



*Working Your
Way Back Home*

**Mississippi –
Manpower
Partnership**

**“Working Your Way Back Home”
Mississippi – Manpower Partnership**

**Local Partnership Meeting Guidelines
For Full Implementation
April-May 2006**

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Attendees: WIN Job Center Managers, Manpower Regional Director/Branch Managers, Mississippi Department of Employment Security

Purpose:

- To establish or build on relationships that will facilitate implementation of “Working Your Way Back Home” initiative
- To provide guidelines, materials, forms and resources to prepare all parties for full implementation

Detailed Agenda

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Overview of Mississippi Workforce/Manpower Partnership History

“Working Your Way Back Home” Partnership

- Partnership Goals
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Overview

U.S. Department of Labor National Business Partnership Background

Manpower Inc. and the U.S. Department of Labor's Employment and Training Administration formed a National Business Partnership in April of 2003. The purpose of this collaboration is to build and enhance local, state, and national relationships between workforce professionals from both organizations for the benefit of America's workers, the Public Workforce System and Manpower. Manpower was the first staffing firm to become a national business partner with the U.S. Department of Labor.

“Working Your Way Back Home” Partnership Introduction

Brokered by the U.S. Department of Labor, Manpower and the Mississippi Public Workforce System, the “Working Your Way Back Home Initiative” will help ensure that Mississippians affected by the hurricane are able to find employment in their host communities and to transition home with appropriate relocation resources and other needed assistance.

The partnership has targeted areas with high concentrations of Mississippi evacuees. In these communities, the Department of Labor will broker relationships between the workforce system and Manpower to reach out to evacuees, conduct assessments of their employability, jointly work on additional skill development where needed, and, where appropriate, issue “Career Passports” to those who qualify as “Manpower-certified for employment.” These passports will enable them to access employment opportunities through Manpower offices or One-Stop or WIN Job Centers in their host community, in any other location in the country, and especially in their home community in Mississippi.

Additionally, the public workforce system has developed “Working Your Way Back Home” Portfolios of available resources and services designed to promote re-employment in high-growth, high-demand career opportunities in Mississippi that may include relocation expenses, training opportunities, supportive services, needs-related payments and, of course, jobs. Finally, the public workforce system and Manpower partnership will support the creation of “Corporate Sponsorships” that support bringing evacuees home to work in Mississippi and that may include jobs, training, housing, and relocation expenses. Both Manpower and the workforce system will partner to ensure evacuees have access to all of these resources.

Employment Assistance for Job Seekers

WIN Job Centers: WIN Job Centers are located throughout Mississippi to provide easy access to many services in one convenient location. WIN Job Center staff provide job seeker assistance with job search and job placement, creating or updating a résumé, and preparing for job interviews. Information on jobs in demand and available training to help job seekers be more competitive in the labor market is also provided. Internet-connected computers to aid in job searches are available for use, along with a resource room and business center where job seekers may use telephones, fax machines and photocopiers at no cost.

Manpower: The WIN Job Centers and Manpower have entered a partnership to provide job seekers with another valuable resource for employment. Manpower is a Fortune 500 company and the leader in the employment services industry. The partnership is designed to leverage the resources and reach of WIN Job Centers and Manpower across the impacted communities to deliver employment and training services that meet evacuees' short- and long-term career needs.

During a job seeker's visit to a WIN Job Center, staff will share information on employment opportunities at Manpower, and when appropriate, refer individuals to Manpower for job placement assistance at no cost to the job seeker. Manpower provides workforce solutions to small- and medium-sized enterprises in all industry sectors, as well as the world's largest multinational corporations.

Manpower provides not just jobs, but career opportunities to match any lifestyle or circumstance. This includes part-time, temporary, full-time, contract-to-hire and direct hire. With Manpower's skill assessment and job-matching tools, every effort will be made to provide individuals with jobs that match their abilities and interests.

Manpower offers its associates a comprehensive Employee Benefits Program including:

- Competitive pay
- 401k
- Stock purchase plan
- Weekly pay periods
- Holiday/vacation pay
- Referral bonuses
- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance

In addition, through Manpower's Global Learning Center, Manpower provides free online, 24/7 skills training to all employees. There are more than 4,000 courses on subjects like workplace communication, workplace safety, software skills and other business-related courses that can refresh old skills and teach new ones. Manpower's Career Resource Center provides guidance and advice on writing an effective resume and job search letter and preparing for an interview.

