

The Purdue Pegboard

This test of dexterity is designed to aid in the selection of employees for industrial jobs such as assembly, packing, operation of certain machines and other manual jobs.

This test measures finger dexterity and hand-eye coordination by testing an individual's ability to move hands, fingers and arms (gross movement) and to control movements of small objects (fingertip dexterity).

Test of Adult Basic Education (TABE)

TABE is the nation's most widely used test for adult basic education because it is the most reliable measurement of reading, mathematics and language skills for adults. The test was designed for use in placing adults in appropriate basic skills programs, diagnosing skills and needs of individual students and measuring growth over time. Subtest scores can be used to predict performance on the GED.

Highly validated, this norm-referenced test provides accurate pre- and post- testing and can be used for employee screening, as well as to measure post-learning gains. When using the TABE tests, you can determine the skill level of individuals, and can then enroll each person in the exact lessons they need to address their particular basic skills deficiencies.

During interviewing and reference checking you can use a candidate's results to systematically explore the specific work behaviors that have been identified as possible problems. This process is simple and straightforward. Interviewing and checking references becomes more objective, structured and focused. By concentrating on the specific work behavior problems identified by the results, you are able to accurately assess job candidates in an extremely time-efficient manner.

Wonderlic Personnel Test™

Reduce hiring mistakes. Shorten the learning curve. Decrease turnover. Three reasons to use the Wonderlic Personnel Test (WPT) to help predict job performance.

Research has proven that cognitive ability is the single greatest predictor of job success. Resumes, education, references and interviews are less likely to help you make the right hiring decision. Since 1937, the WPT has been used by thousands of organizations worldwide to evaluate the ability of millions of people.

The 50-question WPT is a 12-minute timed test that accurately measures a candidate's ability to learn a specific job, solve problems, understand instructions and apply knowledge to new situations. This test provides objective information that enables you to match people with positions that suit their learning speed and aptitude. Wonderlic has analyzed WPT data for 65 years, and has identified effective test score ranges for an impressive variety of professions and occupational titles.

Recruiting, Selecting and Hiring Qualified Candidates

Your organization's business journey begins with the need to attract the right people to the right jobs. Profiling allows you to:

- ❖ Assess the minimum level of knowledge and skill needed to enter into a given job effectively
- ❖ Identify those who are qualified for your positions
- ❖ Measure the skills of current and prospective employees

WorkKeys

WorkKeys job profiles and assessments offer consistent, reliable information to narrow applicant pools and increase job satisfaction by matching candidates to jobs for which they are qualified.

A few benefits a Profile provides your business

- ❖ Clear picture of the skills and level of skill your workers need to be effective
- ❖ Comprehensive, accurate job description that is EEOC compliant
- ❖ Legally defensible assessment process for hiring, recruiting and identifying training needs

Who is using Profiles?

- ❖ American Communications Network
- ❖ Bay College
- ❖ County of Marquette
- ❖ Manistique Paper
- ❖ Marquette General Hospital
- ❖ MeadWestvaco
- ❖ U.P. Special Delivery
- ❖ Winsert



Youth Works!

Michigan Works! has a series of services for young people grouped under the "Youth Works!" umbrella. These services are used to help youth and young adults find a career path that is right for them based on individual talents, skills, and interests. Youth Works! can help youth connect to employers and educational facilities and will equip them with the information they need to get started on their career path.



Youth Works! prepares youth for the workplace by teaching them what employers expect from employees and giving them the soft skills needed to be a success. Youth Works! uses the Ready for Work workshops to teach youth basic employability skills. There is no cost for youth to attend the workshop series. Those who attend take a series of quizzes, and if they pass, earn a Ready for Work certificate. Area employers can then view these certificates during the hiring process as evidence that the youth has made an extra effort to prepare for the workplace. Many area employers find this to be a helpful tool to ensure high-quality workers.

In addition to helping youth prepare for a career, Michigan Works! can help youth find meaningful employment. With numerous job postings from area businesses and a vast business network, Michigan Works! has the information needed to place youth in employment.

