



## EMPLOYERS

### Looking for the right employee?

The Tennessee Career Center partners with area employers to offer the following human resource services:

#### FOR EMPLOYERS

- ▶ POST AVAILABLE POSITIONS
- ▶ ACCESS TO JOB SEEKERS
- ▶ LABOR MARKET INFORMATION  
[www.sourceten.org](http://www.sourceten.org)
- ▶ CAREER CENTER JOB FAIRS
- ▶ EMPLOYEE RECRUITMENT
- ▶ CUSTOMIZED TRAINING

Your first step is to visit the Career Center location nearest you or the Web Site at [www.tennessee.gov/labor-wfd/cc](http://www.tennessee.gov/labor-wfd/cc) for available services and event schedules.

Check your local listing or this Web site for a Tennessee Career Center near you.  
[www.tennessee.gov/labor-wfd/cc](http://www.tennessee.gov/labor-wfd/cc)

**Gatlinburg**  
Shilling Center  
405 Reagan Drive, Suite 1  
Gatlinburg, TN 37738  
(865) 436-5131

**Rogersville**  
1112 E. Main Street  
Rogersville, Tennessee 37857  
(423) 272-2661

**Greeneville**  
CWD at Greeneville  
215 North College Street  
Greeneville, TN 37745  
(423) 798-0906

**Sevierville**  
740 Old Knoxville Highway  
Sevierville, TN 37862  
(865) 429-7001

**Maynardville**  
115 Wilson Lane  
Maynardville, TN 37807  
(865) 992-0805

**Talbott**  
(Comprehensive Career Center)  
Five Rivers Regional Career Center  
6057 West Andrew Johnson Highway, Suite 6A  
Talbott, TN 37877  
(423) 317-1060

**Newport**  
440 Eastern Plaza Way  
Newport, Tennessee 37821  
(423) 623-1108

**Tazewell**  
CWD at New Tazewell  
907 Main Street  
New Tazewell, TN 37825  
(423) 526-2816

**TDD Line for the hearing impaired**  
(615) 532-2879 or (800) 848-0299  
[www.fiveriverscareercenters.org](http://www.fiveriverscareercenters.org)  
[www.smokymtnjobs.org](http://www.smokymtnjobs.org)

Walters State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award Associate of Arts, Associate of Science and Associate of Applied Science degrees.

Walters State is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 community colleges, and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

The TDLWD and Walters State Community College do not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the college. The TDLWD and Walters State does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Human Resources Office at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899. Requests for accommodation of a disability should be directed to the Dean of Special Student Services at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899. WSSC 32377-P-5-36670 04/06



## TENNESSEE CAREER CENTERS

Where people and jobs connect



Operated By



WE BRING CAREER RESOURCES TO

## JOB SEEKERS

### Finding a job that is right for you.

The Tennessee Career Center offers the following free services to job seekers:

#### FOR JOB SEEKERS

- ▶ RESOURCE CENTERS
- ▶ ACCESS TO EMPLOYERS
- ▶ JOB FAIRS
- ▶ ACCESS TO JOB OPENINGS
- ▶ NETWORKING
- ▶ JOB READINESS INFORMATION
  - Résumé Preparation
  - Job Search Skills
  - Interviewing Techniques
  - Basic Computer Assistance

Your first step is to visit the Career Center location nearest you or the Web Site at [www.tennessee.gov/labor-wfd/cc](http://www.tennessee.gov/labor-wfd/cc) for available services and event schedules.

# JOB SEEKERS

job seekers

## WE'RE HERE TO HELP.

### OPTIONS FOR JOB SEEKERS

#### RESOURCE CENTERS

Our resource centers offer computers with Internet access, copy and fax machines, telephones and career resource materials. Labor market information is available on local, state, national and international levels.

#### ACCESS TO EMPLOYERS

The Career Center offers job seekers the unique opportunity to access hiring employers through local job fairs and hiring events at the centers, employer job listings and referrals. Job seekers can gain information about local employers to better prepare for interviews and the job search process.

#### JOB FAIRS

The Career Center regularly offers opportunities for employers to conduct job fairs at our locations. We also sponsor and participate in several large scale job fairs.\*

#### SKILLS TRAINING

Career Center staff can assist you in finding training or education that leads to a new and better career.

#### CAREER CENTER REFERRAL SERVICES

##### Veterans Program:

A representative will meet with veterans to provide labor exchange and specialized services to military veterans.

##### Rehabilitation Services:

This program provides services needed for employment to eligible persons with disabilities.

#### ACCESS TO JOB LISTINGS

Job seekers have access to comprehensive job listings in local and national job banks. Job Specialists are also available to assist clients and provide referrals to employers.

#### JOB READINESS INFORMATION

The Career Center offers job readiness information on résumé writing, job searching, interviewing skills and more. Each session is designed to improve job seekers' opportunities for employment.

#### NETWORKING

The Career Center offers many networking opportunities for job seekers to connect with other job seekers and area employers.

#### RAPID RESPONSE

Rapid Response Services serve a useful and necessary function in assisting the dislocated workers (job seekers) in explaining the options and benefits available to employees in need of those services.

##### Immigrant and Refugee Services:

Available only in metropolitan areas, this program assists refugees and immigrants who are looking for work.\*

##### Older Workers:

This program assists low-income workers over the age of 40 who are looking for work. Limited availability.\*

*\* Check your local career centers for available services*

Job Seekers

# EMPLOYERS

employers

## WE'RE ON YOUR TEAM.

### OPTIONS FOR EMPLOYERS

#### POST AVAILABLE POSITIONS

Posting a job opening with the Tennessee Career Centers is easy. You can post by phone, fax or in person. Experienced interviewers use the latest technology to help bring employers and job applicants together.

#### LABOR MARKET INFORMATION

The Labor Market Information, Research and Statistics section is the official source for all employment related data for the state. This section works closely with the U.S. Department of Labor's Bureau of Labor Statistics.

[www.sourcetn.org](http://www.sourcetn.org)

#### RAPID RESPONSE

Planning a layoff or closure? Our dislocated worker unit will dispatch a team to help you within 48 hours of notification. The Area Dislocated Worker Coordinator can assist you with the required Worker Adjustment and Retraining Notification (WARN) notice and explain the services and benefits available.

#### OTHER OPPORTUNITIES

**Career Center Job Fairs:** Employers can participate in special event job fairs several times throughout the year. Some fairs may focus specifically on specialized employment sectors.\*

**Employer Presentation:** Employers can address interested job seekers at the career centers. Employers share information regarding career opportunities, the hiring process, networking leads and support.\*

**Employee Recruiting:** Space is available at certain locations for employers to conduct on-site interviews. Career Center staff may be available to assist you with your needs.\*

**Job Training Grants:** The Tennessee Career Centers can assist with training needs. Our On-the-Job Training (OJT) and Incumbent Worker Training grants are directed at enhancing Tennessee's economy by developing new jobs and expanding existing industry.



*\* Check your local career centers for available services*

employers