

Your organization's success depends on the  
skill and productivity of your workforce.



Recruit



Retain



Train



Transition

BUSINESS SERVICES

# MANAGING YOUR TALENT IS CRITICAL TO SUCCESS



As a business, you face many challenges on a daily basis. No matter the size of your organization, the location, or the industry sector, there is one thing you have in common with every other North Carolina employer: the success of your organization depends on the skill and productivity of your workforce.

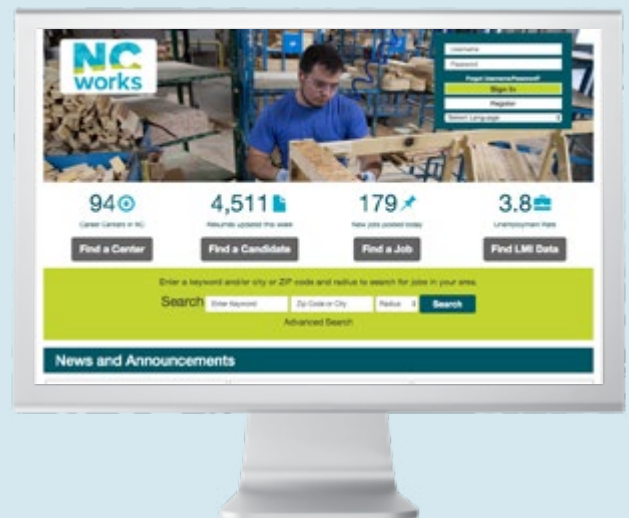
At the heart of a profitable and flourishing business is a thriving workforce. How do you ensure your organization can remain strong, with well-skilled employees over the long term? How do you find and keep the best talent possible?

Whether you are a new employer to North Carolina, or a well-established business with deep roots in this state, the NCWorks Business Services Team works with you to provide talent management strategies and solutions to meet your specific needs! We are able to provide these solutions at little to no cost to your business here in North Carolina.

## NCWorks Online

NCWorks Online is North Carolina's official job search website and gives employers the ability to:

- **Search for candidates** based on their skills, work experience, and resumes.
- **Post job listings** which allows you to review potential candidates that have expressed interest in a specific job posting.
- **Find and review resumes** of candidates that have the qualifications you need.
- **Access labor market trends**, statistics, and economic and demographic data specific to your area and your industry.



Go to [ncworks.gov](http://ncworks.gov)



## STRATEGIC PARTNERS

# NCWorks Business Services and You

NCWorks partners – within government agencies, economic developers, education, the private sector and elsewhere – will work together to integrate and deliver workforce solutions that help at each stage of your business’s lifecycle. From talent recruitment to tax credits and more, we will help you find and manage the workforce your business needs – as well as ways to offset the cost of hiring them.



### Recruitment

We recruit, screen, and provide you with qualified applicants so that you can quickly fill critical openings with the right people.



### Accessing untapped talent pools

We can use our expertise to connect you with talent you might have overlooked – including youth, veterans, people with disabilities, older workers and job-seekers with criminal records.



### Training

We can provide training resources and funding for your new or existing employees by offering on-the-job instruction as well as off-site classes at local colleges and other training venues.

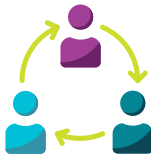


### Apprenticeships

Grow the talent you need. We can provide technical assistance and resources supporting apprenticeships, which combine on-the-job training with classroom learning to contribute to your long-term growth.



**Helping you see around the corner** We can provide the latest labor market information and economic forecasts, along with local wage and salary data, helping you look ahead and remain competitive.



### Creative strategic partnerships

We can engage with you on workforce program planning to support business growth and economic development by sharing information and collaborating on efforts to identify and address workforce challenges.



### Business start-up services

We can guide you through processes and resources that help you build your new business and workforce to be successful as you get off the ground.



### Tax credits and incentives

We can help you discover if you are eligible for these benefits to help your bottom line.



### Transition and outplacement needs

We offer a myriad of transition and outplacement services to help you with challenges caused by plant closures, natural disasters or layoffs of your workers, while also aiming to avert job losses through collaborative strategies.



## How do you get started?

Contact your local business consultant today so that we can begin a partnership to ensure your business continues to thrive. Your workforce is your biggest asset, and the array of services we provide ensure that at every step – from recruiting and screening, assessment and training to planning and growing – you are operating with the highest level of information, strategy, and resources available.

The NCWorks Business Services Team is here to help you continue to succeed.

