

WE ARE YOUR DOL



Department  
of Labor

# HUMAN RESOURCES CONSULTATION

## Services for Businesses

The New York State Department of Labor has many services for businesses. Our Occupational Analysts will help you with a variety of human resources issues at no cost. These free services can save you thousands of dollars each year. Here are some of the services we offer.

### **JOB ANALYSIS**

We review the specific requirements of a job and the work performed to develop detailed job descriptions and performance evaluations, and help identify training needs.

### **SKILLS GAP ANALYSIS**

We identify and compare the knowledge, skills and abilities of individuals with the job requirements. This analysis reveals any transferable skills and whether or not additional training is needed.

### **SKILLS MATCHING AND REFERRAL TECHNOLOGY**

This state-of-the-art job-matching tool will help you find the best candidates for your jobs. We help you write effective job descriptions so you can better screen applicants, thereby reducing your recruitment and training costs.

### **EMPLOYEE HANDBOOKS**

We help you develop a new guide for workers or review an existing version.

### **LEGAL COMPLIANCE**

We help you review and provide information on current labor laws. We can also connect you with an expert at our agency who can help you keep in compliance with the latest regulations.

### **EMPLOYMENT APPLICATIONS**

We review current applications and/or develop new ones. We also review content for discriminatory questions.

### **INTERVIEW TECHNIQUES**

We offer guidance to help you get the information you need from your interviews and avoid illegal questions.

### **EMPLOYEE ORIENTATION**

We suggest consistent standards you can use with new hires to help them learn about your business and their job.

### **TURNOVER ANALYSIS**

Hiring staff is time consuming and costly. We help determine why workers leave their jobs and suggest steps to minimize the problem.

We have Business Services staff across the state. For help, contact the nearest New York State Career Center.

#### **CAPITAL REGION**

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