



# ALABAMA'S CAREER CENTER SYSTEM

Tuscaloosa Area Career Center



**Bob Riley**  
Governor

Fellow Chamber Members,

Thanks for using the following information to familiarize yourself and your business with Alabama's JobLink, a free (prepaid with tax dollars) internet based labor exchange system. Also, thanks to the leadership of the Chamber for allowing the Tuscaloosa Area Career Center, Alabama's Career Center System to display this tool on the Chamber's web site. We realize that finding qualified and reliable employees can sometimes be a difficult task. We want to assist you in any way necessary to make your business as efficient and profitable as possible by exposing you to all of the services available to you through this office.

The first step in the process of using the self services tools in Alabama's JobLink (AJL) is to access [www.joblink.alabama.gov](http://www.joblink.alabama.gov). Note that the links on the home page that are designed to assist jobseekers and employers alike with several workforce development related tools. Click on "Find Employees" and begin the process of creating an employer account. The following link will access a tutorial to assist with this process.

<http://es.dir.alabama.gov/local/Documentation/documents/QSG28CreatingSelfServiceEmployerAccount.ppt>

Once your account information has been entered and your account approved you can access a second tutorial that will assist you in entering job orders to advertise openings by clicking on the link below.

<http://es.dir.alabama.gov/local/Documentation/documents/QSG29SelfServiceEmployerJobOrder.ppt>

You can also simply do searches for qualified applicants without the use of the job order tool and by using the instructions below.

<http://es.dir.alabama.gov/local/Documentation/documents/QSG30SelfServiceEmployerResumeSearch.ppt>

Some business prefer to use our office staff to help with their recruiting processes by using this job order form (page 2 below) and returning it to our office via email or fax. Staff assisted or self service; you choose the level of services that fits your needs. We also offer the interview, conference and testing rooms to assist in your recruiting processes. Page three includes important and helpful links to various Workforce Development initiatives available for your use.

We at the Tuscaloosa Area Career center sincerely believe that AJL can be a tool that any business, especially those small to medium size businesses operating without a Human Resource Department, can use to help you with your recruiting efforts. The assistance that our organization can offer to you as employers in the Tuscaloosa and West Alabama area is extremely important to us. Remember the old saying, "Build it and they will come?" Alabama's JobLink was built just for you – the demand side of labor exchange. Posting your job openings on Alabama's JobLink will create the supply side of labor exchange – and they will come. Over 120,000 applicant resumes have already found their way to Alabama's JobLink.

Please feel free to contact me by phone at 205-758-7591 ext. 231 or e-mail, [Richard.Crawford@dir.alabama.gov](mailto:Richard.Crawford@dir.alabama.gov) with any questions or concerns about the JobLink system.

202 Skyland Drive  
Tuscaloosa Al. 35405  
205-758-7591

Order Request Form  
Complete and Return  
Tuscaloosa Career Center  
Business Services Team  
202 Skyland Drive  
Tuscaloosa, Alabama 35405

Company Name: [Click here to enter text.](#)

Permanent Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip Code: [Click here to enter text.](#)

Phone: [Click here to enter text.](#) Fax: [Click here to enter text.](#) Email: [Click here to enter text.](#)

Website: [Click here to enter text.](#) Federal ID Number: [Click here to enter text.](#)

State UI Tax ID: [Click here to enter text.](#) To whom should the applicant speak: [Click here to enter text.](#)

Job Opening Title: [Click here to enter text.](#) Education Level: [Choose an item.](#)

Rate of Pay: [Click here to enter text.](#) If commission please describe the basis for and percentage of Commission  
[Click here to enter text.](#)

Number of openings: [Click here to enter text.](#)

Disclosure Level: [Choose an item.](#)

Number of Referrals: [Click here to enter text.](#)

How to apply: [select one](#) [Choose an item.](#)

If applying direct, specify time or time frame: [Click here to enter text.](#)

DESCRIBE DUTIES: (List skills, aptitudes, equipment used or operated, special physical demands, license or certificates, or special working conditions. Include worksite if different from the address entered above).

[Click here to enter text.](#)

Months of Experience: [Click here to enter text.](#) Shift: [select one](#) [Choose an item.](#)

Hours per week: [Click here to enter text.](#) Is job (select one) [Choose an item.](#)

If temporary, how long will the job last? [Click here to enter text.](#)

Benefits: [select one](#) [Choose an item.](#) If yes explain: [Click here to enter text.](#)

Once received, your job order will be assigned to a Career Center Specialist who will select and refer applicants for your consideration. **THANK YOU FOR ALLOWING THE TUSCALOOSA CAREER CENTER, BUSINESS SERVICES TEAM TO ASSIST YOU IN YOUR EMPLOYMENT NEEDS.** The Tuscaloosa Career Center is an Equal Employment Agency for job seekers and employers.

