



Idaho Business Services

Grow and enjoy
doing business in Idaho

IDAHO
DEPARTMENT OF LABOR

C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR



Recruit Employees

Attract, hire and retain qualified employees by working with Idaho Department of Labor consultants who specialize in matching job seekers with employers through our national network of job listings. Labor's job listings reach a wide audience throughout Idaho and even out of state.

- Post and manage job listings online 24 hours a day, seven days a week with our easy-to-use electronic Employer Job Order Entry system - EJOE - at **labor.idaho.gov/idworks/ejentry** or work directly with department staff via phone, fax, e-mail or in person.
- Find the best applicants for your business with our online, searchable résumé feature, also available with your Department of Labor EJOE account at **labor.idaho.gov/idworks/ejentry**.
- With the help of any Idaho Labor office, manage résumés and applications, organize and promote recruiting events and coordinate interviews with potential candidates.
- Streamline your recruiting process by using our occupational skill assessments, which are designed to help verify an applicant's job skills. Assessments are available in select locations. Contact a consultant in the Boise, Meridian, Mini-Cassia, Payette, Coeur d'Alene, Bonners Ferry, Pocatello, Blackfoot, Idaho Falls, Magic Valley, Orofino, Moscow or Lewiston offices about how these assessments can help you identify the best applicants for your job opening.

Strengthen Employee Skills

Many training resources to help your work force compete in the global marketplace are available through the Department of Labor. Eligible businesses can access Idaho's Workforce Development Training Fund to provide skills training for new employees or those at risk of permanent layoff. On-the-job and classroom training programs are also available to eligible job seekers. See the Education & Training menu item at **labor.idaho.gov** for details.



Manage Employment Transitions

Companies involved in the difficult process of downsizing a work force can receive valuable services designed to help employees transition into other employment. The Department of Labor has resources available to assist affected employees with job search, retraining, unemployment insurance and other services.

Participate in Business Seminars

Profit from a variety of Labor-sponsored seminars tailored to help companies address business, work force and personnel challenges. These seminars are listed on the agency calendar of events at labor.idaho.gov and provide an opportunity to

- Network with other Idaho employers.
- Keep informed about state and federal legislation impacting the business community.
- Discuss work force needs and concerns.
- Play an active role in controlling unemployment insurance costs.

Access Labor Market Information

Existing businesses, economic development groups and companies considering starting up, expanding or relocating can call on Labor economists throughout the state for information, analysis, referral services and technical assistance. Access current information about work force trends, economic conditions, demographics, wages, industry and occupational statistics, census data and more at any local office or through the department's Web site at lmi.idaho.gov.

Understand Idaho Labor Laws

Employers should seek legal counsel for guidance on specific legal issues. However, a wide range of state and federal laws governing wages, working conditions, youth employment and other employment practices can be accessed on the Labor Web site. Learn more at labor.idaho.gov/wh.

Connect With Other Resources

- A variety of benefit and work support programs throughout the state are available to help employees solve personal and family challenges from child care concerns to disability issues. Idaho Labor can connect businesses to many work force development organizations and public agencies that are committed to improving access to these services.
- Our close relationship with the Idaho Department of Commerce connects you with
 - ◀ The Idaho Business Network where buyers and sellers negotiate more than \$100 million in government contracts each year.
 - ◀ International trade representatives in Mexico, China and Taiwan and tourism offices in the United Kingdom, Germany, the Netherlands, France and Italy.
 - ◀ An online land and building inventory that helps companies identify property available for expansion and development.

Request Publications

A broad inventory of printed materials such as guides to the state's labor laws, unemployment insurance programs and the many programs and services Idaho Labor provides are available at all agency local offices. Many can be viewed and downloaded on the Web at **labor.idaho.gov**.

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labor.idaho.gov

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