

# Partnering with Business

[jobsnd.com](http://jobsnd.com)



NORTH  
**Dakota** | Job Service  
Be Legendary.™

## BUSINESS SERVICES

Job Service North Dakota provides a variety of business services to help you make more informed decisions and grow your business. Best of all, there are no charges to your business for these services.

We can help you:

- Identify emerging issues and workforce trends
- Assess recruitment and human resource issues
- Identify your unique hiring needs
- Customize assistance to meet your business's needs
- Evaluate opportunities for training cost assistance and available tax credits
- Post job openings at *no charge*
- Conduct candidate searches at *no charge*


Job Service North Dakota is your connection to North Dakota's workforce, online or at locations across the state.

## RECRUITMENT

When looking for employees, remember to post your job openings on **jobsnd.com** as an additional recruitment source. It is the single largest job board in North Dakota and receives about 55,000 visitors and 235 new applicant registrations per week...and it's all available at no cost to your business.

Post job openings and search thousands of electronic resumes 24/7. Compare your company's job openings, wages, and benefits, to other posted openings to determine your

competitiveness. This type of comparison is especially important during strong economic times in which employee demand is high. In addition, Job Service North Dakota provides support for online services, collects job applications, facilitates business workshops, and provides interview space.

Veterans bring unique skills and experience to the civilian workforce. They make excellent employees and tend to have a higher rate of retention. Interested? Look for the American flag icon as you search resumes. 

## JOB FAIRS

Job fairs are an economical and time-saving way to recruit, screen, and hire qualified candidates. Host a job fair at a Job Service North Dakota office and meet with candidates face-to-face. We will advertise your job fair on jobsnd.com and share the job fair via social media.

## WORKFORCE TRAINING

Businesses need well-trained workers – and workers need jobs. The rapidly changing technology and the current business environment demand that workers are trained to meet the needs of business. Partner with Job Service North Dakota to customize your workforce development strategies. Workforce training programs provide funds for North Dakota's in-demand occupations and help prepare individuals for work.

Job Service North Dakota administers the following workforce training programs:

## ON-THE-JOB TRAINING (OJT)

Have you ever interviewed a job seeker that would fit your business but who lacked the necessary skills? On-the-Job Training provides direct financial benefits to your business to train potential employees lacking the necessary skills, experience, or education to fill available positions. Additionally, the benefits extend to promoting current employees by training them at work.

Here is how your company can benefit:

- A portion of the employee training costs are reimbursed (up to fifty percent)
- Businesses have the opportunity to train employees to meet their needs
- Businesses can expand or upgrade their workforce
- Available assistance for developing a training proposal
- Minimal paperwork required
- Training period can run from 4 to 26 weeks

Program requirements include:

- Approval prior to hiring or promoting selected individuals
- Full-time employment or no less than a 32-hour work week (some exceptions apply)
- Retention of OJT employees upon successful completion of training

## CLASSROOM TRAINING

Improving job skills is an important part of job success. Financial assistance may be available for vocational or other educational programs. Opportunities for occupational skills and basic or remedial skill development may also be available to assist individuals

toward obtaining a credential, degree, or certification. Individuals must be willing to explore all sources of funding for school.

## WORK EXPERIENCE

Be a worksite for a youth, age 24 or younger, who needs work experience. This may include a short-term job or internship with a public, nonprofit, or private-for-profit business. The business provides the worksite and supervision while the workforce training programs pays the wages. Work experience allows youth to improve work readiness skills and explore business operations related to their career interests and goals.

## TRADE ADJUSTMENT ASSISTANCE (TAA)

Workers whose employment is adversely affected by foreign competition may receive Trade Adjustment Assistance (TAA) under the Trade Act Program. TAA includes a variety of reemployment services and benefits to help unemployed workers prepare for and obtain suitable employment.

## NORTH DAKOTA NEW JOBS TRAINING

North Dakota New Jobs Training program provides incentives to primary-sector businesses creating new employment opportunities through start-up, expansion, or relocation to the state. The program provides funding to businesses to help offset costs of training new employees through the capture of ten years of state income tax

withholding generated from new jobs. Primary sector certification is obtained from the North Dakota Department of Commerce.

