



# Shaping the Economy

A Monthly Newsletter from the West Central Workforce Development Board

December 2007

## Executive Director

Mary Ross

## Board Members

Alice Andrade  
 Chance Barr  
 Dixie Bassett  
 John Beckmeyer  
 Dave Boyll  
 William (Lex) Browning  
 Robert Cobb  
 Randall Conner  
 Steve Cunningham  
 Dave Dalzell  
 Rickey Daniell  
 Rebecca Downing  
 Mike Dreith  
 Samuel Garcia  
 El Wanda Grogan  
 Tommy Higgins  
 Mary Island  
 Robert Jimenez  
 Katy Lord  
 Tim Manley  
 Michael McBroom  
 Michael McMahan  
 Virginia Mosier  
 Cynthia Pearson  
 Liz Phariss  
 Merri Lynn Rideout  
 Jeff Stanfield  
 Laura Terhune  
 Thomas Winter

## Businesses Benefit from Using WorkinTexas.com

By Jeff L. Day, Career Development Specialist  
 Workforce Solutions of West Central Texas

As the business climate in West Central Texas evolves, employers are struggling to recruit and maintain an effective, qualified workforce. Gone are the days of simply putting out the word that a place is hiring or hanging a sign in the front window. Employers are placed into a position requiring an entirely new style of recruiting. This is not just affecting one specific type of company or industry; it is evolving into something that—if it is not already—will soon affect every employer in our region. The ability to effectively maintain human resources and recruit for expansion and newly emerging specialty labor pools will soon be the most difficult hurdle facing the employers of today. An extremely valuable resource employers often do not utilize is [www.workintexas.com](http://www.workintexas.com).

Free registration with workintexas.com allows a recruiter, manager or human resource specialist can be pro-active in his or her search for employee candidates. Employers can view information on over 1.9 million registered job seekers, previewing job histories, work skills and employee resumes. An employer can search by skill, by occupational group or by geographical area. From that search, he or she can compile a list of qualified applicants and after picking the most suitable candidates, even access contact information including phone number, e-mail and mailing address. Workintexas.com can even help businesses locate specialists statewide or from out of state. Businesses can choose to post openings on the site and designate how much information will be accessible to job seekers. For example, a job posting may be fully accessible with all contact information visible, partially accessible so that contact information is only available to job seekers that match essential job skills to skills on his or her resume or accessible only through Workforce Solutions. This allows Workforce Solution staff to pre-screen job candidates and only refer the most qualified. All services are free via the Internet and require no special software be downloaded.

It does not matter what your human resource needs are, workintexas.com can help you locate qualified job candidates. Once you learn how to utilize the special features, you can aggressively seek out even the most difficult matches. Being aggressively proactive is pertinent in today's workforce and [www.workintexas.com](http://www.workintexas.com) offers the solutions businesses need to recruit and maintain a qualified workforce.

If you would like more information about using WorkinTexas.com in your business, you are invited to attend a brown bag lunch on January 24, 2008. Locations for the Brown Bag are the Workforce Center in Abilene, Western Texas College in Snyder, Winters High School in Winters, the Brownwood ISD Administration Building in Brownwood, and TSTC in Breckenridge. The cost is only \$10. Call Robert Puls or Steve Collins, Business Development Consultants, at (325) 795-4200 for more information.

## MISSION

Our mission is to provide an effective local service delivery system to place Texans in jobs and to equip workers with skills needed to foster economic development.

## Economic Indicators

West Central WDA				Texas				West Central WDA Average Weekly Wage		
	Nov 07	Oct 07	Nov 06		Nov 07	Oct 07	Nov 06		WDA	Texas
Labor Force	156,903	156,903	158,117	Labor Force	11,572,256	11,572,256	11,576,102	2nd QTR 07	\$575	\$826
Employment	151,440	151,440	151,975	Employment	11,123,864	11,123,864	11,071,401	2006 Avg	\$560	\$871
Unemployment Rate	5,463	5,463	6,142	Unemployment	448,392	448,392	504,701	2005 Avg	\$536	\$823
	3.5	3.5	3.9	Rate	3.9	3.9	4.4			

