



## Henry County

A proud partner of the  
American Job Center network

OHIOMEANSJOBS HENRY COUNTY

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## EMPLOYER SERVICES

### • JOB POSTING

We can post your job opening(s) in the OMJ Center on the bulletin board, post on the local OMJ Center's Facebook page, share with all Henry County Job and Family Services units (Public Assistance, Children Services, Child Support, OMJ) and post directly or assist your business with posting online at [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com).

### • APPLICATIONS AND/OR RESUMES

We can be the site to distribute and/or collect applications and resumes to help reduce or eliminate the traffic at your business location and save your staff time

### • PRE-SCREENING

Applicants will be referred to you based on the qualifications and work experience you specify. This is done by reviewing the applications/resumes and/or completing an additional questionnaire with each applicant.

### • INTERVIEWING LOCATION

Our OMJ Center is available for employers to use to pre-screen or interview candidates.

### • JOB FAIRS AND MASS RECRUITMENT

We can offer the use of our OMJ Center as a site to hold a job fair. We can help with organizing a job fair and/or provide any needed assistance to your business during a job fair. Our staff can also assist with a job fair at your facility or a location of your choice.

### • SKILLS TESTING

We can administer onsite proctored skill and aptitude testing for your potential and/or current employees. These tests may also be emailed to your applicants/employees to test at your location.

### • ON-THE-JOB TRAINING

On-the-Job Training (**OJT**) helps employers hire new employees and to train them in the specific skills they need to help the business thrive. The employer is reimbursed a percentage of the trainee's regular wages during the training period, **not to exceed \$8,000**. The length of the training period will be based on the trainee's current aptitude compared with skills needed to perform the job, **not to exceed six months**. Employer makes all hiring decisions and the training is tailored to the employer/employee needs. Employers must offer the same treatment and compensation for workers in OJT as workers in the same or similar positions. Employers must not have laid off workers from the same or similar position(s) and may not use OJT to displace current workers or reduce their hours, wages, or benefits. Each applicant must be assessed and found eligible by the local OMJ Center before being hired by the employer.

### • INCUMBENT WORKER TRAINING

Training designed to meet the needs of an employer to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to maintain employment and increase the opportunity for promotions. An employee should be employed for at least six months to be eligible for incumbent worker training.

### • INFORMATION AND RESOURCES

Information and resources for other State and Local programs and services.

**\*\* All employer services are available at no cost to the employer. \*\***