

BUSINESS SERVICES

CareerSource Citrus Levy Marion offers innovative solutions to assist businesses in Citrus, Levy and Marion counties with recruitment, retention and training. During FY18/19, more than 1,000 businesses were served.

Fee-free services include:

- **Online job posting** where employers can post openings and reach hundreds of thousands of job candidates across Florida or hone in on local talent.
- **Exclusive hiring events** are marketed to candidates throughout the CareerSource Citrus Levy Marion system and promoted on our website, through our social media and other means. These events include coordination and logistics as well as staff support and expertise.
- **Job/Career Fairs** showcase a variety of businesses and multiple openings to a large and diverse group of candidates. CareerSource CLM provides event coordination, logistics and staff support.
- **Training award programs** covers 50 percent of out-of-pocket costs to train existing staff or up to 75 percent of a new employee's wages for up to six months while they are being trained on the job.
- **Research** on labor market information such as wages and talent pool availability that companies may use to guide business decisions.
- **Human resource management** assistance that can provide companies with information about job descriptions, skill testing and compensation planning
- **Outplacement assistance** including helping companies plan a layoff and providing group counseling to affected employees detailing candidate services.

CANDIDATE SERVICES

CareerSource Citrus Levy Marion provides guidance, tools and resources that candidates need to find employment or advance in their career. During FY18/19, more than 13,200 job candidates, including 905 U.S. Veterans, received no-cost employment and career development services, such as:

- **One-on-One Career Consultation** with placement specialists for career planning and counseling.
- **Placement Services** including job leads/referrals, resume writing assistance, training opportunities, veterans and youth programs and information on community resources.
- **Online job bank** at www.careersourceclm.com via Employ Florida, the state's premier online job board.
- **Employability Workshops** designed to sharpen skills that land the interview and the job, among them computer essentials, job-specific resumes, navigating today's workplace, interview strategies and overcoming barriers.
- **Recruiting Events/Job Fairs** from hiring events exclusive to single employers with multiple positions to regional job and career fairs with multiple employers in one place.
- **Skills Assessments** to prove to employers you have the skills needed for the job. Not sure what job that might be? Career/interest and aptitude testing is also available.
- **Resource Rooms and Mobile Resources** provide easy access to a variety of must-have resources including computers with Internet access, basic Microsoft Office software, copier, fax machine, printers, online resume building tools, career information and online tutorials/eLearning.
- **Scholarships for training** available to those who qualify, contingent on available funding.

800-434-JOBS | www.careersourceclm.com