



www.ckycareers.com

# Business Services Catalog



**Danville Career Center**  
121 East Broadway  
859.239.7411

**Frankfort Access Point**  
1121 Louisville Road, Suite 6  
502.564.7046

**Georgetown Career Center**  
1000 West Main Street  
502.863.2402

**Lexington Career Center**  
1055 Industry Road  
859.258.3140

**Richmond Career Center**  
595 South Keeneland Drive  
859.624.2564

**Winchester Career Center**  
15 West Lexington Avenue  
859.737.7793

## Business Solutions for the Bluegrass

Serving: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott and Woodford Counties



## ***Simple. Effective. Smart.***

*Success in today's business world is not easy. Businesses must be aware of every available opportunity to save time and money. The Central Kentucky Career Center can help businesses reduce time and money spent recruiting and training employees. That is why a broad menu of services to businesses has been developed. Each of these solutions is designed to assist businesses in maximizing profits and potential.*

## Application Administration

The Central Kentucky Career Center can administer applications and screen applicants for necessary qualifications based on criteria set by the company, ensuring that candidates that

pass the screening are just one interview away from being a great asset as a new employee.

## Computer Testing Facilities

Widen the reach of a search for the right person with the Central Kentucky Career Center. Make the most of recruiting efforts by getting candidates who can document their knowledge and skills through assessments.

Assessments are...

- *Objective, cost-effective, legal, and proven to work.*
- *A working document for the new hire and the manager. With the evaluation report in hand, the manager has a much clearer understanding of how to motivate, develop, and coach the new hire. A way of showing candidates that the company takes its mission seriously by using a systematic and thorough approach to the*

*acquisition of human resources.*

- *Proven to significantly reduce turnover and the high costs associated with it.*
- *A successful method to determine that the best-fit applicants are hired, ensuring they settle into the new position more quickly and travel the learning curve faster.*

The Central Kentucky Career Center has hundreds of assessments available or can install company specific software. Testing facilities overseen by Career Center staff will administer these assessments and check the results against criteria established in advance by the business, ensuring “quantified” and “qualified” individuals move forward.

## Customized Training

Customized Training is another option to help Bluegrass businesses increase work skills. This program is easy to use and helps employees develop specific skills to make an organization soar.

the way the business requires, making customized training programs a “win-win” for employers and employees.

The Central Kentucky Career Center will...

- Work with a company to develop a training plan tailored specifically to the business.
- Pay up to half the cost and get a skilled productive workforce trained precisely

*“The Workforce Investment Program gives employers the opportunity to provide quality, industry specific training to their employees at a greatly reduced cost. Because of the reduced cost, we are able to provide training that we couldn’t otherwise afford.”*

*- Eunice Montfort  
Art’s Electric  
Frankfort*

## Labor Market Information

The Central Kentucky Career Centers have a variety of ways to access the most up-to-date information on the national, statewide and

local labor markets. A business can explore occupations, labor markets, geographic areas, industry projections and more.

## On-the-Job Training

OJT is a simple program designed to fill vacant positions in a cost-effective way.

Here is how it works:

- A company places a job order with the Central Kentucky Career Center. The Career Center will locate an applicant who meets the criteria and is ready to work.
- The Career Center will then determine if the applicant is eligible for an OJT. If so, the Career Centers works with the company to develop a training plan.
- Once the training is complete the Career Center can reimburse a portion of the new employee's salary to cover the company's

training costs.

- At the end of the training period, the company gets a skilled employee - trained the right way - and a portion of the salary reimbursed.

*"We are a small business in Woodford County and the WIA program has allowed us to hire much needed quality help. The program has been a financial miracle for our business. We believe this program has not only benefitted our business, but benefited the employee with some great experience in the work field. We hope to continue with the program for 2010. Our hat goes off to WIA!"*

*- Karen Tucker  
Aniston's Florists & Gifts  
Versailles*

## Post Job Openings

Through the Career Centers, a business can post job vacancies for free. These postings are made available to career seekers at all Career Centers and online at Kentucky's E3 (<https://e3.ky.gov/>).

Central Kentucky Career Center staff assist with vacancy postings, conduct searches for qualified resumes, and recruit full-time, part-time, and even seasonal workers -- ranging from entry level to highly skilled professionals.

Each vacancy posted with the Career Center is reviewed to ensure it meets strict EEO standards.

Should someone indicate an interest in a company's job opening, that individual is checked for the basic qualifications listed, then referred directly to the business. If that business prefers, the Career Centers can take the applicant through the applicant screening process.

## Retention Services

The first few weeks of employment are a tenuous time for many new hires. Often, being unemployed has drained financial resources, affected transportation options, and has altered normal life for many job seekers. Rather than lose a new employee due to those circumstances, the Central Kentucky Career Centers offers solutions.