If you would like to know more about Youth Works!, or would like to know what you and your business can do to help prepare youths for the workforce, contact your local Michigan Works! Service Center.

Ready for Work?

Are you spending your valuable time with applicants who lack the soft skills necessary to be successful not only in interview, but also at work?

You are not alone. Michigan Works! has heard a reoccurring theme from area businesses. The level of “soft skills” attained by entry-level workers does not meet the needs of employers.

In response to this need, Michigan Works! has created a series of “Ready for Work” workshops that give job seekers the tools necessary to increase their soft skills. These workshops address issues like:

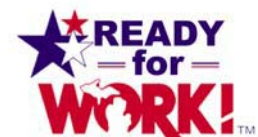
- ❖ Appearance
- ❖ Customer Service
- ❖ Hygiene
- ❖ Interpersonal Communication
- ❖ Timeliness
- ❖ Work Ethic

Those who successfully complete the workshop are given a wallet-sized laminated certificate that potential employers can view as evidence of their workplace preparation.

Would your business be interested in receiving applications only from those who are prepared for the workplace? Contact your local Michigan Works! Service Center to ask about the Ready for Work Workshops.

Ready for Work and you!

- ❖ Certificate holders have made an extra effort and are likely to be better prepared. Ask to see your applicant’s Ready for Work Certificate.
- ❖ Display a Ready for Work poster to show that you expect the best.
- ❖ Tell unprepared applicants to attend the workshop. They may apply to work for you again in the future, so why not make your second meeting better?
- ❖ Improve the professionalism of your youth workers by helping to give mock-interviews during the Ready for Work workshops.
- ❖ Let us know how we can change to meet the needs of your business by keeping us informed about the workshop’s progress.



Michigan Works! Workshops

In addition to the Ready for Work workshop, Michigan Works! regularly offers the following workshops to increase the soft skills and job search effectiveness of our area's Businesses and labor pool.

Managing Change/Assessments -

Easy-to-do assessments that help bring hidden skills and talents out. The assessments also help jobseekers decide what interests they have. The workshop includes discussion of current issues.

Computer Basics -

Learn basic computer skills, the components of the computer, and how computers interact. Learn to use word processing software to create resumes and cover letters and how to use the Internet as a tool for your job search.

Computer Lab -

Utilize computer systems to do a job search, access educational web sites, practice typing, take assessments, and follow up or complete any assignments.

Resume, Thank You & Cover Letter writing -

Discussion and tips on how to write an effective resume and cover letter that will get noticed by employers.

Labor Trends/Job Search -

Learn new techniques that can be applied to a job search, both online and in networking. Learn to use labor market statistics to help make decisions about what choice of employment your future has to offer.

Budgeting/Self-Assessment Review, and Occupational Outlook -

We use this time to review assessments from the Managing Change / Assessments class and also to present budgeting alternatives and forecasts for specific occupations.

Networking -

Discover successful job search and business building methods. Leave with a better understanding of the power of networking and how your own personal list of contacts can help you.

WORKSHOPS

Customize a Workshop!

The friendly team members at your local Michigan Works! Service Center would be more than happy to help create and customize a workshop to meet the needs of your business. In the past, we have developed customized workshops focusing on increasing soft skills, developing management skills, customer service, employment law and employee discipline. If you are looking to improve the skills and abilities of your employees, or if you are looking to improve your own abilities, feel free to talk to a representative from Michigan Works! Our team members draw upon vast research and personal work experience, and we may be able to customize the perfect workshop to meet your particular needs.



BeeFreeway

Do your employees need to improve their skills? One option is a free online training service called the Bee Freeway. If you are a Michigan employer (including for-profits, non-profits, churches, local municipalities and franchises) with 25 full-time employees or fewer, you are eligible for BeeFreeway's no-charge, online training opportunities, prepaid by the Michigan Department of Career Development (MDCD).

The training options available through the BeeFreeway include, but are not limited to, computer training, workplace skills and customer service. Please visit the website at www.bee freeway.org for more information.

Retention & Expansion

Michigan Works! is your local one stop center here to increase the efficiency of your business, saving you both time and money. The extensive experience of our high quality team allows us to provide you with low to no cost professional services that free your time to focus on your #1 priority, growing your business.

