

Unit 4: Worker placement

Time needed to complete this unit:

2 hours

Why is this important to know?

In order for us to fulfill the needs of new workers, educators and extension professionals have to be prepared with information on the various education, skills and training that are available for the new employee population. Education and training will make the new employees more employable and more competitive in entering the workforce. Educators and extension professionals will benefit in maintaining communication and collaboration with employers on the availability jobs.

1. Information on number of potential employees and the education, skills and training needed for available jobs is vital in maximizing the efforts made in addressing opportunities for new workers.
2. Information on the present trend in education and training that is need in the job market is critical in addressing availability of opportunities in the future.

Exercise: Assessing worker placement activities

How can worker placement be maximized?

What is the present trend in education training that will assist in addressing the availability of opportunities for new worker in the future?

Opportunities that are available for new workers

In order for us to do a good job in serving new workers educators and extension professionals have to be prepared with pertinent information on the various opportunities that are available for the new employees. Communication with employers on the availability and type of jobs is essential in providing new employees with the most current information.

1. Information on number of potential employers and the amount of available jobs is critical in addressing availability of opportunities.
2. Information on the present trend in the job market is critical in addressing availability of opportunities in the future.

Exercise: Assessing available opportunities for new workers

Where do you get information about jobs that are available?

How many jobs are available for workers?

Where are the employers located?

What is the trend of job availability for workers?

Types of work available for new workers and appropriate worker skills

Educators and extension professionals have to be prepared with information on the various employers and number of opportunities that are available for the new employees. New workers with the required education and training will more competitive in entering gaining opportunities for employment the workforce. The educator and extension professional will benefit in maintaining communication and collaboration with employers on the availability jobs.

1. Information on number of potential employers and the education, skills and training needed for available jobs is vital in maximizing the efforts made in addressing opportunities for new workers.
2. Information on the present trend in the job market is critical in addressing availability of current and future opportunities available to new workers.

Exercise: Assessing types of available opportunities for new workers

Where do you get information about potential employers and education and training skills needed for available jobs?

What are the present trends in job market that will assist in addressing availability of opportunities for new worker in the future?

Developing employee skills

Educators and extension professionals in fulfilling the needs and providing assistance to new workers must help the new workers to develop various life skills so that they are able to function appropriately and be able to make the proper application with the employment agency and/or employers. New workers need the required education and training in composing their resumes and completing application forms with the appropriate documentation in order to be competitive in gaining opportunities for employment in the workforce. Language skills training and courses will benefit them in maintaining

communication with potential employment agencies and employers and will help them to be able to effectively integrate into the workforce and be successful. Overall, the new workers with appropriate skills will be more prepared and competitive in application for the available jobs.

1. Determine the skills and training needs of new employee to compose and/or complete a job application.
2. Provide the skills and training needs of employee to compose and/or complete a job application.
3. Provide information and teach the new employees how to search for job opportunities. Determine the education training competencies employers need but are not that are not available in the new employee population.
4. Develop and implement strategies to provide training competences that are demanded by employers but are not available in the new employees' population.

Exercise: Developing employee skills

How to develop a resume and/or complete a job application?

How to search for job opportunities

Language skills training/courses

Interviewing strategies

Computer skills/Training

Where to obtain information about library and workforce development agencies

Using the library

*Use information from the following links to answer questions and provide information.

http://www.spherion.com/corporate/careercenter/careerresources/resume_resource_s.jsp

<http://www.spherion.com/corporate/careercenter/careerresources/>

Extension professionals as a conduit to agencies to facilitate workers entry into the workforce

Educators and extension professionals in fulfilling the needs and providing assistance to new workers must maintain proper communication with the new workers and maintain a link with the employment agency and/or employers. New workers with the required education and training will more competitive in entering and gaining opportunities for employment the workforce. The educators and extension professional will benefit in maintaining communication and collaboration with all employers and will be able to evaluate the effectiveness of integrating the new workers into the workforce and success of their programs. Overall, the workforce will gain new workers with appropriate skills for available jobs that should result in increase productivity, economic growth and enhance in the socio-economic condition, health and welfare and quality of life of the new workers.

Exercise: Assessing types of available opportunities for new workers

How can employee be successful in obtaining/retaining jobs?

How can employers be successful in recruiting/retaining jobs?

Exercise: Assessing the ability of Extension Professional to facilitate workers entry into the workforce

How can Educators and Extension Professionals assist in fulfilling the needs of new workers?

How will effectiveness in integrating new workers into the workforce be evaluated?