 and Tier 2 counties to assist in job creation.

For more information:  
[nccommerce.com/rd/](https://nccommerce.com/rd/)





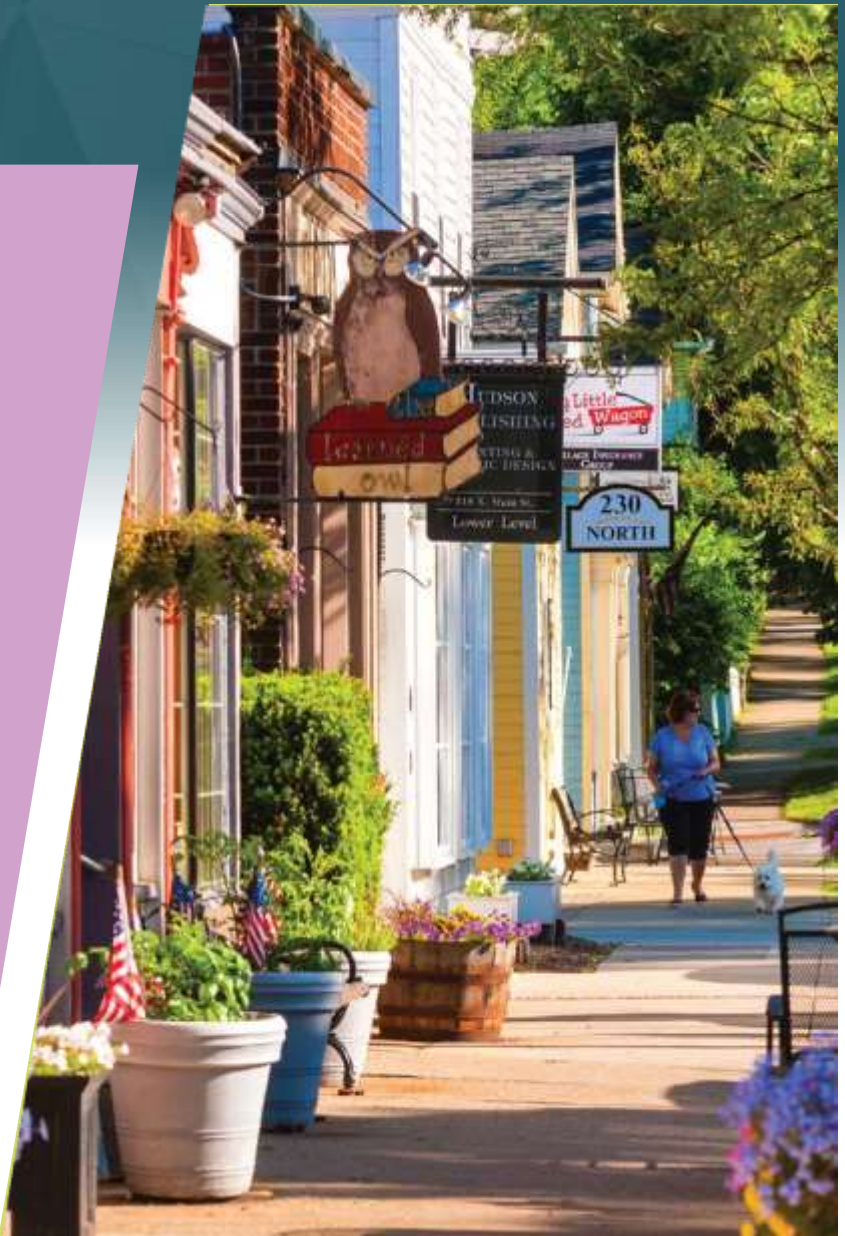


## EmPLOYER PROGRAMs

### FEDERAL BOnDInG PROGRAM

The Federal Bonding Program encourages businesses to hire at-risk, hard-to-place job seekers by providing insurance policies that protect against employee theft or dishonesty. Bonds are available at no cost to the job applicant or to the employer and require no paperwork on the part of the employer. The bond may cover any period up to 6 months, with coverage based on potential risk starting at \$5,000.

**call your ncWorks career center for more information.**



### ThE nC mAIn STREET CEnTER

The NC Main Street Center provides downtown development assistance through the NC Main Street and the Small Town Main Street programs.

For more information:  
[nccommerce.com/rd/](http://nccommerce.com/rd/)



[ncworks.gov](http://ncworks.gov)

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# THE COMMUNITY dEVELOPMENT BLOCK GRAnT FOR ECONOMIC DEvELOPmEnT

CDBG-ED provides grants to local governments that partner with a for-profit business to bring public infrastructure improvements and building renovation services.

All grants are awarded by a 15-member appointed Rural Infrastructure Authority.

For more information:  
**[nccommerce.com/rd/](https://nccommerce.com/rd/)**



## AGRICULTURAL BUSInESSES

Agricultural employers can benefit from the services offered at local NCWorks Career Center offices. Our agricultural employment consultants are mobile and can help employers fill their labor needs and understand farm-related regulations.

Call your local NCWorks Career Center for more information.





# EmPLOYER PROGRAMS

## TRAnSITION SERVICES

### RAPID RESPONSE

Rapid Response is an early intervention to assist employers and workers facing layoffs, closures, and other sensitive actions such as:

- Downsizing/restructuring
- Natural disasters
- Plant relocations
- Bankruptcy
- Federal action impacting defense, timber or fishing industries



To initiate help from the Rapid Response program a business may need to file a Worker Adjustment and Retraining Notification (WARN) notice with the state. Once filed, the Rapid Response team is deployed within 48 hours to help that company and the affected employees. The team will assess the situation and work with company officials to plan the most appropriate response. Rapid Response teams provide the following services to businesses:

- Providing convenient on-site services to ease the transition for workers
- Offering specialized assistance, such as job fairs, financial planning workshops, and interest/ aptitude assessments or other specialized services

For more information:  
**[nccommerce.com/workforce/  
businesses/rapid-response](https://nccommerce.com/workforce/businesses/rapid-response)**





## visit [ncworks.gov](https://ncworks.gov)

Click on “Employers” for access to our comprehensive resources. Find the ideal candidate. Immediately access the resumes of thousands of qualified individuals. Automatically match your job postings and skill requirements with these candidates. Supercharge your recruitment efforts by listing your jobs online. Advertise your jobs to thousands of qualified candidates at no cost to you!



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