Manpower offers employers a full range of services for the entire employment and business cycle including permanent, temporary and contract recruitment; employee assessment and selection; training; outplacement; outsourcing and organizational

consulting. In Mississippi, Manpower offers businesses a range of HR services, in addition to providing administrative, industrial, and contact center personnel. Under the Manpower Professional brand, the company places contract personnel on assignment in areas such as information technology, scientific, finance, engineering and other professional capacities. Manpower has been ranked #1 in the staffing industry on Fortune's Annual List of America's Most Admired Companies for Four Years in a Row. More information about Manpower can be found at www.us.manpower.com.



Manpower®

Pre-Registration Referral Information

<input type="checkbox"/> Hurricane affected referral	<input type="checkbox"/> Other referral
Referred by Name:	Phone:

Name:	Date:	
Address:	Home Phone Number:	
City:	State:	Alternate Phone Number:
Temporary Address:	City:	State:
Have you ever worked for Manpower? <input type="checkbox"/> yes <input type="checkbox"/> no	If "yes", what location?	
Are you 18 years of age or older? <input type="checkbox"/> yes <input type="checkbox"/> no	Do you have a legal right work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no	
Will you submit to a drug test, if required? <input type="checkbox"/> yes <input type="checkbox"/> no	Will you submit to a background check, if required? <input type="checkbox"/> yes <input type="checkbox"/> no	

Interests

What type of work are you interested in?
What minimum hourly rate are you looking for?
What kind of work are you looking for? <input type="checkbox"/> office/clerical <input type="checkbox"/> industrial <input type="checkbox"/> contact center <input type="checkbox"/> professional

Qualifications

Do you have a high school diploma or GED? <input type="checkbox"/> yes <input type="checkbox"/> no	Highest degree obtained:
Check the areas in which you have experience AND are interested in working. Please specify primary skills if applicable. (e.g. <input checked="" type="checkbox"/> Machine operation: CNC, LATHE, MILLING or <input checked="" type="checkbox"/> FINANCIAL TELLER, GENERAL LEDGER, ACCOUNTING CLERK)	
<input type="checkbox"/> Administrative: _____	<input type="checkbox"/> Clerical: _____
<input type="checkbox"/> Contact Center: _____	<input type="checkbox"/> Data Entry: _____
<input type="checkbox"/> Financial: _____	<input type="checkbox"/> Marketing: _____
<input type="checkbox"/> General Industrial: _____	<input type="checkbox"/> Machine Operation: _____
<input type="checkbox"/> Production: _____	<input type="checkbox"/> Skilled Trades: _____
<input type="checkbox"/> Warehouse: _____	<input type="checkbox"/> Other Languages: _____
<input type="checkbox"/> Computer Skills: _____	

Availability

Are you currently employed? <input type="checkbox"/> yes <input type="checkbox"/> no	Notice needed:
When will you be available for work?	For how long?
What days can you work? M T W Th F Sa Su	What hours/shifts can you work? 1st 2nd 3rd Weekends Part-time
Do you have reliable transportation? <input type="checkbox"/> yes <input type="checkbox"/> no	Do you plan to stay in this area, or return home? <input type="checkbox"/> stay <input type="checkbox"/> leave

This pre-registration form is not an official application for employment and does not constitute employment with Manpower. Individuals scheduled for an interview will be given an application to complete.

For Manpower office use only

Reviewed by:	Date:
Intake Scheduled? <input type="checkbox"/> yes date/time:	<input type="checkbox"/> no reason:
Comments:	
Primary skill(s):	

Referral Process to Manpower

Responsibilities of the WIN Job Center

1. *Pre-screen the candidate using the Pre-Registration Form.* The designated staff person at the WIN Job Center will use this form to determine the candidate is eligible and appropriate for referral to Manpower.

Important: Make sure to check the box for either “hurricane” or “other.”

2. *Fax the completed Pre-Registration Form to Manpower.* If the candidate is appropriate for Manpower consideration (meets Manpower minimum requirements), fax this form to the local Manpower office. Make sure to fax it with the special fax cover sheet.

Important: Use the chart of Manpower offices to locate the Manpower office nearest the applicant’s home address.

3. *Make a copy of the Pre-Registration Form and give it to the applicant.* Every time you fax a Pre-Registration Form to Manpower, it is very important to provide a copy to the applicant. The applicant will need to bring this copy with them should Manpower call them for an interview.

4. *Keep track of referrals made.* Manpower will report on whether an interview is scheduled and whether the applicant is assessed and hired.

Important: If the candidate does not match Manpower’s qualifications for its pool of available jobs, Manpower will contact WIN Job Center and provide appropriate feedback.

Minimum Candidate Qualifications for Referral to Manpower

1. Legal to Work

- Does the candidate meet legal requirements to work in the United States?