## REGISTERED APPRENTICESHIP

Registered Apprenticeships offer on-the-job training combined with technical instruction that offers a solution to filling job vacancies more quickly. Apprenticeships benefit businesses by providing an ongoing supply of skilled workers that are trained to fit your needs and work environment. Apprenticeships are tailored to enhance business plans.

Apprenticeships are not just electricians and boilermakers. You will find apprenticeship programs in a wide variety of industries. North Dakota has identified manufacturing, energy, information technology and healthcare as prime industries for apprenticeship programs. Apprenticeship is an effective solution in any occupation that involves progressive attainment of manual, mechanical or technical skills and knowledge which meets industry standards for that occupation. It is used for both non-union and union career opportunities.

Contact any Job Service North Dakota customer service office listed on the back of this brochure and ask for a business service representative to discuss the many opportunities that an apprenticeship program may bring to your business.

More information can be found on the North Dakota Department of Commerce website: <https://www.workforce.nd.gov/workforce/apprenticeship>

## WORK OPPORTUNITY TAX CREDIT

Your business can receive a tax credit up to \$9,600 for hiring certain individuals. The tax credit is a one-time tax credit businesses can receive for each new hire. All for-profit businesses can receive the tax credit for hiring individuals in all target groups listed below and the tax credit is also available to tax-exempt organizations that hire qualified veterans. There is no limit to the number of new hires that can qualify. The requirements for this program are set by the Internal Revenue Service and U.S. Department of Labor, Employment and Training Administration.

Target groups and tax credit amounts are designated by legislation. Typical target groups may include:

- Unemployed Veterans (including disabled veterans)
- Temporary Assistance for Needy Families (TANF) Recipients
- Food Stamp (SNAP) Recipients
- Designated Community Residents (living in empowerment zones or rural renewal counties)

Vocational Rehabilitation referred individuals  
Ex-Felons

- Supplemental Security Income Recipients
- Qualified Long-Term Unemployed
- Summer Youth Employees (living in empowerment zones)

There are two forms the business and new hire complete and sign: IRS Form 8850 and ETA Form 9061. The two forms can be found at <http://www.jobsnd.com/wotc>. Application forms can be submitted online at <http://apps>.

[nd.gov/jsn/wotc](http://nd.gov/jsn/wotc). Call the North Dakota state WOTC coordinator at 701-328-2997/3034 for more information.

## LABOR MARKET INFORMATION

Job Service North Dakota's Labor Market Information (LMI) Center is the premier source of labor market information in the state. The LMI Center organizes and packages labor market information for use in business and economic decision making.

Regional economic profiles, job reports, unemployment rates, wage reports, informed analyses, and employment projections, are a few items the LMI Center provides to help businesses make more informed employment decisions. Go to the Labor Market Information tab on [jobsnd.com](http://jobsnd.com) for more information.

## RAPID RESPONSE SERVICES

Job Service North Dakota can coordinate a variety of services to help lessen the impact of a business closing or layoff – *on you and your employees*.

The Rapid Response Program provides information and services at your convenience and assists you and your employees by:

- Reducing the cost of unemployment insurance by helping affected employees become reemployed
- Helping employees more effectively use available services
- Demonstrating concern for the impact on the affected employees and the community
- Addressing potential training needs of affected employees to help them be competitive in the job market
- Maintaining positive labor-management relations



- Enhancing company communications with workers, their families, and the community
- Providing workforce reduction planning and employee transition assistance at no cost

Contact Job Service North Dakota immediately if your business is facing a closing or layoff and we will initiate the Rapid Response program as quickly as possible.

