

*"Our company operates retail stores in 44 states, and we have used the Job Network in several counties throughout central Ohio. Recently, we were overwhelmed by the willingness of the staff to get our jobs posted and filled quickly to meet a store opening deadline. Our specialists were pro-active, not just meeting but anticipating our needs, and the level of professionalism was superb. We would highly recommend the Job Network to other employers in the area."*

— Karen Zoesch  
Family Dollar Stores

*"We've used the Job Network to fill nearly half of the positions for our clients, and we're amazed at how the staff works with job seekers to hone their skills. They work with candidates on resumes, interviewing skills and the importance of attendance and punctuality. The Job Network has been an invaluable resource, not only for us, but for the community."*

— Lee Ann Heitmeyer  
Co-Owner  
Atrium Personnel and  
Consulting Services

## **Locations and contact information**

To reach an employment specialist and customize a plan for your company, please contact us at one of the following locations.

### **Delaware Job Link**

Hayes Building  
140 N. Sandusky Street, Second Floor  
Delaware, Ohio 43015  
740-833-2330

Delaware Area Career Center  
4565 Columbus Pike  
Delaware, Ohio 43015  
740-548-0708

### **Opportunity Knox Employment Center**

17604 Coshocton Road  
Mount Vernon, Ohio 43050  
740-392-9675  
www.employmentknox.com

### **Marion Connections Workforce Development**

622 Leader Street  
Marion, Ohio 43302  
740-382-0076

### **Morrow County Job and Family Services**

619-D West Marion Road  
Mt. Gilead, Ohio  
419-946-8480



Or visit us on the web at  
[www.dkmmjobnetwork.com](http://www.dkmmjobnetwork.com)



**The Job Network  
safeguards your  
most precious  
commodity – time.**



You know all too well the demands of business: allocating resources, measuring results, meeting deadlines. Meetings, e-mail overload and heavy travel schedules eat away at your time, leaving little flexibility to devote to your hiring needs.

The Job Network, a One-Stop employment system for Delaware, Knox, Marion and Morrow Counties, serves as your back-up human resources department to assist you.

We help handle the legwork involved in training and hiring new employees, saving your company significant time and resources. Your recruiting process can be streamlined by allowing us to locate and pre-screen appropriate candidates. We can even set up interviews for you and provide interviewing facilities.

These services are available at no cost to your company. Read more about The Job Network and the services we can provide.

## **Recruitment Services**

The Job Network promotes individual responsibility for job seekers while providing employers with easy access to the statewide employment system, cost savings on the recruitment process, and information on the job market in the local area.

The One-Stop staff provides numerous hands-on activities to assist employers in the recruitment process. They also provide essential services for job seekers to ensure that there are well-trained, appropriate candidates for your company to interview.

Employment specialists work with employers to establish a customized plan that meets your specific needs when you recruit through the Job Network. Our staff will then handle the legwork to locate the right candidates, conduct pre-screening if appropriate, and set up one-on-one interviews between you and the candidates.

Specific services include:

- On-site recruiting
- Customized pre-screening of applicants
- Job fairs
- Interviewing facilities
- Interview scheduling
- Meeting rooms with TV/VCR equipment
- Employment resource library
- Interview training
- Job profile analysis and job description templates
- Job matching services
- Legal information regarding hiring foreign workers

## **Job Seeker Services**

We work with job seekers to develop employment plans based on their talents and goals. A skills assessment helps determine the type of training or education needed to meet the requirements of a specific job, and our staff provides input regarding the viability of those choices.

The Job Network also assists individuals with job readiness, searching, and retention. Added services for those who meet eligibility requirements may include transportation assistance to and from work, child care, and health insurance.

Other free services available to job seekers include:

- Employment specialists who assist with the job search
- Classes in employability skills, computer skills and credit counseling
- Career aptitude and Work Keys testing
- Education and training information
- Workshops, seminars and networking groups
- Resume assistance
- Job posting information
- Resource rooms with Internet accessible computers
- Full use of resource materials, copier, laser printers and fax machines

## **Research and Trends**

In addition to streamlining the recruitment process, the Job Network provides vital information on economic trends and occupational employment forecasts to give you the information you need as a professional recruiter. The following information is available to you:

- Updated labor market information by geography, industry, and size of firm
- Wage information by occupation
- Employment statistics by industry
- Education and training outlook

## **Job Bank**

One-Stop staff will assist you in posting your career opportunities on the State of Ohio's job matching system, SCOTI (Sharing Career Opportunities and Training Information). Postings of job vacancies in this statewide employment database are free of charge and can be viewed at <https://scoti.ohio.gov>

## **Workforce Investment Act (WIA)**

The Workforce Investment Act's goal is to improve, increase and retain the workforce in our community and match work-ready individuals with area employers. There are three levels of services to accommodate a variety of needs.

Core services have no eligibility requirements or fees and enable job seekers and employers to use resources to meet their employment objectives.

Funding may be available for Intensive Services which allow for more personalized services to quickly match job seekers and employers. Training services enable the long-term unemployed to re-define their skills for today's competitive job market.

Rapid Response services are state-funded services that address the specific re-employment needs of laid off employees of area businesses and transition them to comparable jobs as quickly as possible.

