

Service Category	OWCMS Service Code	Employer Service Definition
Workforce Retention and Expansion Services	1. Employer Development, Planning, and Referral Services	Resources and services to help employers with marketing, consulting, networking, referral, and public relations efforts. This service also includes succession planning, such as executive transition, aging workforce organizational movement, or employer ownership.
	2. Workforce Retention	Analyzing causes and offer suggestions to reduce worker turnover and/or aim at keeping existing employers in the community. This includes activities which focus on employee growth and further performance.
	3. Employer Needs Assessment	Assistance to employers in identifying their business needs.
Workforce Recruitment Assistance	4. Job Order Assistance	Activities provided to help businesses post job openings on OhioMeansJobs.com or through business service assistance available through the OhioMeansJobs center.
	5. Participation in Job Fair	An employer's participation in an event in which employers give information to potential employees hosted by the OhioMeansJobs center.
	6. Participation in Workforce Special Events	An employer's participation in other workforce events, outside a job or career fair, which is hosted by the OhioMeansJobs center.
	7. Outreach Activities and Assistance	Provision of promotional activities generated on behalf of the employer to help recruit candidates for open positions and hiring events utilizing social media, media promotion, and electronic websites. This service includes workforce acquisition, which is the seeking of specific worker types and/or attracting new workers.
	8. Veteran Employer Contact	Information gathering activities pertaining to identifying employers seeking to hire veterans.
	9. Screening Assistance for Employers	Assistance to employers in processing employment applications for hiring needs (collect, review, and submit to employer). Proctoring pre-employment applicant assessments for groups or individuals as part of the screening assistance for employers. The process of searching and/or accessing, screening, and referring a job seeker's resume to an employer seeking talent. Communication with the employer to determine if an individual has been hired.

Service Category	OWCMS Service Code	Employer Service Definition
Workforce Incentives	10. Workforce Incentives	Provision of information regarding: <ul style="list-style-type: none"> • Incentives available to employers (e.g., WOTC, SYP, Minority, Veterans, other) • Various types of incentives, such as export/import programs, green programs (reuse, recycling, and green efforts), tax abatements, operating capital incentives, technology incentives, etc.
Trainings (Referrals to, and coordination with, other programs that fund such services.)	11. On-the-Job Training	Recruitment of employers who wish to participate in a training conducted by the employer who receives that is provided to a paid participant while engaged in productive work in a job.
	12. Customized Training	Training that is designed to meet the specific requirements of an employer or group of employers; is conducted with the commitment by the employer to employ an individual upon successful completion of the training; and for which the employer pays a portion of the cost of the training.
	13. Incumbent Worker Training	Seeking training to develop and enhance incumbent worker skills.
	14. Skills Enhancement	Training that assists employees learn specific knowledge or skills to improve performance in their current roles.
Work Experiences (Referrals to, and coordination with, other programs that fund such services.)	15. Internships	Seeking interns or internship information
	16. Apprenticeships/Youth Apprenticeship	Referral and information (via apprentice.ohio.gov) regarding programs that teach high-level skills by providing individuals structured on-the-job training and related technical instruction.
	17. Job Shadowing	Short-term unpaid activities which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness.
	18. Transitional Jobs	A subsidized work experience that are time-limited and designed to assist individuals to establish a work history, demonstrate success in the workplace, and develop skills that lead to entry into and retention in unsubsidized employment.
	19. Work Experience	A planned, structured learning experience that takes place in a workplace for a limited time.

Service Category	OWCMS Service Code	Employer Service Definition
	20. Workplace/Industry Tours	Visiting an employer's facility, as part of a career awareness activity for students and/or job seekers.
	21. Mentoring	Matching a participant with an employer or employee of a company to build a working relationship with the participant and to develop necessary skills.
Labor Market Information	22. Provision of Labor Market Information	<p>The provision of labor market information, including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Affirmative Action Statistics • Regional and County Economic Information (employment, census, poverty levels, talent availability) • Economic Trends and Forecasts • Education and Training Outcomes • Job and Industry Growth Patterns • Non-Proprietary Employer Information • Occupational Descriptions • Population and Demographic Information • Skill Standards • Wage Levels for Various Occupations
Provision of Rapid Response Activities	23. Access to Services to Avoid Layoff	Strategies (e.g., SharedWork Ohio) that prevents and/or minimizes unemployment for employees of companies that have either announced layoffs, or are struggling and at risk of downsizing. This service also includes services provided to local businesses aimed at keeping the existing business in the community.
	24. Mass Layoff and Plant Closure Assistance	Activities provided in the case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural disaster, that results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible.
	25. WARN (Worker Adjustment Retraining Notification) Assistance	Activities provided to at-risk employers outlining the requirements of advanced notification of plant closings and mass layoffs.

<p>Employment Laws and Regulations</p>	<p>26. Employment Laws and Regulations</p>	<p>This service does not involve the provision of legal advice or legal counsel but does include the following:</p> <ul style="list-style-type: none"> • Assistance to employers to provide information and assist with UI laws and regulations • Activities provided to employers providing guidance on federal, state, and local employment laws and practices, including OSHA and EPA issues • Employee handbook needs, drug-free workplace assistance, healthcare information, etc. • Provision of translation services
<p>Other Employer Services</p>	<p>27. Ex-Offender Bonding Information and Assistance</p>	<p>Information provided to employers regarding employment of ex-offenders.</p>
	<p>28. Development of Career Pathways and Industry Sector Partnerships</p>	<p>Provision of information on the development of career pathways for a particular employer, group of employers, or an industry sector.</p>
	<p>29. Received OhioMeansJobs center orientation</p>	<p>An activity provided to introduce employers to the OhioMeansJobs center and the partners and services available to businesses through the center.</p>
	<p>30. Website Demonstration</p>	<p>Activities that provide guidance on how to navigate and use OhioMeansJobs.com.</p>