

## Labor Market Information

Our representatives have access to up-to-date facts and figures about the state's labor market and occupational wage information. The Labor Market Information Center offers a wide range of helpful information on such topics as:

- Affirmative Action
- Employee benefits
- Consumer Price Index
- Labor force estimates
- Average wages
- Fluctuations and trends in the job market

## Rapid Response Program

Rapid Response is a strategy designed to respond to major layoffs and business closings by quickly coordinating services and providing immediate aid to affected businesses and their workers.

The Rapid Response team will work with your business to customize public and private efforts to minimize the disruptions of a major layoff for your business, affected workers and the community.

**Look inside for more services and resources we can offer you.**

## Our Local Offices Work For You!

A South Dakota Department of Labor and Regulation local office is more than just an employment office. Each office is staffed with trained professionals ready to help you deal with a variety of labor issues.

Each year, we fill more than 30,000 job openings, but the service doesn't stop there.

Our Business Resource Rooms can test and screen applicants to match your exact needs, and our staff can even schedule job interviews and provide a space in which to conduct them. The staff can also arrange a variety of job-training programs to help you meet your staffing needs.

Best of all, our services are provided at **no charge**. Visit [www.sdjobs.org](http://www.sdjobs.org) to learn more!

## National Career Readiness Certificate

The National Career Readiness Certificate (NCRC) is a portable, national credential verifying an individual's essential core employability skills. Use the NCRC for:

- Screening – Only interview applicants with the required job skills.
- Hiring and promotion – Use the NCRC to assist in personnel decisions.
- Focusing training efforts – Target your training budget for job-specific skills, rather than basic skills.

## Find a Local Office Near You!

Aberdeen	605.626.2340
Brookings	605.688.4350
Hot Springs	605.745.5101
Huron	605.353.7155
Lake Andes	605.487.7607
Madison	605.256.5300
Mitchell	605.995.8060
Mobridge	605.845.2971
North Sioux City	605.242.5445
Pierre	605.773.3372
Pine Ridge	605.867.5843
Rapid City	605.394.2296
Sioux Falls	605.367.5300
Sisseton	605.698.3964
Spearfish	605.642.6900
Vermillion	605.677.6900
Watertown	605.882.5131
Winner	605.842.0474
Yankton	605.668.2900

Administrative Office  
700 Governors Drive  
Pierre, SD 57501  
605.773.3101

[www.sdjobs.org](http://www.sdjobs.org)

State and Federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, religion, age, sex, ancestry, political belief, national origin, mental or physical disability or marital or economic status. Auxiliary aids and services are available upon request to individuals with disabilities.

Thirty thousand copies of this brochure were published by the South Dakota Department of Labor and Regulation at a cost of 3 cents per copy.



Printed on recycled paper.

# Business Services

 south dakota department of  
**labor and regulation**  
Your workforce experts.  
[www.sdjobs.org](http://www.sdjobs.org)

## Self-Registration

Register your business online by visiting [www.sdjobs.org](http://www.sdjobs.org). This is the quick way to post job openings, search for qualified applicants and report new hires.



## Worker Recruitment Services

The local office staff can help you recruit qualified workers by listing your job openings:

- Locally
- Statewide - SDWORKS
- Nationwide - Job Central
- Worldwide - Internet

## Human Resource Services

Each local office provides:

- Job application forms
- Local advertising
- Legal interview questions
- Interview room with telephone
- Appropriate testing
- Personnel policy manual

## Employee Training

We may be able to help reduce the costs of training new employees and/or retraining existing employees through a variety of federally funded programs.

Employment programs may include:

- On-the-job training
- Customized skill training
- Pre-employment productivity workshops



## Work Opportunity Tax Credit

Your business may qualify for federal income tax credits by hiring qualified members of the following targeted groups:

- Welfare recipients
- Long-term family-assistance recipients
- Veterans
- Ex-felons
- SSI recipients
- Vocational rehabilitation referrals
- Summer youth employees
- SNAP recipients
- Designated community residents

## Labor Law Compliance Posters

The following posters are required by:

### U.S. Department of Labor

- Equal Employment Opportunity
- Your Rights Under the Fair Labor Standards Act
- Your Rights Under the Family and Medical Leave Act
- Occupational Safety and Health Act
- Employee Polygraph Protection Act
- Veterans' Re-employment Rights

A "6-in-1" poster of all the above is available at any local office at no charge.

### State of South Dakota

- Unemployment Insurance Notice to Employees
- Workers' Compensation Safety posting (no required format)

These postings are available online at [www.sdjobs.org](http://www.sdjobs.org).

## Labor Law Information

We can provide information on the following labor law topics:

- Minimum wage requirements
- Overtime requirements
- Youth employment laws
- Federal Fair Labor Standards
- Wage and hour requirements
- Equal Employment Opportunity

## Dakota Roots

This workforce development initiative connects individuals living out-of-state with South Dakota career opportunities. Dakota Roots business partners enjoy benefits such as:

- Posting job listings online at no charge
- Having your logo and website featured on [www.DakotaRoots.com](http://www.DakotaRoots.com)
- Being a "Featured Business Partner" for additional exposure
- Selecting qualified applicants from the state's largest labor pool

Dakota Roots can also provide business start-up or expansion details to interested companies.



## Dakota Seeds

We have the easiest place to post your internship and assistantship opportunities online. The website is promoted to all post-secondary students statewide, giving you access to a quality pool of applicants. You may also qualify for funding assistance. Find out more at [www.DakotaSeeds.com](http://www.DakotaSeeds.com).

**Check with your local Department of Labor and Regulation office or visit [www.sdjobs.org](http://www.sdjobs.org) to learn more.**