2. Reliability

- Do they express an interest in working?
- Are they available to start work immediately?
- Has the candidate shown up as scheduled?
- Do they have a good work history?

3. Following Instructions

- Has the candidate followed the application process as instructed, including filling out paperwork and operating the computer?

4. Attention to Detail

- Is the candidate able to stay focused during the application and interview?
- Do they ask appropriate questions related to the job?

5. Background Checks

- Is the person willing to submit to a criminal background check and drug screen?

6. Job Description Match

- Does the candidate reasonably match Manpower job opening and/or job description?

Fax referral form (Example)

From: Mary Stewart, WIN Job Center
Tel: (414) 906-9000 / Ext.

To: Bojan Cubela, Manpower
Tel: (305) 724-3000 / Ext.

Re: **Pre-Registration Form / Ms. Kristina Dow**

Date: March 15, 2006

No of Pages (including cover page): 02

Dear Manpower Colleague:

Please find enclosed Pre-Registration Form and Referral for Ms. Dow.
The above candidate was identified as job ready and available for work. He/She also appears to match minimum job requirements as provided by Manpower.

Please review enclosed Pre-Registration Form and within three days contact the candidate to set-up interview. Upon review, please let me know the course of action taken. We would appreciate return information for any placement outcomes as a result of this referral.

If you have any questions, please do not hesitate to contact me at the following number and/or email _____.

Best Regards,
Name
Title
WIN Job Center

Fax referral form

From: _____
Tel: _____

To: _____
Tel: _____

Re: **Pre-Registration Form /** _____
(Applicant Name)

Date: March 15, 2006

No of Pages (including cover page): 02

Dear Manpower Colleague:

Please find enclosed Pre-Registration Form and Referral for Mr./Ms _____.
The above candidate was identified as job ready and available for work. He/She also appears to match minimum job requirements as provided by Manpower.

Please review enclosed Pre-Registration Form and within three days contact the candidate to set-up interview. Upon review, please let me know the course of action taken. We would appreciate return information for any placement outcomes as a result of this referral.

If you have any questions, please do not hesitate to contact me at the following number and/or email _____.

Best Regards,
Name _____
Title _____
WIN Job Center

Referral Process – Evacuee to Manpower

Responsibilities of the Manpower Branch

1. *Review Pre-Registration Forms as they are faxed from the WIN Job Centers.* If the candidate is not appropriate for an interview or there are no available jobs that they qualify for, inform the WIN Job Center that the candidate is not appropriate for Manpower.

Important: Manpower will not be contacting this candidate.

2. *If the candidate is appropriate for immediate employment, schedule an interview.* If the interview is successful, begin the Manpower intake process, including indicated assessments, if applicable.

Important: Manpower has committed to responding to referrals within three business days.

OR

If after the interview it is apparent the candidate is not appropriate for Manpower employment, refer the applicant back to the WIN Job Center for additional services and notify the WIN Job Center.

3. *If assessment results are satisfactory, issue a Career Passport to the applicant .* Give the Career Passport to the individual and also keep a copy with the applicant record.
4. *If the applicant is assignment-ready, proceed with the placement process, including an orientation prior to placement, as you would for any Manpower candidate.*

OR

If the applicant is not assignment ready, explore training options that will ensure readiness for a Manpower assignment (could be via Manpower, WIN Job Center, or other training provider).

5. *Keep track of all referrals made, applicants interviewed, and Manpower services offered (such as assessment, training, and placement).*

Important: Manpower and the WIN Job Center should agree on a reporting schedule and format and should provide feedback at regular intervals.

Referral Process Evacuee from Manpower to WIN Job Center

1. *If Manpower office is approached by walk-in or call-in candidate who is identified as hurricane-impacted individual seeking employment, use the Pre-Registration Form to determine eligibility for immediate employment. (Make sure to check the "hurricane" box on the form.)*
2. *If after reviewing the Pre-Registration form, it is apparent the candidate is not appropriate for Manpower employment, refer the applicant back to the WIN Job Center for additional services and notify the WIN Job Center.*

OR

If applicant is considered employable, proceed with standard intake process and assessments, as indicated

(Important Note: When entering the applicant's record into Field PowerBase, on the Employee Skill screen, select the Work Area called "LOCAL MATCH CRITERIA" and attach the skill named "HURRICANE" to the record. This way, you'll be able to easily locate those applicants who have registered in your local office as part of the "Working Your Way Back Home" Initiative.)