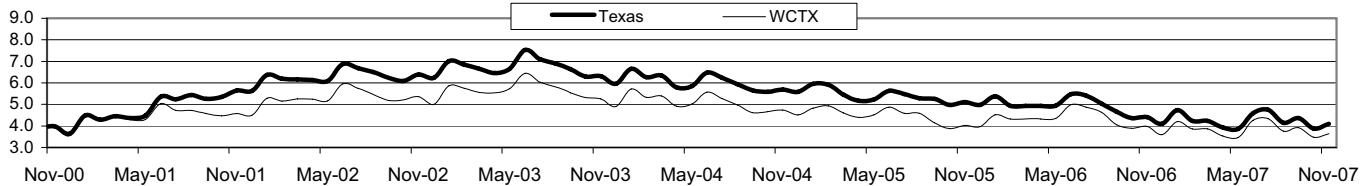
# West Central Texas Workforce Development Area

# November 2007

## Civilian Labor Force Estimates (Not Seasonally Adjusted)

	West Central Texas WDA				Texas			
	CLF	Employed	Unemployed	Rate	CLF	Employed	Unemployed	Rate
Nov-07	158,588	152,807	5,781	3.6	11,658,167	11,180,723	477,444	4.1
Oct-07	156,903	151,440	5,463	3.5	11,572,256	11,123,864	448,392	3.9
Nov-06	158,253	151,964	6,289	4.0	11,583,935	11,072,779	511,156	4.4

## Historical Unemployment Rates



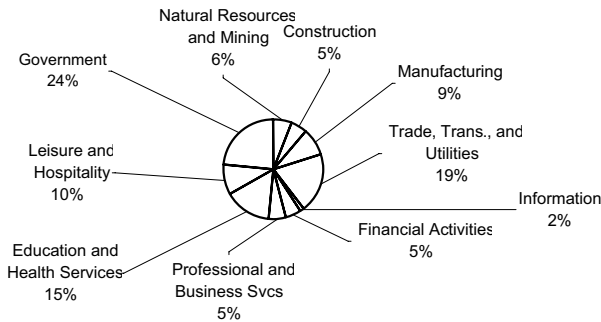
## Total Claims

	Nov-07	Oct-07	Nov-06	OTY
Initial	467	468	1,088	-621
Continued	1,637	1,990	2,490	-853
<b>Continued Claims for the Week of the 12th</b>				
Continued	534	524	623	-89

## Average Weekly Wage

	WCTX	Change	Texas
2nd Qtr 2007	\$574.63	14.88	\$826.28
2006 Average	\$559.76	23.79	\$871.00
2005 Average	\$535.97		\$823.02

## West Central WDA Industry Composition 2nd Quarter 2007



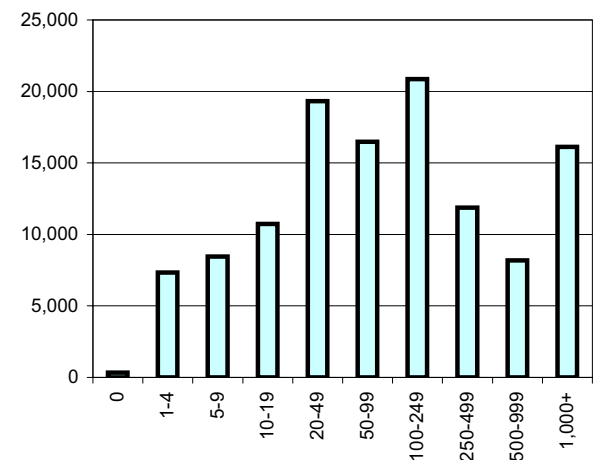
## Top 10 Private Employers in the WDA 2nd Quarter 2007

3M COMPANY  
MANUFACTURING COMPANY  
ABILENE REGIONAL MEDICAL CENTER  
AMS BUSINESS SOLUTIONS & STERLING PERSONNEL  
BRUMLEY PROFESSIONAL EMPLOYER SERVICES  
GIRLING HEALTH CARE INC  
HEALTH CARE SERVICE CORPORATION  
HENDRICK MEDICAL CENTER  
KOHLER COMPANY  
UNITED SUPERMARKETS LTD  
WAL-MART ASSOCIATES INC

## NAICS COVERED EMPLOYMENT QUARTERLY DATA 2nd Quarter 2007

SUPER SECTOR	Total	Change Quarter	Year
Natural Resources & Mining	7,059	439	-289
Construction	6,256	467	496
Manufacturing	10,104	69	-169
Trade, Trans., and Utilities	22,238	432	331
Information	1,744	47	82
Financial Activities	5,771	722	652
Professional and Business Svcs.	6,353	299	136
Education & Health Services	17,901	-420	-108
Leisure & Hospitality	11,267	683	222
Other Services	3,433	150	31
Federal Government	1,976	-7	-52
State Government	5,958	-133	19
Local Government	19,436	13	873
Nonclassified & Confidential	186	-179	-115
<b>TOTAL</b>	<b>119,682</b>	<b>2,582</b>	<b>2,109</b>

## Size Class Employment Composition 2nd Quarter 2007



## Retaining Your Employees

Mary Ross, Executive Director, Workforce Solutions of West Central Texas Board

You've hired a good employee; now how do you retain them?

