EMPLOYERS: INFORMATION IS POWER!

Do you have the information you need to find your next employee or grow your company?

What skills should I include in a job description?	You want to be sure you hire the right person for the job so make sure you are clear on what skills are required for your employees. Go to www.ONETonline.org and use the "Browse" area to find the job title. When you get to the "Summary Report," look at the "Knowledge" and "Skills" sections to find words to use on your job listing or position description.
What education level should I require?	In addition to knowing the right skills for the job, you may also want to know what education is required for a job in your company. You can find out typical education levels by going to www.ONETonline.org and use the "Browse" area to find a job title. When you get to the "Summary Report," look at the "Education" section. It will give you a percentage of the entry education levels for the occupation.
How much should I pay my employees?	How much do jobs pay? You need to know so you can be sure you are offering a competitive wage. Go to www.scWorkforceInfo.com, and, in the list on the left, select "Employment & Wage Data," then "Occupation Data," and finally "Occupational Wages." The next step is to pick the location you want, the most recent year, and the occupation you are interested in. You can figure out the hourly wage by dividing the annual wage by 2,080.
What is my competition?	Want to know who you're competing against? Get a list of companies in your area who are similar to yours. Go to www.scWorkforceInfo.com and, in the list on the left, select "Industry Specific Data," then "Jobs and Employers," and finally "Employer Data." The next step is to pick the location and industry you want. That will give you a list of employers and by clicking on the number under "Employers," you will get information about similar businesses in your area.
Where should I expand or relocate?	The right information can help you pick the perfect place to expand your business or relocate. Knowing the supply of labor in an area will help. Go to www.scWorkforceInfo.com and click on "Community Profile Report." Select the geographic area on the map that you are interested in. The Community Profile for that area will be created in PDF format and includes a wealth of information about that area of the state.
What does the future of my industry look like?	Is the industry my company in growing or declining? Go to www.scWorkforceInfo.com, and, in the list on the left, select "Industry Profile" and "Industry Details." Select your geographic location and the industry you are in. Click on "Industry Projections" to see the growth or decline of your industry for your area.
Where can my employees get training?	Maybe your current employees or new hires need training? Go to www.scWorkforceInfo.com, and, in the list on the left, select "Education and Training Data," then "Training and Education Programs." Select your area, the subject of training needed, and any other options. You will get a list of subjects and information about which educational institutions offer them.