### Contact your local business consultant today.

**ECWDB**  
**252-636-6901**  
**[admin@ecwdb.org](mailto:admin@ecwdb.org)**

### What is NCWorks?

NCWorks is the state of North Carolina's workforce development system, helping jobseekers and businesses find each other and work on what's next for everyone's future success. NCWorks services are delivered by a group of collaborating partners, such as the N.C. Department of Commerce, the N.C. Community College System, the N.C. Department of Public Instruction, the N.C. Department of Health & Human Services and local Workforce Development Boards.

Through NCWorks, these organizations and other workforce system stakeholders have built a stronger alignment of services and resources to meet the workforce needs of businesses, to connect North Carolinians to technical training and quality careers, and to use data to monitor and assess program outcomes. NCWorks is the one name to know when you need the strength of an integrated workforce system standing behind you, responsive to the needs of employers, and one that better prepares workers for today's economy in North Carolina.



NCWorks Career Centers are an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request. Dial 711 to place a free relay call in North Carolina.

A proud partner of the  
**AmericanJobCenter®**  
network





## North Carolina Department of Commerce

Division of Workforce Solutions

NCWorks Career Center- Veterans Unit

461 Western Boulevard, Suite 106

Jacksonville, NC 28546

Greetings,

Given your busy schedule, I wanted to take a few minutes of your time to introduce myself and leave this packet, which contains several forms and information about programs you may be interested in. I look forward to assisting you in meeting your labor market requirements.

Attached is the worksheet for submitting a job vacancy with the Division of Workforce Solutions. You may complete the form and return it by fax or email, and we will post your position in our statewide database free of charge. If you will be hiring several employees at once, we can also offer our Jobs Club Services to you. This service will enable you to meet with many qualified applicants at one location at a time. I have attached a flyer providing more information about this service.

Please also find attached information regarding the Returning Heroes and Wounded Warriors Work Opportunity Tax Credits. The federal government has extended this program until December 31, 2025 (it has been extended). I will be happy to explain further or assist you in finding veterans who meet these requirements. The link below contains the instructions for applying for the tax credit and links to the necessary forms.

[www.doleta.gov/business/incentives/opptax/](http://www.doleta.gov/business/incentives/opptax/)

To apply for the tax credit in North Carolina, mail the completed 8850 form for a potentially eligible veteran within 30 days after hire to the below address:

North Carolina Department of Commerce,  
Division of Workforce Solutions

P. O. Box 27635

Raleigh, NC 27611

ATTENTION: Applicant Services Unit – WOTC

The final handout discusses an on-the-job training program sponsored by the State with some excellent incentives that your firm may also be interested in. Thank you for your continued support of veterans and our community. Don't hesitate to contact me with any questions or require additional information or assistance.

*Agustin Gonzalez*

Agustin Gonzalez

Hybrid Veterans' Career Employment Services Consultant II

Department of Commerce, Division of Workforce Solutions

NCWorks Career center-Onslow County

461 Western Blvd., Suite 106

Jacksonville, NC 28546

[agustin.gonzalez@nccommerce.com](mailto:agustin.gonzalez@nccommerce.com)

Tel: (910) 347-2121, Ext. 202

# Welcome to the NCWorks Career Center Onslow County

## *Connecting Talent to Jobs*

### Hours of Operation

Monday: 8:30am - 4:00pm | Tuesday – Friday: 8:30am - 5:00pm  
461 Western Blvd. | Suite 106 | Jacksonville, NC

Telephone: 910.347.2121 Email: [OnslowCounty@NCWorks.gov](mailto:OnslowCounty@NCWorks.gov)

Website: [www.ncworks.gov](http://www.ncworks.gov) Facebook: <https://www.facebook.com/ncworksonslow>

### Career Center Services

Career Advisors

Disabled Veterans Outreach Specialists

Career Development Workshops

Employment Search Assistance

- NCWorks Online
- Job Referrals
- Hiring Events
- Resume Assistance
- Interviewing Skills

Computers with Internet Access

- Job Search
- Resume Builder
- Labor Market Information

Print/Copy/Fax Services

### Employer Services

Post open positions on

state labor exchange: [www.ncworks.gov](http://www.ncworks.gov)

Conduct hiring events

Reserve office space for interviewing

Conference Rooms for meetings/training

Career Advisors are available to screen /  
refer qualified candidates

### Additional Services

Pamphlet on Unemployment Benefits from  
Division of Employment Security

Print/copy Work Search forms

### Career Center Partners

Coastal Carolina Community College

Workforce Innovation and Opportunity Act

- Youth, Dislocated Workers and Adult  
Training programs

Information on training and education

- Human Resource Development  
Classes (HRD)
- Continuing Education Classes
- Certification Programs
- Degree Programs