With service centers throughout the state, the Michigan Works! Service Center System has access to a vast array of job postings and job seeker resumes making Michigan Works! the ideal resource to recruit your new employees.

In addition to acting as a connection to jobseekers, The Michigan Works! Service Centers in the Central Upper Peninsula can also provide businesses with invaluable services intended to help not only with employee retention, but also with the development of the business itself. These services include, but are not limited to:

- ❖ ACT Work Keys Job Profiling
- ❖ Business retention and expansion services
- ❖ Employee Recruitment
- ❖ Identifying your human resources needs
- ❖ Outplacement Services
- ❖ Skill assessments and pre-employment tests
- ❖ Skill Building Workshops
- ❖ Youth Works! Services

Take a minute to review the services of Michigan Works! See if there is anything that interests you. If so, visit your local Michigan Works! Service Center and let your dreams take flight!



Human Resource Audit

Are your Human Resource practices compliant with applicable federal and state employment laws?

Are they achieving the purpose for which they were designed?

Michigan Works! can help by visiting your business and consulting with you on a wide variety of HR issues, including, but not limited to:

Recruitment and Selection of Personnel

- ❖ Background and reference checks
- ❖ Employee Handbook
- ❖ Employment offers
- ❖ Interviewing practices
- ❖ Orientation process
- ❖ Physical/other exams
- ❖ Required paperwork
- ❖ Review of application for legal compliance, at-will status etc.
- ❖ Turnover rate

Compensation and Benefits

- ❖ Annual salary planning
- ❖ Benefits
- ❖ Formalized compensation structure
- ❖ Job descriptions/analyses
- ❖ Performance appraisal processes
- ❖ Vacation/Holiday structure

Employee Relations

- ❖ Complaint resolution process
- ❖ Continuous improvement process
- ❖ Disciplinary process
- ❖ Employee surveys
- ❖ Employee/Management meeting structures
- ❖ Trade secrecy/nondisclosure agreements

Training and Development

- ❖ Definition of training needs
- ❖ Process for employee training and development
- ❖ Succession plans
- ❖ Training evaluation

Health/Safety/Security

- ❖ Accident review process
- ❖ Critical incident response plan
- ❖ Employee Assistance program
- ❖ MiOSHA requirements
- ❖ Risk management review
- ❖ Safety training/communication
- ❖ Wellness program



The Only Sure Thing is Change

In today's world, change is the only constant. Whether you are hiring, rightsizing, downsizing, or restructuring, your staffing needs are most likely going to change in the future. Sometimes change requires ending a relationship with a valued employee, which can be a sensitive and difficult process.

Michigan Works! – The Better Way

Michigan Works! is here to help recently-separated employees transition back into the workforce. Call Michigan Works! to enlist the power of our premier, full-service employment professionals who will strive to get your former employers working again.

Michigan Works! outplacement services offer tremendous value to both you and those affected by change. Best of all, the services are low to no cost.

Michigan Works! will:

- ❖ Assist with job search strategies
- ❖ Build a resume that “markets” these skills
- ❖ Assist with cover letter writing
- ❖ Identify skills of displaced workers
- ❖ On-site staff to assist in self-marketing strategies
- ❖ Provide networking opportunities
- ❖ Provide use of phone, fax, internet services, copiers to assist in job searching
- ❖ Workshops on interviewing techniques, resume writing, interest assessments
- ❖ **And much more!**



ADDITIONAL RESOURCES

Additional Resources

Michigan Works! The Job Force Board
Michigan Career Portal
The Michigan Talent Bank
Michigan Economic Development Corporation
Labor Market Information
BeeFreeway

www.jobforce.org
www.michigan.gov/careers
www.michworks.org
www.medc.michigan.org
www.michlmi.org
www.beefreeway.com