## UNEMPLOYMENT INSURANCE TAX SERVICES

Job Service North Dakota's tax and field service representatives work to make your unemployment insurance (UI) tax filing simple and to help you manage your unemployment insurance tax rates. Your company can report quarterly wages and file taxes quickly and easily online at [jobsnd.com](https://jobsnd.com) through the **UIEasy** link. Using the online tool allows your business to:

- File current and past due quarterly reports
- Pre-fill names, SSNs, and amend SSNs
- Calculate total, excess, and taxable wages automatically
- Change your account status
- Electronically pay taxes and allow electronic payments for voluntary contributions
- View, print, and amend reports
- Use an import feature for large payrolls
- Get Federal Unemployment Tax Act (FUTA) certification for the IRS
- Calculate potential payments to lower your tax rate
- File and manage appeals
- View payment history, report history, corporate officer exemption status,

benefit charges, refunds and more

Unemployment Insurance tax and field service representatives can also provide:

- Cost containment and risk management advice
- Information to help stabilize employment to minimize layoffs
- Information on minimizing charges to your unemployment insurance tax account
- Guidance on maintaining a favorable unemployment insurance tax rate

Go to the **jobsnd.com UIEasy** link to find online filing information, an employer's handbook and guide, current and past year tax rates, and more.

## FEDERAL BONDING

A bond is written on behalf of an employee and protects a business from loss of money or property sustained through a dishonest act of that employee, i.e. theft, forgery, larceny, or embezzlement. The program is a business job-hire incentive that guarantees the job honesty of an at-risk job seeker by issuing a bond on the job seeker.

In order for a bond to be issued, the job seeker must receive a job offer and the business must schedule a date to start work. Bonds are issued in the standard amount of \$5,000 and provide coverage for six months from the date the business affirms the hire with the Job Service North Dakota Federal Bonding Coordinator.

To inquire about the Federal Bonding program you may contact any of the Job Service North Dakota offices listed on the back of this brochure. To secure a bond, contact the Job Service North Dakota Federal

Bonding Coordinator at 701-328-3034. Job Service North Dakota will gather basic information from the business and complete the required paperwork. The business does not need to complete any paperwork. The insurance company that issues the bond will mail it directly to the business.

The Federal Bonding Program is sponsored by the US Department of Labor and Union Insurance Group.

## SHARE NETWORK (ONLINE RESOURCE DIRECTORY)

The Sharing How Awareness of Resources Empowers (SHARE) network is an online, self-help service directory listing more than one hundred community and faith-based service providers that can help individuals obtain, retain, or advance in employment.

Businesses can use SHARE Network as a referral resource for employees dealing with work-related or personal difficulties and as a way to lift productivity barriers and sustain employment.

To access SHARE Network Services:

- Go to **jobsnd.com**
- Click on “SHARE Network” toward the top of the screen
- Search statewide, by county, by service, or by provider
- Find service provider information including address, hours of operation, services offered, and a point of contact

## JOB SERVICE NORTH DAKOTA WORKFORCE CENTERS

### **BISMARCK**

1601 E Century Ave  
Bismarck, ND 58503  
Ph: 701-328-5000  
infojsbis@nd.gov

### **DEVILS LAKE**

301 College Dr S  
Devils Lake, ND 58301  
Ph: 701-662-9300  
infojsdl@nd.gov

### **DICKINSON**

66 Osborn Dr  
Dickinson, ND 58601  
Ph: 701-227-3100  
infojsdk@nd.gov

### **FARGO**

1350 32nd St S  
Fargo, ND 58103  
Ph: 701-239-7300  
infojsfg@nd.gov

### **GRAND FORKS**

1501 28th Ave S  
Grand Forks, ND 58201  
Ph: 701-795-3700  
infojsgf@nd.gov

### **JAMESTOWN**

1307 12th Ave NE, Ste 3  
Jamestown, ND 58401  
Ph: 701-253-6200  
infojsjm@nd.gov

### **MINOT**

3416 N Broadway  
Minot, ND 58703  
Ph: 701-857-7500  
infojsmn@nd.gov

### **WAHPETON**

524 2nd Ave N  
Wahpeton, ND 58075  
Ph: 701-671-1550  
infojswp@nd.gov

### **WILLISTON**

422 1st Ave W  
Williston, ND 58801  
Ph: 701-774-7900  
infojswl@nd.gov

### **TTY RELAY ND**

800-366-6888  
7-1-1

A proud partner of the  
  
network

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WORKFORCE PROGRAMS  
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Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.