3. *If assessment results are satisfactory, issue a Career Passport to the individual and keep a copy with the applicant record.*
4. *If the applicant is assignment-ready, proceed with the placement process, including an orientation prior to placement, as you would for any Manpower candidate.*
5. *Manpower offices should be sharing on an ongoing basis open or recurring job orders to facilitate referral with their WIN Job Centers appropriate qualified job candidates to Manpower.*
6. *Keep track of all referrals made, applicants interviewed, and Manpower services offered (such as assessment, training, and placement).*

Important: Manpower and the WIN Job Center should agree on a reporting schedule and format and should provide feedback at regular intervals.

Generate Reports / Candidate Referrals to WIN Job Center

To print a listing of Employees with the Hurricane skill:

- From the main FPB Menu, click the Other Options tab
- Click the Report Menu button
- Click the Report Menu Cont. tab
- Select option #7 - Employee Skill List
- On the selection screen, select the appropriate Office # (or All), Employee Status and Student Status. In the "Select Work Area" dropdown box, choose Local Match Criteria. Enter "Hurricane" in the partial skill description field and select the skill from the pop-up
- Click the Continue button to run the report
- Referral Report to be shared with WIN Job Centers on a regular predetermined basis



For more information about this partnership, or to inquire about incentives for hiring displaced workers in Mississippi, contact the Mississippi Department of Employment Security at 866.794.6329.

or visit servicelocator.org.

To find your nearest One-Stop or WIN Job Center, call toll-free 877.US2.JOBS

Manpower has almost 60 years of experience in staffing, recruitment, training, HR services, outsourcing and consulting. We help companies anticipate and benefit from the changes happening now and next in the world of work. To find your local Manpower branch, refer to your local Yellow Pages or visit us.manpower.com.

considered job-ready and recommended for employment consideration. or more employment-related assessments and/or training administered by Manpower. This individual is then general job requirements of the individual's work preferences. The job candidate has successfully completed one job openings. The individual receiving this Career Passport has the skills, interests and abilities that match the to employers in Mississippi, or in the state of their current residence, who are interested in hiring them for existing

The Career Passport from Manpower is designed to help job-ready individuals affected by Hurricane Katrina link employment and training services to meet the evacuees' long-term career needs in high-growth industries. Centers in Mississippi and Manpower across the impacted states. Together, MDES and Manpower are offering

Working Your Way Back Home leverages the combined resources of One-Stop Career Centers (known as WIN Job Centers in Mississippi) and Manpower across the impacted states. Together, MDES and Manpower are offering Katrina. Its aim is to help these individuals find employment, as well as the resources necessary to return home. created to support individuals from Mississippi who were displaced and/or rendered unemployed by Hurricane (MDES) and Manpower, supported by U.S. Department of Labor. This highly innovative, public-private initiative was

Mississippi! – Manpower Partnership: Working Your Way Back Home



Career Passport

Name:		Date:	
Address:		Home Phone Number:	
City:	State:	Alternate Phone Number:	
Temporary Address:	City:	State:	
Are you 18 years of age or older? <input type="checkbox"/> yes <input type="checkbox"/> no		Do you have a legal right work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no	
Do you have reliable transportation? <input type="checkbox"/> yes <input type="checkbox"/> no		What hours/shifts can you work? <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> weekends <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time	

Interests

What type of work are you interested in?
Additional Training Obtained:

Recommendation

Based on the assessment results and training obtained (specify if applicable) the above individual is considered job-ready and is suitable for work in the following area(s):

--

Assessments Administered (If applicable. For office use only.) *NOTE: Further assessments may be administered based on specific job requirements.*

Test Name and Description	Overall Score and Rating	Test Result Interpretation (Write verbatim the description of the rating)*
<input type="checkbox"/> CLASSIFYING & ORGANIZING DOCUMENTS – Ability to sort documents by number, letter, etc.		Example: AccountCheck: Accuracy Rating Obtained= Good. This rating indicates that the individual is likely to satisfactorily perform clerical accounting tasks such as making journal entries, posting dollar amounts, calculating percentages, interpreting information found on invoices and reconciling a general ledger with a bank statement
<input type="checkbox"/> TELESKILL – Call center/customer service		
<input type="checkbox"/> ACCOUNTCHECK – Clerical accounting skills		
<input type="checkbox"/> DATA SKILLS PLUS – Data entry speed and accuracy		
<input type="checkbox"/> PHONESKILL – Voice qualities and verbal communication		
SURESKILL – Please write test name on line below (i.e., Word 97, Excel 2000)		
<input type="checkbox"/> Word Processing _____ <input type="checkbox"/> Spreadsheet _____		
<input type="checkbox"/> Database Management _____ <input type="checkbox"/> Presentation Graphics _____		
<input type="checkbox"/> Operating Systems _____ <input type="checkbox"/> Communicating & Scheduling _____		
<input type="checkbox"/> ULTRASKILL – Proofreading - Grammar, spelling, etc.		
<input type="checkbox"/> ULTRASKILL – Typing – Typing speed and accuracy.		
<input type="checkbox"/> SORTING & CHECKING – Ability to sort objects by number		
<input type="checkbox"/> INSPECTION – Ability to spot defects in products		
<input type="checkbox"/> COORDINATED RAPID MOVEMENT – Ability to coordinate hands and arms		
<input type="checkbox"/> TOOL-RELATED ASSEMBLY – Ability to use hand tools to assemble objects		
<input type="checkbox"/> LOGGING PRODUCTION – Ability to maintain accurate production records		
<input type="checkbox"/> AIMING – Ability to perform quick and precise movements		
<input type="checkbox"/> PCB & SMALL PARTS ASSEMBLY – ability to use fingers to assemble very small objects		
<input type="checkbox"/> OTHER TEST(S): Please specify tests below		

