

# *Human Resource Services* **Helping Businesses of ALL Sizes**

In today's business environment, hiring the right person for a key position can be critical to a company. However, many businesses, particularly small businesses, struggle to find workers that match their specific needs. Workforce development professionals at The Source help companies find and hire the best workers and provide essential human resource assistance at no charge.

**Job Posting** Jobs listed through The Source are posted to OhioMeansJobs.com — the statewide job database — and appear on the Internet for job seekers to see. Postings will show as much or as little information as necessary fully at the discretion of the employer.

**Job Referral and Pre-Screening** Our team will match workers to the job and notify them of the opportunity. Our trained staff will review the applicants' information to assure their skills, education and experience fit the company's needs. Interested applicants are given instructions on how to submit their resume only after they are determined to be qualified.

**Application Processing** For large groups of applicants, The Source has rooms available that will allow a number of people to fill out their paperwork in one sitting. The Source can help by reserving rooms where job seekers can fill out applications, cutting down on traffic at the business.



**Interview Facilities** Employers can reserve space at The Source to conduct interviews with potential workers away from the company offices. In addition, staff at The Source can help employers by contacting the selected applicants and scheduling the interviews on their behalf.

**Job Descriptions and Salary Data** Staff at The Source can help employers define their needs and create an accurate job description for the position. Also, using up-to-date labor market information, The Source can help by providing salary guidelines for these jobs to ensure that proposed wages are in line with state and local averages.



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