### NC Vocational Rehabilitation

Call 910.467.0720 for more info

Specialized training and employment services  
for Individuals with Disabilities

Eastern Carolina Human Services Agency

Call 910.347.2151 for more info

Community Services Block Grant (CSBG)

Family Self-Sufficiency Program

United Way of the Lower Cape Fear

910.798.3900 x 108

Senior Community Service Employment  
Program (SCSEP)



**NCWORKS.GOV**

A proud partner of the American  Job Center network

NCWORKS CAREER CENTER ONSLOW COUNTY

An Equal Opportunity/Affirmative Action Employer Auxiliary aids and services are available upon request to individuals with disabilities. (TTY) 1-800-735-2962 (Voice) 1-800-735-8262. This is funded by the Employment and Training Administration of the US Department of Labor as part of an award totaling \$5,171,077.82 with 0% financed from non-governmental sources.



# Top 10 Reasons to Hire Veterans

- Accelerated Learning Curve
- Leadership
- Teamwork
- Diversity and Inclusion in Action
- Highly Efficient Under Pressure
- Respect for Operating Procedures
- Technology and Globalization
- Integrity
- Conscious of Health and Safety Standards
- Triumph Over Adversity

Equal opportunity program/employer.

Auxiliary aids & services available upon request to individuals with disabilities.


\*North Carolina's Jobs for Veterans State Grant program is 100 percent funded by the U.S. Department of Labor through awards totaling \$6,000,000\*



**NCWORKS**  
**WORK**  
**OPPORTUNITY**  
**TAX CREDIT**







Federal tax credits are available to employers who hire individuals from eligible target groups with significant barriers to employment. To find out if businesses are eligible for Work Opportunity Tax Credits (WOTC), the N.C. Division of Workforce Solutions can assist with the application process.

### ► Who is eligible?

Targeted groups eligible for the WOTC include veterans, former offenders, long-term unemployed, employees with vocational rehabilitation and Ticket to Work referrals, SNAP recipients, SSI recipients, long-term family assistance recipients, and others.

### ► Who does not qualify?

A tax credit may not be claimed for relatives, previous employees, new employees who haven't worked 120 hours in the first year of employment, employees receiving federally subsidized on-the-job-training, or 1099 employees.

### ► How much are the credits?

The amount of tax credits employers can claim is based on the targeted group of the individual hired, the wages paid during their first year of employment and the number of hours worked. A business can receive anywhere from \$1,200 to \$9,600 for each one of its eligible employees.

### ► How do I apply?

The simple process begins with completion of IRS and U.S. Department of Labor forms and includes registering with NCWorks online.

### More information can be found at:

[commerce.nc.gov/grants-incentives/workforce-grants/work-opportunity-tax-credit](https://commerce.nc.gov/grants-incentives/workforce-grants/work-opportunity-tax-credit).

**Get more information about WOTC today.**

**984.960.8926 | [BusinessServices@NCWorks.gov](mailto:BusinessServices@NCWorks.gov)**

A proud partner of the American  JobCenter® network

*An equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request.*

*xxxxx copies printed at \$x.xxx each/\$xxx.xx total.*



# NCWORKS INCUMBENT WORKER TRAINING

**Create jobs.  
Train on new machinery.  
Upskill your current workforce.  
Streamline business processes.**

Receive help with all of these by applying for the Incumbent Worker Training (IWT) Program. It's designed to improve your company's bottom line.



The IWT program offsets the cost of training employees who have worked for your business at least six months. We'll help you upskill these employees, so they can retain their current job or advance in their careers.

Your business participates in the cost of the training through cash payments or in-kind contributions.

## Employee eligibility

Employees who are eligible for IWT grants are those who:

- Are at least 18 years of age and a paid employee of your business
- Meet the Fair Labor Standards Act (FLSA) requirements for an employer-employee relationship
- Have worked with your business consistently for six months or more
- Are U.S. citizens, or non-citizens permitted to work in the U.S.

## Which businesses qualify for IWT?

To be eligible to apply for IWT, a business must be:

- A North Carolina business in operation within the state for 12 months or more
- Current on all federal, state and local obligations Financially viable

Visit the IWT page of [ecwdb.org](http://ecwdb.org) through the QR code below:



Businesses in high growth and in-demand industry sectors, including advanced manufacturing, health care, biotechnology, and hospitality, are given priority for the IWT program.