* See intranet under Sales & Marketing > HR Services > Assessment Services > Fulfilling the Service > Delivering the Results > Interpreting Assessment Results Guidelines

Exact job requirements for each position may vary from employer to employer and the information specified in the Career Passport document does not guarantee that you will be selected for employment or that your skills will ensure satisfactory job performance if selected. The above-mentioned document is not an application for employment with Manpower or any other employer and is not a contract, offer or promise of employment. Each eligible individual receiving a Career Passport will be required to sign a disclosure agreement and certify that the information provided is true and correct.

Work History (List current or most recent employment first) *NOTE: Manpower is not responsible for employment verification and/or reference check*

Dates employed: From: _____ To: _____
Employer: _____
City: _____ State: _____
Pay Rate: \$ _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Job Title: _____
Supervisor: _____
Reason for leaving: _____
Job duties and special accomplishments and/or skills: _____
Dates employed: From: _____ To: _____
Employer: _____
City: _____ State: _____
Pay Rate: \$ _____ <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Job Title: _____
Supervisor: _____
Reason for leaving: _____
Job duties and special accomplishments and/or skills: _____



I, job seeker, hereby certify that the information provided in this document is true and correct. I hereby certify that I have read and understand the terms of the enclosed disclaimers.

Signature: _____

Date: _____

**WORKING YOUR WAY BACK HOME
ACTION PLAN FOR HURRICANE KATRINA EVACUEE**

(NAME) _____

The items checked below indicate the service options you have selected and that you are eligible to receive through the _____ WIN Job Center upon your return to Mississippi for training and/or reemployment.

- Job placement assistance. What type of work are you interested in?
_____.
- An Individual Training Account in the amount of _____ for training as a (an) _____ . You have selected _____ as your training provider. If you successfully complete the training, WIN Job Center staff will assist you with resume preparation and a job search to locate employment in your area or throughout Mississippi.
- Training in one of the State’s high-growth, in-demand occupations via placement into a registered apprenticeship program. You have selected _____ as your training provider _____.
- On-the Job Training (OJT) after placement into permanent employment with _____.
- Relocation expenses in the amount of _____. This payment will assist with expenses associated with travel, including meals, lodging, and mileage costs. The amount for which you qualify was determined using the following scale, based upon the distance you relocated from Mississippi:

Distance Traveled	Amount Allowed
151-200 miles	\$100.00
201-400 miles	\$200.00
401-600 miles	\$400.00
601-800 miles	\$500.00
801 miles or more	\$700.00

You will be reimbursed for the above amount in the form of a debit card upon your return to Mississippi.

- Payments to assist with the costs associated with overcoming the challenges of participating in training and returning to work as a result of the devastation of the hurricane. NOTE: These payments will not necessarily provide enough money to meet all your needs, but will provide income support beyond what would otherwise be available through other sources, such as Unemployment Insurance (UI) compensation, Federal Emergency Management Agency (FEMA), Red Cross, etc. Payments will be based on your individual needs while in training programs and upon your return to work.

Amount of payment(s) approved (if known): _____

DRAFT

During consultation with the Hurricane Katrina evacuee, identify their additional needs in the areas listed below by checking the appropriate box. Enter the amount they indicate is needed and provide a brief explanation for each:

\$_____ per week for transportation costs:

\$_____ per week for child care assistance:

\$_____ for the following work related tools and equipment necessary for you to obtain and retain employment:

\$_____ reimbursement for testing/certification/registration fees for a Mississippi State Board exam or license to be able to work in the State in a specific occupation or industry as described below:

\$_____ per week for housing allowance:

\$_____ for other needs as specified below:

(Original to file. Fax/e-mail to WIN Job Center contact when evacuee/applicant reports to destination.)