**Never a fee for our services. For any questions, call (205) 758-7591**

## WORKFORCE DEVELOPMENT

The following links are some updates as to where we are with the reorganization of Alabama's Workforce Development delivery system currently being discussed in the West Al. (Region 3) Workforce Development Council. For more information click on the items below.

[EXECUTIVE ORDER 36](#)

[OWD REGIONAL COUNCILS](#)

[REGION 3 WORKFORCE DEVELOPMENT COUNCIL](#)

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### **JOB PROFILING WITH WORKKEYS**

ACT Inc.'s WorkKeys® job profiling system is a job analysis system that helps businesses identify the skills and skill levels employees must have to perform particular jobs effectively. It also gives individuals a clear picture of the skill levels they need to qualify for and be successful in the jobs they want.

### **GRANT FUNDS AVAILABLE**

Career Ready funds are being made available to help business and industry use WorkKeys Job Profiling.

A company may apply for a grant up to \$2000.00 to be used towards the cost of one (1) job profile. The grant will be paid to the WorkKeys Testing Center that performs the job profile. The company must match the grant with at least \$500.00. Each company may apply for up to two (2) job profiles. **Click [here](#) for more info.**

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### **NEED MORE QUALIFIED APPLICANTS TO FILL YOUR ENTRY LEVEL JOBS? WE CAN FIX THAT.**

Alabama's **Ready to Work** program provides a career pathway for adults with limited education and employment experience at 63 sites by 19 colleges. Ready to Work's workplace environment provides trainees the entry level skills required for employment with most businesses and industries in Alabama. The training curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U. S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

The Ready-to-Work (RTW) Program is operated by the Alabama Department of Postsecondary Education, Governor's Office of Workforce Development in cooperation with the Alabama Industrial Development Training (AIDT). Essential requirements for successful completion include:

- A 95 percent attendance and punctuality rate, which must be certified by the college; (The calculation of a participant's attendance and punctuality rate may take into account an individually-negotiated full-time or part-time

attendance schedule. Participant absences or tardies that are excused by the instructor should not be counted so as to lower the participant's attendance and punctuality rate).

- Instructor certification of "Satisfactory" achievement of work ethic, organizational skills, attitude and motivation based on observation and/or testing;
- Instructor certification of "Satisfactory" achievement of problem solving skills, workplace behaviors, computer skills, job acquisition skills and manufacturing skills;
- Attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information;
- A score of at least 70 percent on the written Alabama Certified Worker Examination.

Failure to achieve any of the requirements will result in the immediate release of the client from the RTW Program. Successful completers earn an "Alabama Certified Worker" (ACW) Certificate and a State of Alabama "Career Readiness Credential" (CRC).

Click [here](#) for additional information. <sup>^</sup>

THRP has been awarded a Pinnacle Award (to recognize outstanding achievements in chapter/state council development and contributions to the advancement of effective human resource management) based on the design and implementation of the pilot of this program. To view a PowerPoint presentation click [here](#).

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### [SHELTON STATE COMMUNITY COLLEGE](#) [CAREER CENTER SERVICES](#)

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<http://hirevetsfirst.dol.gov> This is a comprehensive career website for hiring veterans of America's military. Whether you're a manager, human resources specialist, or veteran, you'll find the resources you need for matching employment opportunities with veterans.

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**Alabama's Career Readiness Certificate - Interview applicants with the skills needed to do the job.** There is great concern in the private sector about the gap that exists between the skills required in today's workplace and those exhibited by potential and incumbent employees. Businesses have trouble finding and hiring people who have basic employable skills and who are therefore trainable for specific jobs. Alabama's Career Readiness Certificate serves as a common language between employers and job seekers. It is a portable skills credential, assuring employers that a job applicant actually has the basic skills they seek. Go to <http://www.careerreadyalabama.com> for additional information.

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Job Shadow is an academically motivating activity designed to give kids the unique opportunity of an up-close look at the world of work and provide the answer to the commonly asked question, "Why do I have to learn this?" Beginning with a nationwide kickoff in February and continuing throughout the school year, students across America will "shadow" workplace mentors as they go through a normal day on the job. The program invites students to see

firsthand how the skills learned in school relate to the workplace. Job Shadow is led by the National Job Shadow Coalition.

To support Job Shadow Day, visit <http://www.JobShadow.org> to get the latest information on Job Shadow Day, or to download helpful How-To Guides, Job Shadow art, and other helpful resources.

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