The application process includes a preliminary questionnaire and application. They must be submitted to the local Workforce Development Board, which is part of the NCWorks system.



**Find out more about IWT and how to put it to work for your business.**

252-636-6901 | [prescott@ecwdb.org](mailto:prescott@ecwdb.org)

A proud partner of the  American Job Center network

An Equal Opportunity/Affirmative Action Employer Auxiliary aids and services are available upon request to individuals with disabilities. (TTY) 1-800-735-2962 (Voice) 1-800-735-8262. This brochure is funded by the Employment and Training Administration of the US Department of Labor as part of an award to the NC Department of Commerce & ECWDB totaling \$5,289,321 with 0% financed from non-governmental sources.



A P P R E N T I C E S H I P S

— BUILD —

T A L E N T   P I P E L I N E S





## **PROVIDING ADAPTABLE, WORK-READY, SKILLED TALENT FOR NORTH CAROLINA BUSINESS.**

ApprenticeshipNC is a system put in place to help North Carolina businesses and workers succeed. Our statewide program offers consulting and support services for new, expanding, and existing businesses – and industries – in all 100 North Carolina counties through our network of 58 community colleges.

# **BUILDING TRADES**

# **ENERGY**

# **LOGISTICS**

# **HOSPITALITY**

**[ApprenticeshipNC.com](http://ApprenticeshipNC.com)**

“

The folks at the state level that worked with us to create the structure and documentation for our program were great. Any industry can benefit if they want to grow their business.

”



HEALTHCARE  
INDUSTRY:



INFORMATION  
TECHNOLOGY:



NURSE ASSISTANT DATABASE

PHARM + LAB TECH TECH CYBER

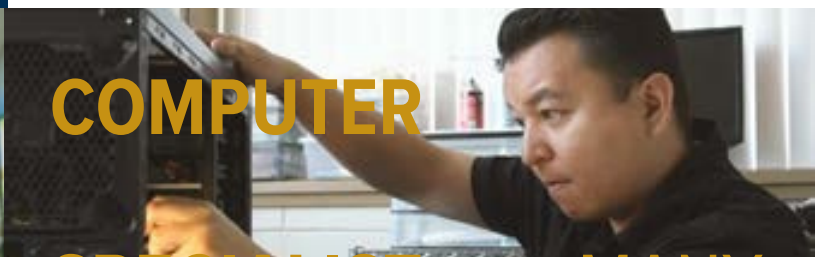
MEDICAL CODERS SECURITY



COMPUTER

SPECIALIST+ MANY

MORE...





## OUR MISSION

ApprenticeshipNC has one goal in mind: To help employers build a skilled workforce through on-the-job learning and related classroom instruction.

## WHY ApprenticeshipNC?

ApprenticeshipNC is a system put in place to help North Carolina businesses and workers succeed. Our dedicated team of consultants works with your team to develop a custom registered apprenticeship program that meets your specific needs.

### ADDED BENEFITS:

- ✦ Reduced turnover & heightened loyalty
- ✦ Increased productivity & employee engagement
- ✦ Apprenticeships work for businesses of all sizes
- ✦ Training supported by your local community college
- ✦ Reduced search and recruitment costs

ApprenticeshipNC helps workers learn specialized skills needed in today's work environment. With an employer-driven model, we help combine on-the-job learning with related classroom instruction.

- 1 Visit [ApprenticeshipNC.com](https://ApprenticeshipNC.com)
- 2 Find your ApprenticeshipNC consultant
- 3 Work with them to set up your program

Visit [ApprenticeshipNC.com](https://ApprenticeshipNC.com)  
and start your own registered  
apprenticeship program.

919-807-7176

Email: [apprenticeshipnc@nccommunitycolleges.edu](mailto:apprenticeshipnc@nccommunitycolleges.edu)

200 West Jones Street Raleigh, NC 27603



ApprenticeNC



@ApprenticeNC



DEPARTMENT OF COMMERCE  
Workforce Solutions

## NC COMMERCE REENTRY INITIATIVE

**Our mission is to promote “Equitable Hiring” to employers, individuals with criminal records, and the community through engagement, education, and partnerships.**

### Incentives for Employers Who Hire Individuals with a criminal record

**The Federal Bonding Program** provides insurance to employers who hire “at risk” workers, including those with criminal records. The hiring business is eligible for financial protection of \$5,000 for six months after hiring a justice involved individual. Justice Involved individuals are eligible for Federal Bonding. The hiring employer must contact an NCWorks Career Center or the State Bonding Coordinator listed below to take advantage of the program. For additional information you may also visit the Federal Bonding website at: <http://www.bonds4jobs.com/>