DRAFT
WORKING YOUR WAY BACK HOME
APPLICANT RELOCATION ALLOWANCE CERTIFICATION

Name:	Last Name	First Name	Middle Initial
Social Security Number			
Address on August 28, 2005:		Address to which Relocated:	
<i>Documentation of residence for both addresses must be attached.</i>			
Relocation Dates			
	Location	Date	
Departed:			
Arrived:			
<p>Applicant Certification: This is to certify that I resided at the above-referenced address in an area affected by Hurricane Katrina, lost my residence and had to relocate until housing was available at the address provided above. This certifies that as a result of these circumstances, I required the assistance described above upon my return to Mississippi for training and/or reemployment.</p>			
Name:			
Signature:			
Date:			
Current Address:			
WIN JOB CENTER CERTIFICATION			
Total Distance Traveled: _____			
Total Amount of Reimbursement Allowed: \$_____			
Authorized By:			
Signature:			
Date:			

**WORKING YOUR WAY BACK HOME
RELOCATION ASSISTANCE REQUEST**

DRAFT

Name:	Last	First	Middle Initial
Social Security Number:			
Contact Information:	Phone:	Name, if not same as applicant	
Relocation Information			
Current Location:	New Location:		
Applicant's Signature: I certify that I do not have the following Relocation Assistance Options:			
Relocation Assistance Options:	FEMA Assistance: Yes _____ No _____ Red Cross Assistance: Yes _____ No _____ Other (Specify Family, Public Agency, etc): _____ WIA NEG: Yes _____ No _____		
Estimated Miles To New Location:			
Mode of Transportation:	Personal Vehicle	Public Carrier (Specify: Bus, Train, Air, Other)	
Reason for Relocation			
Job Offer:		Enter Training:	
Type of Job:	Type of Training:		
Name of Business:	Training Provider:		
Street Address:	Street Address:		
City State/Zip Code:	City State/Zip Code:		
Start Date:	Start Date:		
Contact for Verification:	Name:	Name:	
	Phone Number:	Phone Number:	
Verification of Housing (Check which one applies)			
FEMA Trailer	Public Housing	Personal Home	Other (Specify)
Date Housing Available:			

One-Stop/WIN Job Center Referral Contact:

Name: _____ Phone Number: _____

Manpower/WIN Job Center Contacts

State	Regional Director	Manpower Office	Manpower Branch Manager	Nearest Comprehensive WIN Job Center
Mississippi	Jack Quinlan	Manpower Batesville (Recruiting) 570 Hwy 6 East Batesville, MS 38606 662-563-5110 Business 662-563-5118 Fax	Steven S. Nicholson	Batesville WIN Job Center 103-16 Woodland Road Batesville, MS 38606 phn: 662-563-7318 fax: 662-563-9609 Contact: Cindy Martin
Mississippi	Jack Quinlan	Manpower Meridian Acme Plaza, Ste. 775 721 Front St Extension Meridian, MS 39301 601-483-3900 Business 601-483-9909 Fax	Cassandra L. Sloan	Meridian WIN Job Center, 1100 17th Avenue Meridian, MS 39301 phn: 601-483-1406 fax: 601-483-1409 Contact: Bud Gilbert
Mississippi	Jack Quinlan	Manpower Southaven 579 Goodman St. Suite 8 Southaven, MS 38671 662-349-4433 Business 662-349-0305 Fax	Curt Davis	Hernando WIN Job Center, 225 Loshier Street Hernando, MS 38632 phn: 662-429-9874 Contact: Bobbie Oliver
Mississippi	Jack Quinlan	Manpower Tupelo 3905 N Gloster St Tupelo, MS 38804 662 680-6100 Business 662-680-9092 Fax	Karla Hardenburg	Tupelo/Access WIN Job Center, 2176 Eason Boulevard Tupelo, MS 38804 phn: 662-620-5250 Contact: Betsy Maxcy
Mississippi	Jack Quinlan	Manpower Hattiesburg 6026 US Hwy 98 W Suite 2 Hattiesburg, MS 39402 601 268-3666 Business 601-268-3550 Fax	Leslie S. Dean	Hattiesburg WIN Job Center, 4100 Mamie Street Hattiesburg, MS 39402 phn: 601-264-0502 fax: 601-288-7327 Contact: Phil Hosey

