



To find the nearest American Job Center:  
Visit [www.servicelocator.org](http://www.servicelocator.org) or call 1-877-US2-JOBS or 1-877-889-5627 (TTY)

American Job Centers, also known as one-stop centers, address the employment needs of jobseekers and human resource needs of businesses in every community through a vast network of almost 2,400 delivery points nationwide. The U.S. Department of Labor Employment and Training Administration provides funding through State Workforce Boards for American Job Centers, operated by community colleges, community-based organizations, and government agencies.

## Job Seekers Receive Employment and Career Guidance With Skilled Human Resource Professionals

American Job Centers provide integrated services and solutions to individuals throughout their careers for a lifetime of gainful employment. American Job Centers draw from community resources to make many employment and other related services available to address employment needs and challenges. Services are available to citizens, legal permanent residents, refugees, asylees, parolees, and other immigrants authorized to work in the United States.

### Employment Services:

- Tools, resources, and assistance for job search and placement, career development and advancement
- Full-array of services for individuals with specific employment issues, such as persons with disabilities, older workers, and veterans
- Access to education and training in growing occupations

### Career Guidance:

- Workforce information and local labor market information, including information about wages and employment trends, and high growth occupations
- Career guidance and career pathways planning

- Assessment of the knowledge, skills and abilities of individual job seekers and support for training

### Training and Education Opportunities:

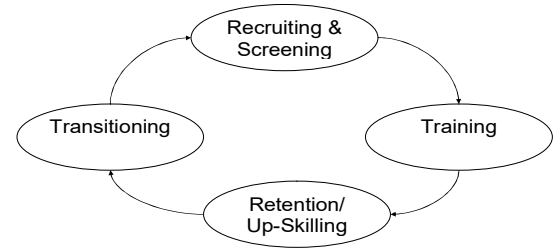
- Providing access to training and education for individuals who are unemployed, underemployed, youth and young adults, older workers, and other populations.
- Offering industry-recognized certifications
- Developing customized training programs, such as pre-employment training
- Connecting to Apprenticeship programs with a mix of instruction and on-the-job training



## American Job Centers Support the Workforce Needs of Employers and Businesses

American Job Centers offer a continuum of services throughout the cycle of recruiting, training, retaining, and transitioning workers.

These Centers work with jobseeker and business customers to determine their needs and provide varied solutions to workforce challenges. Possible services include the following:



### **Recruitment and Screening:**

- Recruiting, screening, and referring a variety of job seekers, ranging from entry level workers to highly-skilled professionals
- Recruiting full-time, part-time, and seasonal workers
- Hosting job fairs and providing office space for on-site screening and interviewing
- Providing access to human capital and untapped labor pools
- Offering workforce information about wages, employment trends, and national comparisons

### **Transitioning Workforce:**

- State and Local Rapid Response –
- Providing on-site services, such as pre-layoff and retraining information
- Easing the transition from point of layoff notification to shut down
- Developing plans to access funds and services for individualized worker assistance

- Providing assistance to the community to develop coordinated response to layoffs
- Trade Adjustment Assistance – Providing training and income support program for transitioning workers
- National Dislocated Worker Grants for significant dislocation events to expand service capacity at the state and local levels through time-limited federal funding assistance

### **Employee Retention and Up-Skilling:**

- Developing on-the-job and workplace training and providing training services to retool incumbent workers
- Supporting employee retention by offering services such as transportation, childcare assistance, and mentoring programs to individuals engaged in training
- Assisting businesses in applying for Work Opportunity Tax Credits
- Assisting with lay-off aversion strategies

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