Chamber of Commerce

Alger County Chamber of Commerce
Delta County Area Chamber of Commerce
The Dickinson Area Partnership
Gwin Sawyer Chamber of Commerce
Lake Superior Community Partnership
River Cities Regional Chamber of Commerce
The Schoolcraft County Chamber of Commerce

www.algercounty.org
www.deltami.org
www.dickinsonchamber.com
www.gwinmi.com
www.marquette.org
www.rivercities.net
www.manistique.com/Chamber

Economic Development

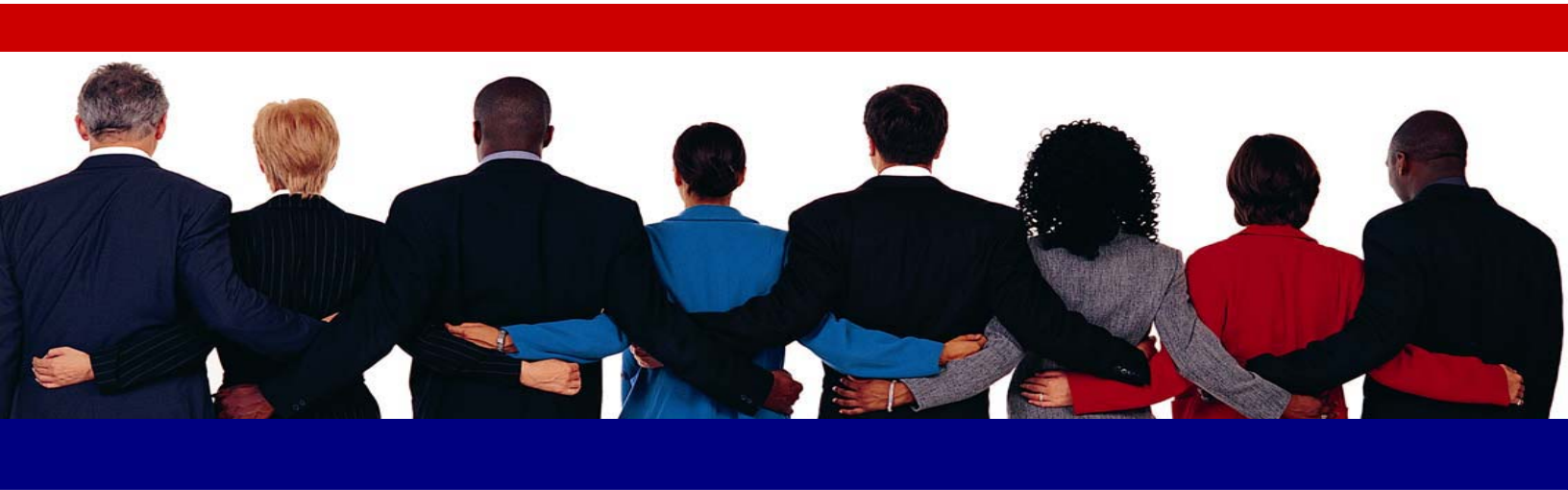
Michigan Economic Development Corporation
Delta County Economic Development Alliance
The Dickinson Area Partnership
Lake Superior Community Partnership
Schoolcraft County Economic Development Corporation
Upper Peninsula Economic Development Alliance

www.medc.michigan.org
www.deltami.org
www.dickinsonchamber.com
www.marquette.org
www.schoolcraftedc.com
www.superiormichigan.org

Business Development

Michigan Small Business Development Center
1st Step
Northern Initiatives

www.mi-sbdc.org
www.misbtdc.org/region1
www.northerninitiatives.com



CONTACT YOUR LOCAL MICHIGAN WORKS! SERVICE CENTER NEAREST YOU!

Alger County

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Marquette County

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Delta County

2831 N. Lincoln Road
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906-789-9732
Fax 906-789-1904

Menominee County

2604 10th Street
Menominee, MI 49858
906-863-9957
Fax 906-863-9986

Dickinson County

200 Fairbanks
Iron Mountain, MI 49801
906-774-3647
Fax 906-774-6066

Schoolcraft County

200 North Maple Street
Manistique, MI 49854
906-341-1111
Fax 906-341-1112

1-800-285-WORKS
www.jobforce.org

Michigan Relay Center
1-800-649-3777