



BUSINESS SERVICES

- **Labor Exchange and Recruitment**

- assistance with writing job descriptions
- job fairs
- job order taking
- job seeker application pre-screening
- recruitment

- **Employer Requested Assessment**

- comprehensive ability battery
- test for adult basic education
- typing/clerical
- Worldwide Interactive Network/Kentucky Essential Skills Certificate
- WorkKeys/National Career Readiness Certificate
- other employer requested assessment

- **Work-based Training**

- transitional jobs
- work experience/internship
- on-the-job training
- customized training services (unemployed and employed)
- incumbent worker training
- registered apprenticeship

- **Federal Bonding Program**

- **Job Profiling and Analysis**

- **Aversion Strategies and Rapid Response (*assistance during a layoff*)**

- **Labor Market Information**

- **Alien Labor Certification**

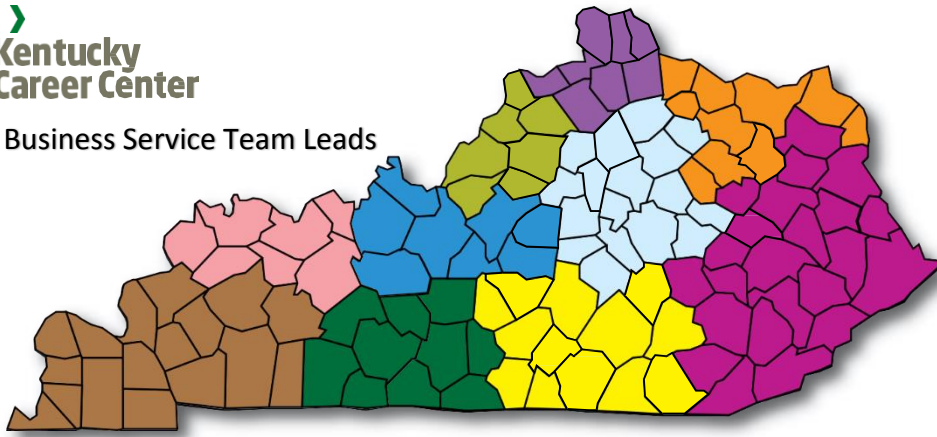
- **H-2A Field Checks**

- **Human Resources/Employer Labor Law Information**

- **Unemployment Insurance Information and Assistance**

- **Work Opportunity Tax Credit and Kentucky Unemployment Tax Credit**

Business Service Team Leads



Bluegrass

Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford

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Green River

Daviess, Hancock, Henderson, McLean, Ohio, Union, Webster

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TENCO

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