

*“When our recruitment process to fill over 150 jobs for the Owens-Illinois Glass Plant in Windsor began, we requested assistance from Employment Services of Weld County. Without a doubt, we made a tremendous amount of progress with their assistance.”*

*- Human Resources  
OI Glass Containers  
North America*

### **America's Job Bank/Talent Bank**

The America's Job Bank computerized network provides the largest and most frequently visited electronic job bank on the Internet. There is no charge either to employers who list their job vacancies or to job seekers who utilize America's Job Bank. The benefit to your company is rapid, national exposure for your job openings and an easily accessible pool of candidates with a wide range of skills and experience. Job openings and resumes found in America's Job Bank are available on computer systems in numerous places of public access, i.e., libraries, schools, etc.



### **Internet Information**

Telephone the Employer Relations Unit at (970) 353-3800, extension 3394 to schedule an appointment or an on-site demonstration of America's Job Bank and/or the Colorado Department of Labor and Employment web site.

Visit our web site to learn about the target groups you can invest in, as well as the many incentives that can save you money.



**Visit our Website at  
[www.eswc.org](http://www.eswc.org)**

## **EMPLOYMENT SERVICES OF WELD COUNTY**

1551 N 17th Avenue  
P.O. Box 1805  
Greeley, CO 80632

Phone: (970) 353-3800  
Fax: (970) 356-3975  
E-mail: [www.eswc.org](http://www.eswc.org)

### **Hours of Operation:**

8:00 a.m. to 5:00 p.m.  
Monday through Friday

### **Hours of Operation**

616 4th Street  
Fort Lupton, CO 80621  
PH: (303) 857-3039  
Wednesday: 12:00 a.m. to 5:00 p.m.  
(or as posted)

### **and**

4209 WC Road 24 1/2  
Longmont, CO 80504  
PH: (720) 652-4209  
Tuesday: 9:00 a.m. to 5:00 p.m.  
(or as posted)

- Veterans receive priority in Department of Labor funded programs
- Employment Services of Weld County is an equal opportunity employer/program.
- Auxiliary aids and services are available upon request to individuals with disabilities.



## **Employment Services of Weld County**

**A Responsive System  
For Employers, Employees  
and Job Seekers**



Visit our website at

**[www.eswc.org](http://www.eswc.org)**

# INTRODUCTION

Employment Services of Weld County is a workforce center that offers a comprehensive package of services tailored to give the employer an edge in today's competitive economy.



These services are at **NO COST** to employers. An Employer Relations Specialist will customize our services to meet specific needs.

When flooded with unwanted applications, or when difficulties are experienced filling certain positions, time and money will be saved using recruitment and screening services to select and refer qualified applicants.

At the heart of the labor exchange is a job-matching system maintaining a file of registered applicants that includes information on the skills, work history and educational status of each applicant. As employers seek to list a job opening, staff search our database locally or statewide, depending on employer need. We also recruit through job board postings, job lines and newspaper job listings as well as on-line listings at America's Job Bank.

Periodically, employer seminars on various workforce issues are provided to employers at no cost. Whenever possible, accommodations are made for mass client application, resume submittal and mass interviewing.

If you would like to receive information regarding any of the services provided through Employment Services of Weld County, telephone (970)353-3800 and ask for the Employer Relations Unit.

## Recruitment Services

- Local, statewide and national recruitment
- Recruitment advertising
- Mass application gathering
- Open/continual application acceptance
- Job descriptions posted state- and nation-wide
- Public-employment computer network
- Job line recordings providing current job listings
- Affirmative Action Job Orders to meet hiring goals

## Screening Services

- Resume screening services
- Applicant screening
- Prescreening based on employers requirements

## Referrals

- Employer-specified applicant referrals to full-time, part-time, temporary and seasonal positions

## Interviewing Services

- \* Interview scheduling
- \* Interviewing facilities

## Business Consultation Services

Employment Services of Weld County operates a comprehensive Learning Lab that provides fee-based computerized instruction and assessment that measure aptitude and interest.

Individualized instruction includes GED preparation, remediation and literacy, as well as beginning, intermediate and advanced ESL lessons.

The Lab also offers computer-based ESL curriculum with adjustable levels to accommodate English learners of all levels. The Lab offers flexible scheduling and self-paced learning, providing an alternative for employers interested in offering ESL training to staff members.

## Labor Market Information

- Publications
- Colorado Job Outlook Summary
- Occupational Wage Data
- Occupational Employment Outlook
- Occupational Supply/Demand Report
- Affirmative Action Information
- Labor Force Data

*"... Staff was very friendly, helpful and communicated very well...I would recommend their services to any employer that is looking to hire!"*

*Office Manager*

*Fort Lupton Family Practice*

*"...The employees at the workforce have been of great assistance...they are cooperative, professional and dependable ... The Workforce Center saved the day. Our Company highly recommends the services provided by the Workforce Center."*

*Hiring Manager*

*Safeway*

*"...Services offered by the Workforce Center are very helpful...staff is courteous as well as professional...making sure we have everything we need for our employment needs."*

*Human Resource Manager*

*Swift & Company*

**A Responsive System for Employers, Employees and Job Seekers**