



Resources to leverage your hiring

MAXIMIZING YOUR ROI

SMART 2010

What is SMART2010 technology?

- SMART2010 – Skills Matching and Referral Technology – reads resumes to extract skills, work history and education. SMART2010 compares this information with current local job openings and looks for new leads whenever new jobs arrive.
- The science behind smart2010 is built upon observing the characteristics of over a million real-world placements. It replicates actual, successful market patterns in staffing and placement.
- The smart2010 technology analyzes a job candidate's resume and extracts their knowledge, skills and abilities. At the same time, smart2010 combs through job descriptions to locate the knowledge, skills and abilities needed for a quality match.

SMART 2010

What is SMART2010 technology?

- smart2010 then compares the resume and the job description based on the common denominators and assigns a “goodness of fit” value. This “goodness of fit” value rates the probability that a resume/job description pairing will lead to a successful placement.
- The higher this value is, the better your chance that the candidate and the job are compatible.
- The higher this value is, the better your chance that the candidate and the job are compatible.
- Vacancies cost you money in lost productivity and inefficiencies. By using smart2010, your business may realize a “time to fill” cost savings of up to 20 percent. And, by finding the best possible candidates the first time, you can save even more money through reduced administrative, training, retention and turnover costs.

Onet Online

<http://online.onetcenter.org/>

- Created for the U.S. Department of Labor
- Contains information on hundreds of standardized and occupation-specific descriptors.
- Continually updated by surveying a broad range of workers from each occupation.
- Used to develop OJT training Outlines.

JOB DESCRIPTION FORMAT

- ✘ This form is a Word Document that you can use to cut and paste from <http://online.onetcenter.org/>

SAMPLE JOB DESCRIPTION

OJT (On The Job Training)

Training provided by an employer to a paid participant that:

- Provides knowledge or skills essential to the full and adequate performance of the job.
- Provides reimbursement to the employer of up to 50% of the wage rate of the OJT participant, for the extraordinary costs of providing the training and additional supervision related to the training.
- Is limited in duration as appropriate to the occupation for which the OJT participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the individualized employment plan of the participant, as appropriate.

ONET AND OJT Training Plan

- Itemizes skills & time it takes to become proficient in skills.
- List who is responsible for training.
- List how skill acquisition will be measured.
- Using O-NET Business Service Rep locates job titles that best match the needs of the business and the requirements of the job.
- Plan is made with the input of supervisor to ensure accuracy.
- Plan is then customized to the skill gaps of the trainee.

FINGER LAKES WORKS



ONET AND OJT Training Plan

On The Job Training Outline

EMPLOYER: **GREEN INDUSTRIES**

EMPLOYEE: **Hirum Fast**

JOB TITLE: **Industrial Machinery Mechanics**

WAGE / HOUR: \$10.00

HOURS PER WEEK: 40

Skill	Training Time (Hours)	Training Method	Measurement	Supervisor
<ul style="list-style-type: none"> Disassemble machinery and equipment to remove parts and make repairs. 	110	Oral instruction, Demonstration, Practice with supervision	204.11	Jim Jones
<ul style="list-style-type: none"> Repair and replace broken or malfunctioning components of machinery and equipment. 	20	Oral instruction, Demonstration, Practice with supervision	204.11	Jim Jones
<ul style="list-style-type: none"> Repair and maintain the operating condition of industrial production and processing machinery and equipment. Examine parts for defects such as breakage and excessive wear. Reassemble equipment after completion of inspections, testing, or repairs. Observe and test the operation of machinery and equipment in order to diagnose malfunctions, using voltmeters and other testing devices. Operate newly repaired machinery and equipment to verify the adequacy of repairs. 	90	Oral instruction, Demonstration, Practice with supervision.	204.11	Jim Jones
<ul style="list-style-type: none"> Clean, lubricate, and adjust parts, equipment, and machinery. Analyze test results, machine error messages, and information obtained from operators in order to diagnose equipment problems. Record repairs and maintenance performed. 	60	Oral instruction, Reading, Demonstration, Practice with supervision	204.11	Jim Jones
Total	280			

CONTACT INFORMATION

- ✘ FINGER LAKES WORKFORCE INVESTMENT BOARD
315 789-3131

- ✘ Karen A. Springmeier, Executive Director
- ✘ flwibks@rochester.rr.com

- ✘ Michael Woloson
- ✘ flwibmw@rochester.rr.com