

## Program Year 2015 (Issued October 2015)

All staff assisted employer services provided as part of the NCWorks system, should be keyed into NCWorks.gov using the following employer service activity codes and descriptions below. Please note that these descriptions have been expanded from the description in NCWorks.gov.

In order to track business engagement, staff entering the services should select the Office Location that corresponds to the county in which the employer is located.

E01	•Onsite, face-to-face visits with employers.
E02	•Provided job fair services to employer(s), including scheduling, hosting and marketing.
E03	•Provided job order assistance/followup.
E04	•Provided mass recruitment services, received applications, and/or provided interview space for a large number of workers/potential hires; services related to a mass-hiring event.
E05	•Provided detailed labor market study, any service related to the sharing or analysis of LMI; wage analytics.
E06	•Provided candidate pre-screening, applicant screening and referral, academic assessments, career readiness activities, career assessment tools, interest/aptitude testing, Prove It, job portal recruitment.
E07	•Promotional call, anything related to contacting a business to promote or share information about services by email and/or phone. (If face-to-face interaction, use E01.)
E08	•Reviewed resumes and referred eligible individuals.
E10	•Job profiling, employee surveys, job description development, Work Opportunity Tax Credit, referrals to small business resources, seminars and workshops.
E20	•IWDP, services to include technical assistance (grant submission); eligibility determination (pre-award analysis, etc.); administrative review (monitoring and oversight of activities).
E30	•OJT, any staff-assisted service related to the provision of OJT for business clients.
E92	•Notification to employer of potential applicant.

Employer services will be monitored by NCWorks reporting to track business engagement for the region.

To enter employer services, please use the following steps:

1. Select Manage Employers/Assist an Employer



2. Search for and select the employer for which you provided the service
3. Select Activities (under Staff's Profile)



4. Select Service Plan



5. Select Add Service, and complete Service Type/Date/Office accordingly with case notes as necessary. Office location should reflect the county in which the employer is located.

[ [Add Service](#) [Add Multiple Services](#) ]

\*Service Type:

Scheduled Date:   MM/DD/YYYY Format

Scheduled Time:  :  AM

Actual End Date:   MM/DD/YYYY Format

Completion Code:

\*Region:

\*Office: