

Business & Talent Enhancement Services

“CUSTOMIZED TALENT ACQUISITION SERVICES”



Genesee/Shiawassee Michigan Works! Business & Talent Enhancement Services will help you acquire the talent you need. We will work with you to craft the program that meets your needs. We integrate all avenues of outreach – traditional and technological – to identify top talent. We will do what it takes to get the job done.



TALENT RECRUITMENT MADE EASY WITH MINIMAL COST

Our Value Added Human Resource Services will:

- 🌐 **Minimize** Your Recruitment Costs
- 🌐 **Free** up your staff's valuable time
- 🌐 **Meet YOUR needs** with applicants who possess the appropriate knowledge, skills and abilities
- 🌐 Help to **reduce** your employee turnover
- 🌐 **Deliver** “just-in-time” staffing
- 🌐 Provide applicant status **on demand**
- 🌐 Provide **worker-retention assistance**

Concentrate on your Companies “Core Functions”



Call the Genesee/Shiawassee Michigan Works! Business & Talent Enhancement Services for details and further information at (810) 233-5974 ext. 349 or (800) 551-3575 ext. 349

“We can help”

Business & Talent Enhancement Services

Satisfy your needs by choosing from our services listed below:

Candidate Searches:

Our staff is available to help you find the best candidates for vacant positions. We can use your job description to search for eligible and qualified candidates for the position, or we can work with you to write a job description to use for the search process.

Advertising:

We can assist you in drafting and placing advertisements in local newspapers, specialized trade publications and/or job-search Web sites of the employers' choosing. (Cost fully paid by the employer and dependent on the publications).

Recruitment:

We can serve as the agency accepting resumes/applications from interested candidates. We can also act as an intermediary, disseminating any information provided by the employer directly to interested potential candidates as well as respond to candidate inquiries and answer employment-related questions on behalf of the employer.

Online Searches:

Using Michigan Talent Bank, our staff can assist you in marketing vacant positions on the official Michigan online job bulletin board. Applications can go directly to your human resources department or our Business & Talent Enhancement Services Department for initial screening.

Screening/Sorting Services:

G/SMWBS staff can review resumes/applications submitted by job-seekers using the employer's employment criteria. We can rank candidates in terms of which resumes match most closely the employer's desired skill set and/or recommend candidates the employer may want to interview.

Interviews/Scheduling:

Our staff is available to schedule initial interviews with selected candidates, based on your schedule. We can assist you by conducting first interviews with a predetermined number of candidates, and/or our staff can sit in on employer-conducted interviews and provide feedback regarding candidate qualifications.

Background/Reference Checks/Drug Testing:

Our 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 examine each candidate's resume and employment history. We can also schedule drug testing for candidates using reputable and certified testing facilities.

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Don't Delay – "We get you the talent you need"