**Work Opportunity Tax Credit (WOTC)** provides tax incentives for employers who hire justice involved individuals and other target groups. The tax credit for each target group varies, but the total for a justice involved individual equals as much as \$2,400. To qualify, the justice involved individual must be hired within one year of either a felony conviction or release from prison. Contact your local NCWorks Career Center for more information or visit the website: <https://www.nccommerce.com/grants-incentives/workforce-grants/work-opportunity-tax-credit> and or the Dept. Labor: <https://www.doleta.gov/business/incentives/opptax/>

**100-Day No Fault:** If you need to terminate a new employee within the first 100 days due to an inability to do the work, your Unemployment Insurance account will not be charged. This non-charging option can be found on the backside of the *charging notice* sent to employers when a claim is filed. Access the N.C. Division of Employment Security website at <https://des.nc.gov/employers> to inquire.

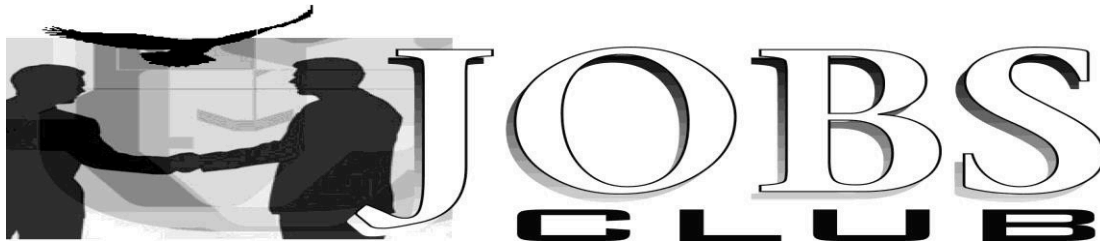
**The following services are offered by your local NCWorks Career Centers:**

- One-on-one assistance
- Career assessments
- Job interview, resume, and cover letter preparation
- Referrals to jobs based on candidate’s qualifications
- Referrals to other resources
- Access to job fairs and group workshops

To access the online job bank or locate the nearest NCWorks Career Center visit the website: [www.NCWorks.gov](http://www.NCWorks.gov)

NC Commerce Reentry Initiative State and Regional Staff	
Bonnie Helmink   Director, Applicant Services   984-236-4187   <a href="mailto:bonnie.helmink@commerce.nc.gov">bonnie.helmink@commerce.nc.gov</a>	
Eric Haddock   State Reentry Coordinator   984-236-4211   <a href="mailto:eric.haddock@commerce.nc.gov">eric.haddock@commerce.nc.gov</a>	
Donna Farrar   Assistant Reentry Coordinator   984-236-4286   <a href="mailto:donna.farrar@commerce.nc.gov">donna.farrar@commerce.nc.gov</a>	





## Employer Information

What is the Jobs club? It's where you as an employer can come to the Division of Workforce Solutions office to provide an overview of your organization and conduct interviews for selected clients that meet your job qualifications! You will be provided with a conference room, blackboard if needed, copies of any materials needed and any other request. All of this is free! How does it work? You as the employer, can contact Agustin Gonzalez, Hybrid Veterans' Career Employment Services Consultant II, to set up a time & date of your choice. We will advertise the job (qualifications, applications instructions, special provisions, etc... to the public, but with an emphasis on veterans.) If provided your application, we will process the application & screen it for legibility & completeness. We will not allow those who do not meet your standards participate in the Jobs Club. We will schedule the attendees. You will provide a group presentation of the business, its structure, job description & expectations. Also covered will be the salary. If the salary depends on experience, then provide what the scheduled determination is. As part of the Jobs Club, you will allow questions from the participants. At the conclusion, invite those that are interested to an interview on the spot. Be prepared to make job offers or if there are contingents on issues such as background check, drug test, etc... make the offer contingent upon successful completion of those required items. All things being equal, the veteran gets first offer for the job.

What is the purpose of the Jobs Club? It is a one stop process for you, the Employer! The Jobs Club saves you time & money! We actually contact clients meeting your specifications. The advantage to you is that you are not wasting time from no shows, repeating the information numerous times & going through applications/resumes of applicants who are not qualified. Instead of posting a job order via the newspaper, radio, etc... we do the work for you! Participating in the Jobs Club will attract a pool of qualified people that are looking for and will accept work as soon as possible. How long does this take? We ask that you give us at least four working days to contact the best applicants for you. The interview process can take as long as you would like. Thirty minutes to one hour is the average time that the past employer participants have used. We also ask that you exercise Veteran Preference when hiring. We do target the veteran community first.