With unemployment rates incredibly low and a declining availability of workers, finding an employee is a challenge, but keeping a good employee is an even greater challenge. According to national employer studies conducted by the Families and Work Institute in 2002 and 2005, attracting and retaining the best employees boils down to two things: adequate pay and how employees are treated. Not surprisingly, in a 2006 poll of employees, these were also the top two reasons for staying with the current employer. What may surprise you is, the number one reason for staying, reported by 35% of the respondents, was: "good coaching from and interaction with my boss." Ranking second at 18% of the vote was: "good compensation and benefits package." Other key factors cited by employees included the opportunity to learn new skills, liking co-workers, respectful treatment and recognition for a job well done.

So spending more money may help retain a good employee, but creating a positive work environment is essential. Here are ten tips for retaining employees that are no cost or low cost:

1. Make management accessible. Encourage employees to share their ideas, concerns and questions with management. Have an open door policy.
2. Encourage communication. Provide opportunities for exchange and interaction across the organization. Make sure everyone is informed about current activities and future plans. This reduces speculation and increases loyalty and support.
3. Utilize an employee's skills and abilities. Provide opportunities for employees to contribute to projects outside of their normal or specific job description. Find out what they enjoy at work and away from work.
4. Encourage teamwork and relationship building. As David Cottrell says in, Monday Morning Leadership: "People quit people before they quit companies." Employees who don't have friends at work are much more likely to quit. Allow employees time to visit and develop relationships.
5. Invest in your employees. Give them opportunities to participate in training and make sure they have the necessary tools to be successful. You may not have a training budget, but you can ask an employee to serve as your representative on a United Way committee. This shows that you value them and allows them to learn new skills.
6. Be flexible. Allow the maximum amount of flexibility possible in work scheduling to accommodate family needs, personal interests and outside responsibilities.
7. Treat employees fairly. Everyone notices if one employee seems to receive more favorable treatment than others.
8. Express appreciation. This can be done formally or informally. In our office, co-workers give each other PATs (Peer Appreciation Tokens) that are worth 30 minutes of time-off anytime they want to express appreciation.
9. Recognize employees. Again, this may be formal or informal, but it's best when it occurs in the presence of other employees. Everyone likes to be appreciated and feel that they are contributing to the success of the company.
10. Make management changes, when necessary. If the turnover rate is much higher in one area, it may be due to the supervisor. You may have to consider moving a manager or supervisor to a different role, if it becomes apparent that they may be the reason employees are leaving.

So, when you find that good employee, the best way to keep them is to treat them well.



WEST CENTRAL TEXAS WORKFORCE  
DEVELOPMENT BOARD  
400 Oak St. \* Abilene, Texas 79602

The Workforce Center is an equal opportunity employer. Auxiliary aids and services are available upon request in individuals with disabilities. For TDD call 1-800-735-2898 or voice accessible communication at 1-800-735-2988

### **New Employment Eligibility Verification now Available**

The Department of Homeland Security issued a new Employment Eligibility Verification form, or I-9, on June 5, 2007. All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and non-citizens. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9. Acceptable documents are listed on the back of the form. Several documents are no longer acceptable as verification of employment eligibility including Certificates of Naturalization or U.S. Citizenship and Alien Registration Receipt Cards. Other documents have been added such as an Unexpired Employment Authorization Document (I-766).

Do not file Form I-9 with U.S. Immigrations and Customs Enforcement (ICE) or USCIS. Form I-9 must be kept by the employer either for three years after the date of hire or for one year after employment is terminated, whichever is later. The form must be available for inspection by authorized U.S. Government officials (e.g., ICE, Department of Labor).

All employers should use the most recent version of the I-9. While a Spanish version is available it should only be used in Puerto Rico. Spanish-speaking employers and employees in the 50 states and other U.S. territories must complete the form in English. An employee is not obliged to provide his or her Social Security number unless the employer signs and retains Forms I-9 electronically.

The 2007 Form I-9 (in English) is available to download at:  
<http://www.uscis.gov/files/form/i-9.pdf>