Manpower/WIN Job Center Contacts

State	Regional Director	Manpower Office	Manpower Branch Manager	Nearest Comprehensive WIN Job Center
Mississippi	Jack Quinlan	Manpower Laurel 1709 W 20th St Laurel, MS 39440 601-425-2722 Business 601-425-4287 Fax	Leslie S. Dean	Laurel WIN Job Center, 1721-B West 10th Street Laurel, MS 39440-2540 phn: 601-649-7813 fax: 601-649-7817 Contact: Mary Lasley
Mississippi	Jack Quinlan	Manpower Gulfport 2219 Pass Rd Gulfport, MS 39501 228-864-4200 Business 228-864-0733 Fax	Lynn M. Spencer	Gulfport WIN Job Center, 12121 Highway 49 Gulfport, MS 39503 phn: 228-539-6800 fax: 228-539-6852 Contact: Mark Landry
Mississippi	Jack Quinlan	Manpower Pascagoula 3452 Pascagoula St Suite 1 Pascagoula, MS 39567 228-769-8932 Business 228-769-8087 Fax	Lynn M. Spencer	Pascagoula WIN Job Center, 1664 Denny Avenue Pascagoula, MS 39568 phn: 228-503-5957 fax: 228-762-3753 Contact: Marilyn Minor
Mississippi	Jack Quinlan	Manpower Grenada 1301 D Sunset Drive Grenada, MS 38901 662-227-1862 Business 662-226-5647 Fax	Steven S. Nicholson	Grenada WIN Job Center, 1751 Poplar Street Grenada, MS 38901 phn: 662-226-2911 fax: 662-226-6395 Contact: Ida Givens
Mississippi	Jack Quinlan	Manpower Greenville 1642 Highway 1 South Greenville, MS 38701 662-335-0200 Business 662-335-1008 Fax	Valerie F. Lee	Greenville WIN Job Center, 800 Highway 1 South Greenville, MS 38703 phn: 662-332-8101 fax: 662-332-0019 Contact: Donald Benson

Manpower/WIN Job Center Contacts

State	Regional Director	Manpower Office	Manpower Branch Manager	Nearest Comprehensive WIN Job Center
Mississippi	Jack Quinlan	Manpower Jackson 4800 I-55 N Frontage Rd Ste 26 Jackson, MS 39211 601-981-2000 Business 601-362-2104 Fax	Jennifer T. May	Jackson Main-Hinds County WIN Job Center 420 East Woodrow Wilson Drive Jackson, MS 39216 phn: 601-321-7931 fax: 601-321-7944 Contact: Angela Griffin
The following is a link where information concerning the Work Your Way Home Program is obtainable: http://www.doleta.gov/katrina_mississippi/				Ms. Department of Employment Security 1235 Echelon Pkwy Jackson, MS 39213 Department Chief: Gloria Neal phn: 601-321-6554 fax: 601-321-6598 WYWBH Support to Dept. Chief: Bart Whittington phn: 601-321-6196 fax: 601-321-6598

Manpower Commonly Filled Positions

Market	Job Title	General Minimum Requirements
Greenville	Spot or Mig Welders	<ul style="list-style-type: none"> • Prefer 6 months – 1 year experience in Mig welding • Ability to work overtime and multiple shifts • Minimum GED
Greenville	General Laborers	<ul style="list-style-type: none"> • Ability to follow verbal instructions • Must be able to lift 20 – 30 lbs. • Ability to work overtime and multiple shifts • Minimum GED or High School • Pass drug test
Greenville	Janitorial	<ul style="list-style-type: none"> • Prefer janitorial experience • Must be able to lift up to 20 lbs. • Ability to work unsupervised
Greenville	Data Entry Clerk	<ul style="list-style-type: none"> • Data entry experience • Customer Service skills • Minimum GED or High School
Grenada	Production Worker	<ul style="list-style-type: none"> • 3-6 months previous manufacturing experience • High School diploma or GED • Ability to work flexible shifts • Ability to work in a fast-paced

		<p>environment</p> <ul style="list-style-type: none"> •
Grenada	Shipping/Warehouse Worker	<ul style="list-style-type: none"> • Ability to lift 40-50 lbs. • Experience with motorized pallet jack or forklift • Ability to differentiate between similar numbers •
Grenada	Customer Service Representative	<ul style="list-style-type: none"> • Excellent phone skills • Alpha-numeric data entry skills • Good communication and language skills • Previous experience in customer service or related
Grenada	Medical Office Clerk	<ul style="list-style-type: none"> • Previous experience working in medical office • Data entry skills • Phone skills • Medical terminology
Hattiesburg/Laurel	Customer Service	<ul style="list-style-type: none"> • 1 year customer service experience • Minimum 30 wpm typing • Pleasant phone voice and good verbal communication skills • Ability to work weekends
Hattiesburg/Laurel	Assembly Workers	<ul style="list-style-type: none"> • Ability to identify items with defects • Good hand/eye coordination • Some lifting required • Ability to stand for long periods