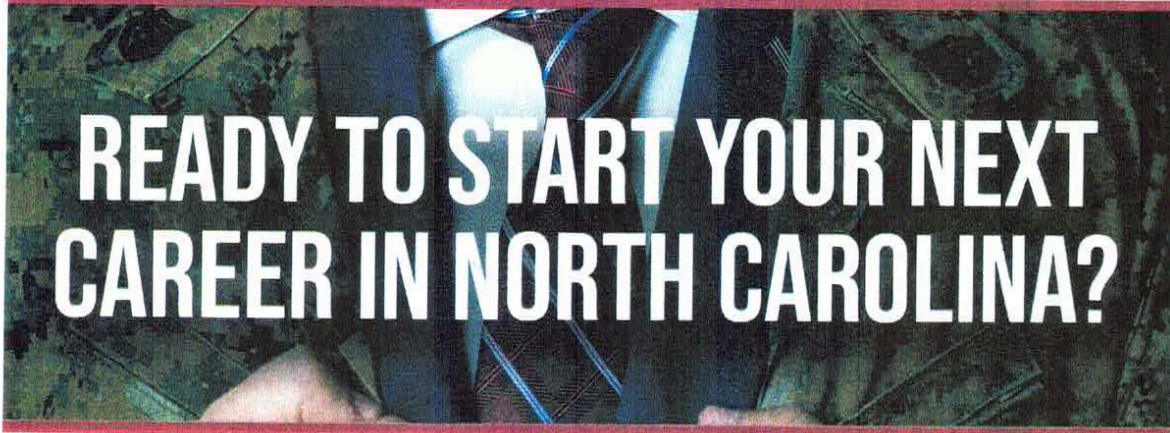
The Jobs Club was launched on May 10, 2007 and has been very successful! If you have questions or would like to talk to an employer who has participated in Jobs Club please contact me.

Agustin Gonzalez  
Hybrid Veterans' Career Employment Services Consultant II  
North Carolina Department of Commerce  
Division of Workforce Solutions  
agustin.gonzalez@commerce.nc.gov  
Office: (910) 347-2121, ext. 202  
Cell: (919) 815-6485



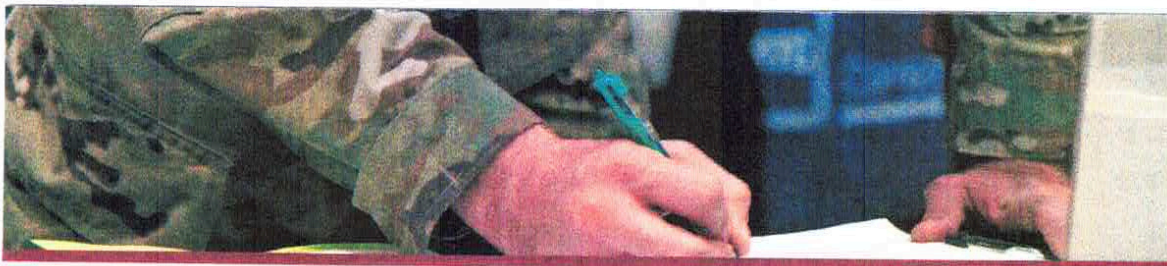
NORTH CAROLINA FOR MILITARY EMPLOYMENT

"WHERE MILITARY TALENT MEETS BUSINESS NEEDS"



**READY TO START YOUR NEXT  
CAREER IN NORTH CAROLINA?**

GET STARTED TODAY AT **NC4ME.ORG**



## GET PAST THE ONLINE APPLICATION

### YOUR SKILLS TRANSFER

- Leadership skills
- Technical Knowledge, Skills, and Abilities
- Strong character and results driven
- Ability to lead and work in diverse and team environments

### NOT YOUR TYPICAL "JOB FAIR"

- The employers we work with have open and active job opportunities
- NC4ME's military hiring experts match you to open jobs
- We schedule a time for you to speak with company representatives

---

NC4ME EVENTS ARE FREE AND OPEN TO ALL TRANSITIONING SERVICE MEMBERS,  
VETERANS, GUARD/RESERVE, AND MILITARY SPOUSES



# HIRE

## Vets Medallion Program

**Increase your competitive hiring advantage  
and receive federal recognition as a  
veteran-employment leader.**



# HIREVets.gov

## Honor.

The Honoring Investments in Recruiting and Employing American Military Veterans Act of 2017 (HIRE Vets Act) creates a voluntary program for recognizing efforts by employers to recruit, employ, and retain veterans through a HIRE Vets Medallion Award.

