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January 22, 2021

To: WIOA Subrecipients of the Orange County
Workforce Development Area

From: Carma Lacy
Director of Workforce Development

Subject: Employee Hiring Event Desk Procedure

PURPOSE

To provide guidance on the process used for planning and holding hiring events located at the One-Stop Centers.

REFERENCES

- USDOL, Training & Employment Guidance Letter 19-16, *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Services (ES), as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules*, (March 1, 2017)
- 20 CFR 678.435

EFFECTIVE DATE

This procedure is effective immediately upon issuance.

BACKGROUND

WIOA authorizes Workforce Development Boards (WDB) to establish processes that improve the services and linkages between the local workforce investment system and employers, including small employers, in the local area. These services may include:

- Customized employment-related services to employers, employer associations, or other such organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Employment Services (ES) program; and,
- Activities to provide business services and strategies that meet the workforce investment needs of area employers, as determined by the Local WDB, consistent with the local plan and may include:
 - Customized screening and referral of qualified participants in training services to employers;
 - Customized recruitment events and related services for employers including targeted job fairs;



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- Human resource consultation services, including but not limited to assistance with:
 - Writing/reviewing job descriptions and employee handbooks
 - Developing performance evaluation and personnel policies
 - Creating orientation sessions for new workers
 - Honing job interview techniques for efficiency and compliance
 - Analyzing employee turnover
 - Creating job accommodations and using assistive technologies
 - Explaining labor and employment laws to help employers comply with discrimination, wage/hour, and safety/health regulations
 - Assisting employers with accessing local, State, and Federal tax credits.

Procedures

The Orange County Workforce Development Board (OCWDB) Business Solutions Unit, in coordination with the One-Stop System, offers customized services for local employers including hiring events and other needs related to screening and hiring of prospective employees. A hiring event may be a large-scale in-person event or employer-specific interview days (in-person or virtual) at the One-Stop Center.

OC Workforce Development Board Business Solutions

- Identify and secure employers.
- Coordinate with employer on dates and needs for the hiring event and identify any other business solution services that would assist the employer.
- Offer the employer space at the One-Stop Center or access to a virtual platform for employee interviews.
- Coordinate room availability with the One-Stop Operator, as needed.
- Employers will provide OCWDB staff with job descriptions for vacant positions.
- Develop customized outreach strategy for each employer; distribute flyers and other outreach materials through social media, community partners, and to OCWDB Service Providers.
- Develop customized webpage for the employer that includes open positions and registration information for an employer-led orientation.
- Collect orientation registrant contact information.
- Invite each registered participant to attend the employer orientation and send orientation information (Zoom link or in-person details) prior to the orientation date.
- Orientation attendees will submit applications and any other necessary documentation directly to employer, unless other arrangements are made with OCWDB Business Solutions.
- Collect interview schedule from the employer ensuring it allows for adequate time for proper sanitation of interviewing space (as needed and/or required) and send to One-Stop Operator.
- The OCWDB Business Solutions Unit will follow-up with the employer regarding feedback on the hiring event.
- The OCWDB Business Solutions Unit will follow-up with prospective employees regarding feedback on the hiring event.

One-Stop Operator

- Operator staff are to refer any general public inquiries about open positions to the OCWDB Employee Hiring Event webpage or the Business and Economic Recovery Call Center at 714-480-6500.
- On a weekly basis, distribute flyers on employment opportunities and upcoming hiring events to mandated partners.
- Coordinate with OCWDB Business Solutions to ensure availability of adequate space and equipment for the hiring event and that the room has been sanitized prior to arrival of employer representative.
- As required, ensure proper CDC social distancing and safety protocols as follows:
 - Provide employer with disinfectant wipes, hand sanitizer, and disposable masks
 - Ensure that all persons entering the building are wearing a mask. If a person is not wearing a mask, a disposable mask will be provided.
 - Provide COVID-19 pre-screening, including temperature checks of all persons entering the building.
 - Provide sufficient number of sanitized pens.
- Day of hiring event/interviews, greet employer representative and escort to interview room.
- Ensure that upon arrival prospective employee signs in using CalJOBS VOS Greeter.
- Inform the employer representative that the prospective employee has arrived.
- If required, sanitize the room between each interview within a 5-minute timeframe.

ACTION

Bring this policy to the attention of all staff and all relevant parties.

INQUIRIES

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.