

Visit our website at  
[www.MissouriCareerSource.com](http://www.MissouriCareerSource.com)

*"The Maryville Career Center is always willing and ready to help out whenever needed. We recently have had several job fairs and they have been there to help us recruit new employees by telling them about our business and accepting applications."*

Anita Coulter, Human Resources Manager,  
Kawasaki Motors Mfg. Corp

*"The Chillicothe Career Center handles all our recruitment needs from advertising openings, handling all our applications to verifying High School/GED status. They even deliver our completed applications. The staff at the center saves Wire Rope both time and money."*

Kimberly Rardon, Human Resource Manager,  
Wire Rope Corporation of America,  
Chillicothe Facility

*"The help Altec receives from the St. Joseph Career Center is invaluable. They screen candidates based on requirements and collect applications for me to review and select from. The Career Center saves my staff time."*

Richard A. Gronniger,  
Human Resource Manager, Altec



Northwest Workforce  
Investment Board

Serving Andrew, Atchison, Buchanan, Caldwell,  
Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison,  
Holt, Linn, Livingston, Mercer, Nodaway, Putnam,  
Sullivan and Worth counties

**Call Your  
Local Business Representative**

**St. Joseph Career Center**  
301 South 7th Street  
St. Joseph, MO 64501  
816-387-2380  
Toll Free: 800-554-5807

**Maryville Career Center**  
Community Services, Inc.  
1212 B South Main  
Maryville, MO 64468  
660-582-8980  
Toll Free: 800-711-5408

**Chillicothe Career Center**  
601 Mohawk Road  
Chillicothe, MO 64601  
660-646-0671  
Toll Free: 888-728-5627

**We can help if you:**

- **need qualified employees**
- **want to effectively use our website at:**

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

# Northwest Missouri Business Services



**MISSOURI  
Career Center**  
*Where talent and opportunities meet*

## Your business is our priority!

Veteran Priority  
Equal Opportunity Employer  
ADA Compliant

# The Missouri Career Center has answers for your top workforce issues

## "Can you save me money?"

**All services are prepaid with your tax dollars.** Use them alone or in conjunction with your other recruitment strategies. To save even more, the following tax incentives and services may be available to you:

- ▶ Work Opportunity and Welfare-to-Work Tax Credits – an easy way to get tax credits for hiring individuals that qualify for the program

- ▶ Free mandatory Federal 6-in-1 posters



## "Can you help me recruit employees?"

The Career Center can help with many recruiting needs:

- ▶ Space for conducting interviews, a resource library, internet access, fax and copying services

- ▶ Prescreening services, applicant testing, recruitment events, and application acceptance

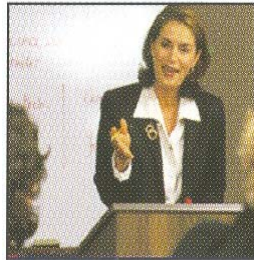
- ▶ Information on Federal Bonding Program

- ▶ Electronic job matching site offers a comprehensive posting service at no cost to you

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

## "Can you help me save money on training my employees?"

There are many programs available to help with training costs. Some have to be implemented prior to hiring and some can be accessed once your employees are hired:



- ▶ On-the-Job Training available through several programs for qualified new hires

- ▶ Find out about this program prior to hiring to see who qualifies for up to a

50% credit on wages

- ▶ Customized Training: Incentives available to employers who create new jobs

- ▶ New Jobs Training Program: Subsidizes training costs for newly created jobs

## "Can you help me recruit even if I use a staffing agency?"

We work with the staffing agencies to list vacancies they have, provide interview space and promote their services.



## "Can you tell me if I am competitive in the labor market?"

There are many factors affecting the local labor market – wages, skills, and availability to name a few. The Labor Market Exchange System can answer those questions. You can browse the site at [www.MissouriEconomy.org](http://www.MissouriEconomy.org) or call the Career Center to get help navigating the site.

## "Can you help me find qualified applicants?"

The WorkKeys© assessment is a great way to assess if applicants have the reading and math skills they need for your job opportunities. We can help you determine the scores successful candidates must possess to meet your needs and can test potential candidates to assess their skill level.

Listing the WorkKeys© requirements in your job postings will be a great tool for finding qualified applicants.