## Invest.

The Medallion Program highlights investments in Veteran Organization or Resource Groups, HR Veterans' Initiatives, and Leadership, Pay Differential or Tuition Assistance Programs that assist in developing veteran employment efforts.

## Recruit.

Employers recognize the benefits of recruiting veterans and want to attract more in the future. Recipients have the opportunity to utilize the Medallion in the marketing of their firm when hiring, as well as to attract additional business.

## Employ.

Veterans bring experience, adaptability, and focus. Employers applying for a HIRE Vets Medallion are reaping a competitive advantage and this award allows them to maximize the return on their investment in the veteran programs they offer.





# HIRE VETS MEDALLION PROGRAM

## 2024 HIRE Vets Medallion Award Criteria

REQUIREMENTS	LARGE EMPLOYER AWARDS (500+ Employees)		MEDIUM EMPLOYER AWARDS (51-499 Employees)		SMALL EMPLOYER AWARDS (1-50 Employees)	
						
<b>Hiring</b> (Vets hired during CY 2023)	<b>Platinum</b> Not less than 10% of employees hired	<b>Gold</b> Not less than 7% of employees hired	<b>Platinum</b> Not less than 10% of employees hired	<b>Gold</b> Not less than 7% of employees hired	<b>Platinum</b> Not less than 10% of employees hired	<b>Gold</b> Not less than 7% of employees hired
<b>Retention</b> (Vets hired during CY 2022)	<b>AND</b> Not less than 85% of Vets hired retained for 12 months	<b>AND</b> Not less than 75% of Vets hired retained for 12 months	<b>OR</b> Not less than 85% of Vets hired retained for 12 months	<b>OR</b> Not less than 75% of Vets hired retained for 12 months	<b>OR</b> Not less than 85% of Vets hired retained for 12 months	<b>OR</b> Not less than 75% of Vets hired retained for 12 months
<b>Veteran Employee Percentage</b> (Vets employed on 31 Dec. of CY 2023)	N/A	N/A	At least 10% of employees are Vets	At least 7% of employees are Vets	At least 10% of employees are Vets	At least 7% of employees are Vets

### INTEGRATION ASSISTANCE PROGRAMS

<b>Veteran Organization or Resource Group</b>	Must be established and exist by 31 Dec. 2023	Must be established and exist by 31 Dec. 2023	Must be established and exist by 31 Dec. 2023	Satisfy 1 of 2	Satisfy 2 of 5		N/A
<b>Leadership Program</b>	Must be established and exist by 31 Dec. 2023	Must be established and exist by 31 Dec. 2023	Must be established and exist by 31 Dec. 2023	Must be established and exist by 31 Dec. 2023			N/A
<b>Dedicated HR Professional (large) or HR Veterans' Initiative (medium/small)</b>	Must be targeted to veteran employees	N/A	N/A	N/A			N/A
<b>Pay Differential Program</b>	Must be provided	N/A	Satisfy 1 of 3	N/A			N/A
<b>Tuition Assistance Program</b>	Must be available	N/A		N/A			N/A

### OTHER ITEMS

<b>Labor Law Violations</b>	Must not have any of the violations identified in 20 CFR § 1011.120	Must not have any of the violations identified in 20 CFR § 1011.120	Must not have any of the violations identified in 20 CFR § 1011.120	Must not have any of the violations identified in 20 CFR § 1011.120	Must not have any of the violations identified in 20 CFR § 1011.120	Must not have any of the violations identified in 20 CFR § 1011.120
<b>Application Fee</b>	\$495.00	\$495.00	\$190.00	\$190.00	\$90.00	\$90.00

\* The above is a brief overview of the criteria needed to qualify to receive a HIRE Vets Medallion Award. For a detailed explanation, please visit [HIREVets.gov](https://hirevets.gov) and view the Final Rule for the program.







## Send your Job Posting to your local NCWorks Career Center

NCWorks Career Center serving your area: Onslow County

Office E-Mail: [OnslowCounty@NCWorks.gov](mailto:OnslowCounty@NCWorks.gov)

Office Fax No.: 910.938.2583

The State of North Carolina Employer Accounts & Job Order policy requires all employers that wish to use the NCWorks Online system have an active unemployment insurance tax account. In addition, all job postings must advertise actual W-2 type positions that are currently vacant, or will be available within 90-days, and the work be performed in North Carolina or a county that immediately borders the state. For a full description of all the requirements, please find the complete policy here:

<https://www.nccommerce.com/documents/operational-guidance-og-26-2021-employer-accounts-and-job-order-procedures>.

