



## SOUTHWEST WISCONSIN WORKFORCE DEVELOPMENT BOARD BUSINESS & EMPLOYMENT SERVICES

The Southwest Wisconsin Workforce Development Board (SWWDB) offers employers a comprehensive array of cost-effective methods to connect to the region's dynamic and motivated job-seekers. Some services are provided free of charge, while others are available at affordable and negotiable rates.

SWWDB's services and pricing structure are fully customizable, depending on the needs of each employer. SWWDB will negotiate a contract with the employer based on actual time and materials for services provided. The scope of services will be determined based on discussion with designated employer representatives and documented in a services agreement.

For more information about SWWDB and any of its business services, please contact Eric Kuznacic, Business & Employer Services Manager, at (608) 741-3502 or [e.kuznacic@swwdb.org](mailto:e.kuznacic@swwdb.org).

### CANDIDATE SEARCHES

**Hire a Neighbor:** A one-of-a-kind partnership with [Monster.com](https://www.monster.com) allows SWWDB staff to use an employer-provided job description to find the best local candidates for vacant positions — at no cost to the employer. In addition, SWWDB (for a fee) can develop job descriptions for employers who lack the time or resources to do so.

The logo for monster.com, featuring the word "monster" in a purple, lowercase, sans-serif font, followed by ".com" in a smaller, blue, lowercase, sans-serif font.

**Job Center of Wisconsin:** SWWDB partner staff can assist employers in creating accounts, posting positions and conducting searches on the State of Wisconsin's official job-posting Web site.



### INTERACTIVE GROUP-TRAINING SERVICES

The Alchemy SISTEM (Standard Industry Skills Training and Educational Media) platform includes everything you need for effective, results-driven training programs. Choose from the large library of SISTEM courseware or add custom content, tests and evaluations for your specific needs. With fully automated documentation, real-time reporting is fast and easy — saving you time and money. Deliver industry-specific training to large groups or individuals with one consistent experience. All courses are available in English and Spanish and do not require any previous computer experience.





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### JOB-SEEKER ASSESSMENTS

Using JobFit — a web-based assessment tool — employers can develop “patterns” for various positions in their organization. These patterns are compared to the pool of job-seekers who have completed the JobFit assessment, providing employers with a pool of candidates whose soft skills and occupational interests best “fit” the workplace environment.



### RECRUITMENT ASSISTANCE

SWWDB has the capability to act as an extension of your company’s Human Resource department, saving you time and money. Services are customized to the needs of each employer and include, but are not limited to:

- **Resume/application collection:** Staff can collect job-seeker submissions at one of our offices or Job Centers. The organization also can act as an intermediary, disseminating any information provided by the employer directly to interested candidates and will respond to inquiries and answer employment-related questions on the employer’s behalf.
- **Job fairs:** SWWDB can organize and facilitate all aspects of a job fair for an employer or group of employers. Hold an event at your facility, a Job Center or other location, and recruit for any number of positions. Marketing strategies and advertising costs can be built into any contract.
- **Resumes/application review:** Using the employer’s employment criteria, staff will rank candidates in terms of the employer’s desired skill set and/or recommend candidates to interview.
- **Interviews/scheduling:** SWWDB staff is available to schedule initial interviews with selected candidates, based on the employer’s schedule. We also can assist employers by conducting initial interviews (in person, via telephone or video conference) with a predetermined number of candidates and/or participate in employer-conducted interviews in order to provide feedback.
- **Background/reference checks/drug testing:** SWWDB staff can conduct criminal background checks using the comprehensive database maintained by the state Department of Corrections. For applicants determined by the employer, we can contact past employers and personal references to properly vet each candidate’s resume and employment history. SWWDB can also schedule drug testing for candidates using reputable and certified testing facilities.