

# Recruitment Retraining Retention...

The local connection for all  
your employment and  
training needs.



## **Hours of Operation**

**MON. – THURS:**  
8:00 am – 4:30 pm  
**FRIDAY:**  
8:00 am – 2:00 pm

## **Location**

224 North Center Street  
Westminster, Maryland 21157

Phone: 410.386.2820 • Fax: 410.876.2977  
Info@carrollworks.com • www.carrollworks.com



# Carroll County

**ECONOMIC DEVELOPMENT**

making business feel right at home®

The Americans With Disabilities Act applies to Carroll County Government and its programs, services, activities and facilities. If you have questions, suggestions, or complaints, please contact Jolene Sullivan, Carroll County Government ADA Coordinator, 410-386-3600 or 1-888-302-8978, or TT 410-848-9747. The mailing address is: 10 Distillery Drive, Suite 101, Westminster, MD 21157.

EOE M/F/V/D



**Making Connections that Work**

## **Business Services**

Carroll County  
**BERC**  
Business & Employment  
Resource Center

## RESOURCES THAT SAVE YOU TIME AND MONEY

We work in partnership with you to help your business grow and prosper in Carroll County. Our dedicated business consultants provide customized workforce solutions for both start-up and established businesses.

## RECRUITMENT ASSISTANCE

Whether your business is new or expanding, recruitment is often costly and time-consuming. Let us help you find the most qualified employees by supporting your recruitment efforts. We collaborate locally and regionally with educational institutions, partner agencies and other workforce centers to attract the best candidates for your company.

- List job openings for free in the Maryland Workforce Exchange
- Pre-screen and assess candidate skills at no charge
- Utilize our workforce center for recruitment activities and job fairs
- Access up-to-date wage and economic data
- Recruit veterans, individuals with disabilities, socio-economically disadvantaged, ex-offenders, and youth to meet your recruitment needs and diversify your workforce
- Connect to workforce hiring incentive and tax credit programs

## WORKER RETENTION THROUGH CUSTOMIZED TRAINING

Workplace training is a critical component of business success and a valuable retention tool. Access to local, state, and federal training



resources and grant programs is provided to assist businesses with worker training. Training funds are based on availability and our business services staff will help guide you through the program requirements.

## EDUCATIONAL WORKSHOPS/ LABOR MARKET INFORMATION/ COMMUNITY RESOURCES

Workshops on topics of interest and importance to human resource professionals and hiring managers are held at the center throughout the year. The workshops are free and serve as an excellent way to learn and network with other local managers. Access to training programs and community resources is available.

## EXPANDING OR RELOCATING TO CARROLL COUNTY?

Obtain information on local and regional labor markets, occupational wage data, unemployment rates and general demographic information.

## CONNECT WITH LOCAL OFFICIALS AND BUSINESS LEADERS

Receive guidelines on site selection, zoning and permitting requirements, business financing and support programs.

## CAREER DEVELOPMENT PROGRAM LINKAGES

We promote your company internships, apprenticeships and on-the-job training opportunities to motivated and skilled candidates through our workforce center. Thousands of citizens visit our center annually to search for local career and employment information.

## SUPPORT DURING WORKFORCE DOWNSIZING

Downsizing your workforce is an unfortunate circumstance for both the business and affected employees. Our local response team provides your organization with no-cost outplacement services that are customized to each company's situation, and may include:

- On-site information sessions on available support resources, labor market outlook, employment opportunities and unemployment insurance
- Seminars on job search techniques, resume writing and interviewing skills
- Career counseling for individuals and groups
- Individual job matching and placement services



**MARYLAND**  
**Workforce Exchange**

Where Business and People Connect