Through a variety of programs available, the Central Kentucky Career Centers can assist with transportation, childcare, housing and emergency health services for employees hired through the Career Centers.

---

## Tailored Recruitment

The Career Centers Tailored Recruitment service will save valuable staff time by doing the searches for a suitable candidate.

Staff will provide workshops designed for a company's individual needs, screening to ensure the right workers with the right skills are selected for interviews, as well as offer office space for on-site interviewing and training.

Staff can perform assessments on potential

applicants, host job fairs and specialized recruiting, assist with writing job descriptions, and offer virtual interviewing capability.

There are few limits to how the Central Kentucky Career Centers can assist the search for ideal candidates and there is absolutely no cost for these services.

Contact the local Career Center to begin the process.

*"Companies and Human Resource Professionals in the Central Kentucky region are very fortunate to have the services of the Central KY Career Center's well trained and insightful staff. Thank you all for making your expertise available to us, and for helping us take care of our workforce when economic conditions did not allow us to meet their needs as we customarily do."*

*- Mary L. Hall  
Allison Abrasives  
Lancaster*



## **Specialized Benefits and Resources**

Take advantage of tax credits and other benefits that could reduce costs associated with hiring new employees. There are a wide variety of programs designed to assist local businesses in hiring new employees and expand operations.

Visit [www.ckycareers.com](http://www.ckycareers.com) and click on businesses to learn more about programs available to Bluegrass employers in Central Kentucky.

[www.ckycareers.com](http://www.ckycareers.com)

*"The Central Kentucky Career Center has been vital to the growth of National College for Danville, Kentucky area. They have been an important part of our college but have played an even bigger role in the development of Danville area. The employees of National College appreciate all that (our Business Services Specialist) and the Central Kentucky Career Center do for our college as well as our community."*

*- Aaron Coleman  
National College  
Danville*

## Employers who have worked with the Central Kentucky Career Centers:

A&J Tire  
American Greetings  
Anderson County BOE  
Aniston's Florist  
Art's Electric  
Asahi Forge of America  
Bluegrass Community &  
Technical College  
Bill Ramsey Insurance  
Blue Grass Energy  
Central Motor Wheel of America  
(CMWA)  
City of Berea  
City of Richmond  
Dairy Queen  
Dale's Hotdog Stand  
DY Industries, LLC  
E. D. Bullard Company  
Energy Masters  
EZ Pack  
Fayette Heating & Air  
Florida Tile

Foothills Community Action  
Partnership  
Frankfort/ Franklin County  
Community Education  
Garrard County Fiscal Court  
Greenheck Fans  
Harrison Memorial Hospital  
Hobart Corp.  
Inter county Energy Coop  
Kelly Services/ TMMK  
KY Steel Center  
Lectrodryer  
Light House Home Products  
Malinckrodt Baker  
Mikron Industries  
Mine Shields  
Minova Americas  
Montaplast  
New Horizons  
Nitto Denko Automotive  
Novelis Corp.  
Pattie A. Clay Regional Medical  
Center

Perfection Components  
Pioneer Vocational Services  
RAPT  
RR Donnelley & Sons  
Scott County BOE  
Telford YMCA  
Tenmast Software  
Toyota Motor Manufacturing -  
Kentucky  
Walters Buildings  
Walter's Truck & Trailer Repair  
Wausau Paper  
Wendy's  
Whitaker Bank  
Wilderness Trace Family YMCA  
Winchester/ Clark County  
Parks & Recreation  
University of Kentucky  
Healthcare

Supporting local business!

*"As the economy dictates workforce changes, the Workforce Investment Program (WIA) is instrumental in transitioning directionless thoughts of 'what do I do now' to the creation of opportunity from education to new careers. With guidance and the means being made available, it is left up to the individual to grasp the opportunities provided."*

- Richard R. Karcher  
TRANE  
Lexington

## On-The-Job Training

The employer will be paid between 50% and 90% of an employees wages (based on total number of employees).

Payment will be made after the training is complete and is contingent upon the trainee's continued employment in a job expected to provide thirty (30) or more

hours of work each week. Payment may be requested on the day training is complete. Training may be between 4 and 24 weeks.

Maximum reimbursement \$15,552. *(Based on a company with 50 or fewer employees, with 24 weeks of training at \$18.00 per hour.)*

*"We are partnering with (the Career Centers) to provide On-the-Job Training assistance to qualified new hires. The OJT program assists RR Donnelley in training and retaining a skilled, productive workforce."*

*- Wendy Ashcraft  
RR Donnelley & Sons  
Danville*

Workforce Investment Act Program  
Business Solutions for the Bluegrass  
A Guide to Business Services in the Bluegrass Workforce Investment Area  
Published: 2011