<b>Tell us about this position...</b> (Please complete ALL appropriate fields as we will not be able to post incomplete orders.)			
Is this a position related to a Foreign Labor Certification visa (H-2A, H-2B, or PERM)? <input type="checkbox"/> H-2A <input type="checkbox"/> H-2B <input type="checkbox"/> PERM <input type="checkbox"/> N/A			
Employer (Company paying the wages):		Federal tax ID:	
Job Title/Occupation:		NC UI tax ID:	
Has a similar job order previously been posted?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a Remote Worksite / Work at Home type position?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Main/Corporate Contact Information</b>			
Contact Person:		Title:	
Mailing Address:			
City:		State:	Zip:
Phone:		Alternate Phone:	
Fax:		Email:	
<b>Job Location/Worksite Information</b> (if different from above)			
Job Location Contact Person:		Title:	
Physical Address:			
City:		State:	Zip:
Phone:		Alternate Phone:	
Fax:		Email:	
<b>Job Details</b>			
Display your company name on the Job Order (make it publicly available to jobseekers)? <input type="checkbox"/> Yes <input type="checkbox"/> No (No will require staff follow-up.)			
Are there any fees, upfront costs, or out-of-pocket expenses expected from an applicant seeking this position? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of Positions:	Keep Job Order Open Until:	Number of Referrals Desired:	
<b>Type of Job:</b>			
<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Full-Time (30+ hours)	<input type="checkbox"/> Part-Time (<30 hours)	<input type="checkbox"/> Full and Part-Time Positions	<input type="checkbox"/> Contract [Length: month(s)/year(s)]
<input type="checkbox"/> As Needed (PRN)			
<b>Compensation and Hours</b>			
Do you wish to hide wage info from applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Hiring range?	Minimum Pay:	Maximum Pay:	(MIN AND MAX are required)
Basis of salary/pay:	<input type="checkbox"/> Hour	<input type="checkbox"/> Day	<input type="checkbox"/> Week
	<input type="checkbox"/> Month	<input type="checkbox"/> Year	<input type="checkbox"/> Quarter
	<input type="checkbox"/> Other - specify:		
Pay comments:	<input type="checkbox"/> Depends upon Experience	<input type="checkbox"/> Commission only	<input type="checkbox"/> Piece rate
	<input type="checkbox"/> Salary + Sign-On Bonus	<input type="checkbox"/> Salary + Tips	<input type="checkbox"/> Salary + Commission
	<input type="checkbox"/> Salary + Bonus	<input type="checkbox"/> Per Diem only	<input type="checkbox"/> Will discuss with applicant
Hours per week?	<input type="checkbox"/> Not specified	<input type="checkbox"/> Vary	<input type="checkbox"/> Are Specific (# per week = )
Shift:	<input type="checkbox"/> Day	<input type="checkbox"/> Evening/Swing	<input type="checkbox"/> Night/Graveyard
	<input type="checkbox"/> Split	<input type="checkbox"/> Flexible	<input type="checkbox"/> Rotating
	<input type="checkbox"/> Other (Specified in Job Description)		

### Job Description

Please provide a  
**detailed** job  
description of the  
position (including  
any specialized skills  
required).

### Job Application Method

Check all the methods that individuals may use to apply for this job.

Apply via NCWorks Online (which will require follow-up by Employer via NCWO):

☐ Provide a NCWO Resume ☐ Provide a NCWO (Generic) Application ☐ At local NCWorks Career Center

Apply **directly** to employer via:

☐ Phone ☐ Fax ☐ In Person ☐ Email Resume ☐ Mail Resume

☐ Via Company or application Website (include http:// or https://)

Any specific application  
instructions or details to  
share with candidates?

### Education, Licenses, and Certifications

Minimum age of applicants to this position, if any?

This minimum age is due to the following:

☐ Alcohol ☐ Hazardous work/materials involved ☐ Hours of Work  
☐ Insurance ☐ Other (Specified in Job Description) ☐ Special Program/Category ☐ Bonding

Minimum education required, if any?

Minimum months of prior experience required, if any?

Occupational License/Certification Required? Specify:

Is job accessible by public transportation? ☐ Yes ☐ No

Driver's License Required? ☐ Yes (private operator) ☐ Yes (CDL) ☐ No

If required, specify: Driver's License Type: ☐ Class A ☐ Class B ☐ Class C

Endorsements: ☐ Class H ☐ Class N ☐ Class P ☐ Class S ☐ Class T