		<ul style="list-style-type: none"> • Ability to work some weekends • Pass drug screen and criminal background check
Hattiesburg/Laurel	Administrative Assistant	<ul style="list-style-type: none"> • Good verbal communication skills • Experience with word processing and spreadsheet programs • Good phone skills
Jackson	Entry Level General Office	<ul style="list-style-type: none"> • 6 months experience in office setting • Proficiency with MS Word and Excel • Ability to answer multiple phone lines • Filing (alpha and numeric) skills • Ability to perform general office duties
Jackson	Forklift Operator	<ul style="list-style-type: none"> • 2 yrs. minimum forklift experience • Good written and oral communications skills • Ability to work inside/outside of facility • Ability to work multiple shifts in a 24/7 facility (including holidays) • Valid Driver's License
Jackson	Call Center Customer Service Representative	<ul style="list-style-type: none"> • 1 year previous call center experience • Excellent oral communications skills • Ability to work Monday-Sunday from 6 a.m. – 12 midnight • Alpha-numeric data

		<p>entry experience</p> <ul style="list-style-type: none"> • Excellent command of the English language
Jackson	Warehouse Merchandiser	<ul style="list-style-type: none"> • 6 months industrial experience • Ability to work various shifts • Must be able to stand, bend, twist and lift up to 40lbs. for up to 10- hour shift
Meridian	Telemarketer: Outbound Call Center	<ul style="list-style-type: none"> • Good verbal communication skills • Good listening skills • Ability to follow oral and written instructions
Meridian	Grinder	<ul style="list-style-type: none"> • Safety conscious • Previous grinding/welding experience • Pass drug test • Ability to work 6 days/week, 10-hour shifts
Meridian	Forklift Operator	<ul style="list-style-type: none"> • Licensed forklift operator • Pass SHL math computation test • Pass drug test
Meridian	Receptionist	<ul style="list-style-type: none"> • Good communication/ phone skills • Good interpersonal skills • Computer literate
Pascagoula	Administrative Assistant	<ul style="list-style-type: none"> • Proficiency in MS Word and Excel • Good grammar skills • Good verbal communication skills

Pascagoula	Assembly Worker	<ul style="list-style-type: none"> • Ability to work different shifts • Good hand/eye coordination • Ability to work in team environment
Pascagoula	General Office	<ul style="list-style-type: none"> • Filing (Alpha) • Ability to answer phones and take messages accurately • Customer service skills
Pascagoula	Data Entry	<ul style="list-style-type: none"> • Accurate alpha/numeric keying • Ability to work different shifts
Southaven	Assemblers	<ul style="list-style-type: none"> • Must be able to lift up to 25 lbs. • Minimum of 6 months assembly experience • Pass drug test and criminal background check • First and second shifts available
Southaven	Shippers/Receivers	<ul style="list-style-type: none"> • Must be able to lift 50 lbs. Continuously • Must have distribution experience • Pass drug test and criminal background check • First and second shifts available
Southaven	Material Handlers	<ul style="list-style-type: none"> • Must be able to lift up to 35 lbs. Continuously • Must be willing to take customer-specific assessments • Must be able to work

		<p>12-hour shifts</p> <ul style="list-style-type: none"> • Pass drug test and criminal background check
Southaven	Forklift Operators	<ul style="list-style-type: none"> • Must be licensed to operate: cherry picker, reach and sit-down lifts • Must be able to lift 50 lbs. without forklift • Pass drug test and criminal background check • First and second shifts available
Tupelo	Administrative Professional	<ul style="list-style-type: none"> • Excellent word processing skills • Customer service skills • Ability to work well with others • Work well with minimal supervision • Qualities to advance in position
Tupelo	Customer Service Specialist	<ul style="list-style-type: none"> • Excellent written and verbal skills • Basic computer skills • Ability to up sell products to customer • Ability to resolve conflict • Ability to stay focused and motivated • Submit to credit check • Saturday hours required
Tupelo	Assembly Workers	<ul style="list-style-type: none"> • Flexibility to work 1st, 2nd, 3rd shifts • Ability to work swing shifts

		<ul style="list-style-type: none">• Ability to work well with others• Speed and accuracy a must• Basic computer skills a plus
Tupelo	General Labor Workers	<ul style="list-style-type: none">• Willing to accept supervision• Flexibility with assigned tasks• Flexibility to work overtime• Ability to complete assignments• Willing to learn new skills