



Virginia

Forbes.com ranked Virginia #1 “Best State for Business”
(2006, 2007, 2008, 2009)

Based on business cost, regulatory climate, workforce quality,
and economic growth

Virginia Jobs Investment Program

We appreciate every business in Virginia

Testimonial

The resources available through the Virginia Jobs Investment Program were key to the development of a high performance team at our plant in Bedford, VA. They partnered with us to help us develop our human resource needs, access the available workforce, screen candidates, and make our selections. Training resources were also applied to help us give our new work-force a foundation to build on. Our new team is so capable, that the plant is 100% staffed and managed by the VA residents who came to us since our start-up in March 2008. Talk about working yourself out of a job!

Russell Cote
General Manager
Matrixx Corporation

Mission

-To help Virginia businesses prosper and grow

Customers

- New businesses
- Expanding businesses
- Manufacturers changing product lines or processes

Scope

We make it easy

- Providing a single point of contact to coordinate resources and funding

We focus on results

- Assessing, planning, delivering solutions for customized recruitment and training needs

We are committed to your long-term success

- By providing on-going support and assistance

Services

Development of strategic training plan

Orientation

Safety

Related studies

Process skills

Quality

Continuous process improvement

Create regional recruitment plan

Job descriptions

Interviewing questions

Applicant screening criteria

Electronic job announcement

Regional recruitment action plan, schedule, responsibilities

Coordinate recruitment activities

Establish local/regional recruitment team partners

Virginia Employment Commission

One stop workforce center

High school

Vocational technical school

Community college

Four year colleges/universities

Other public and private service providers

Coordinate regional recruitment team services

- National job posting
- Accept applications
- Basic applicant screening
- Scheduling interviews
- Provide temporary facilities for interviewing

Facilitate recruitment for managers and engineers with colleges and universities

Over 90 in-state institutions of higher education

Schedule temporary office space for interviewing at local “One Stop” facility

Prepare workplace expectations orientation (Power Point)

- Company history
- Mission
- Work values
- Customers
- Customer expectations
- Products/service
- Types of job opportunities
- Following work instructions
- Process improvement
- Quality expectations
- Work culture
- Performance expectations
- Attendance
- Work schedule
- Safety
- Personal protective equipment
- Benefits
- Teamwork
- Productivity
- Continuous learning

Teach train the trainer program for company trainers

Teach trainers to develop step by step process instructions

- Brainstorm and storyboard detailed work instructions
- Document step by step procedures and key points
- Teach work instructions from storyboard to check for accuracy
- Transfer work instructions onto one page lesson plan
- Teach trainers to use seven step teaching model
 - 1 - Introductions (puts trainee at ease)
 - 2 - State objective (introduces work instruction)
 - 3 - Assess trainee knowledge/experience
 - 4 - Presentation of work instructions
 - 5 - Trainee performs work following each step
 - 6 - Trainee teaches following the work instructions
 - 7 - Follow up

Provide business prosperity and growth (Power Point)

- Business economics (profit focused business)
- Teamwork (working together)
- Quality (customer focused)
- Communication (avoiding breakdown)

Provide customized training modules

- Recruitment and selection (interviewing for success)
- Team meetings with a purpose
- Supervisory training (managing performance)
- Other training based on company needs

Coordinate technical training with other training providers

- Computer training
- Machine technology
- Blueprint reading
- Mathematics
- Measurements
- Instrument calibration
- Quality audit process
- Geometric dimensioning and tolerances
- Statistical process control
- Customer expectations
- Good manufacturing practices
- 5-S system
- Pull system
- One piece flow

Just in time manufacturing
Lean manufacturing
Root cause analysis
Systems application process
Quality audit system and registration
Computer aided design
Teamwork

Locate classroom space for customized training

Reimbursement incentive for new job creation

90 days after the employee groups have been hired

Summary

Last year 483 companies utilized the customized services of the Virginia Jobs Investment Program