

# JOB SERVICE - WILLISTON Business Services

QUARTERLY NEWSLETTER: JULY/2024

NORTH  
**Dakota** | Williston Workforce  
Be Legendary.™ JOB SERVICE

Meeting workforce needs.

## TOP NEWS

- COMING UP - Fall 2024 NWND Semi Annual Job Fair - September 19th
- Williston Career Connections - Small Business Hiring Events Highlights
- Virtual OneStop (VOS) - Find Candidates by Searching Resumes Yourself
- Virtual OneStop (VOS) - Employ Your Virtual Recruiter
- Labor Market Information and Reports - April and May 2024



## NWND Semi-Annual Job Fair - Fall 2024

Job Service ND in Williston is optimistic about surpassing the success of their spring event at the upcoming Fall Semi-Annual Job Fair, thanks in part to a Regional Workforce Impact Program grant that supports targeted promotion efforts.

Job Service ND (JSND)- Williston anticipates even greater success at the Fall Semi-Annual Job Fair than was celebrated in the spring. JSND's partner, Western Region Economic Department (WRED) received a Regional Workforce Impact Program (RWIP) grant. This grant will be used to promote this event to regions of the US that are experiencing the highest unemployment rates as well as communities along the Great Northern Amtrak train route. We're excited about the possibility of expanding the workforce in Williston as well as promoting the community. Last spring, 60 job offers were made on the day of the Semi-Annual Job Fair and we expect even more this fall. The Job Fair will take place September 19th and we welcome and encourage your participation.

More information will be released later this summer and employer registration will be made available in July.

**Register for the Fall 2024** Previously registered for the NWND Job Fair?  
**NWND Job Fair here!** Call 701-774-7900 for your login link.

## Williston Career Connections Small Business Hiring Events

Job Service ND – Williston has always been a champion of the more 300 small businesses in the area. In May, JSND began hosting monthly hiring events designed specifically for business with 20 or fewer employees.

At our most recent hiring event, we hosted 4 businesses and had numerous visitors

resulting in at least four job offers.

For each of these events, professionally created graphics are crafted and then released to social media and shared in several online venues in order to reach the public. These hiring events will take place on the 3rd Monday of each month so mark your calendar if you'd like to participate! Job Service helps small business with

recruiting using online promotional tools and opening our office doors to host the event at no cost to the employer.

If you'd like to take part in one of our in-house small business hiring events, please contact JSND. We believe in small business and helping them succeed in the competitive hiring market!

# How-To: Let North Dakota's Virtual OneStop Work for You

Virtual OneStop (VOS) for Employers is a great resource for recruiting and finding potential candidates and employees. Below, see a how-to guide showing the best way to use VOS's Resume Search feature and how to set up your Virtual Recruiter.

## Searching Candidate Résumés

You have several options to find desirable candidates with the skills and attributes you need. To search for candidate résumés:

1. From the Quick Menu group, click Candidate Search. Change Desired Work Location Area, if desired.
2. Select one of the following search method tabs, enter your criteria, then click Search:
  - Quick – Search by keyword, occupation, education level, veteran status, etc.
  - Advanced – Rank certain criteria by specifying if it is Required or Desired; you can also further filter search results by numerous criteria, such as percentage of skills match, security clearance, or WorkKeys scores.
  - Skills – Search by an existing skill set, or create a new one to search by.
  - Job Order – Search by using the requirements in a specific job order.
  - Number Search – Enter a résumé ID number when looking for a specific candidate.
  - External – Look for candidates on external job sites (links to sites open new browser windows)

**VOS for Employers Quick Reference Guide has how-to steps to walk you through the basics and show you tools to make recruiting easier.**

[Click here to use the VOS Quick Reference Guide](#)

## Creating a Virtual Recruiter Resume Search Alert

To create a Virtual Recruiter for résumé searches:

1. Conduct a candidate résumé search as described in "Searching for Candidate Résumés".
2. At the bottom of results page, click the Save Search button.
3. Enter a title for this candidate search alert.
4. Specify how often to run the search.
5. Select how you wish to be notified (e.g., email, text message). If you select Email, you may specify a location contact as the recipient.
6. Enter an expiration date (defaults to 90 days), then click Save. It is added to the Virtual Recruiter folder of your Recruitment Plan.

## Labor Market Information (LMI) Reports

Calculated from the latest Occupational Employment and Wage Statistics survey, this report may not reflect new hire-rates. Estimated average wage of Region 1 job openings is \$36.67 per hour.

### Region 1 Job Openings by Average Wage May 2024 - See Figure 1

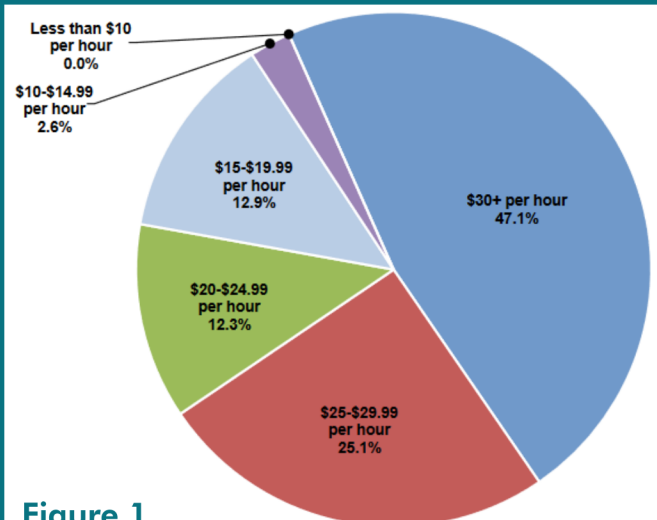
[Click here for the MAY 2024 Online Job Openings Report](#)

### Employment & Wages by Occupation Report April 2024

[Click here for North Dakota Employment and Wages by Occupation](#)

### Employment & Wages by Industry Report May 2024

[Click here for North Dakota Employment and Wages by Industry](#)



**Figure 1**