

The Centers were developed to bring together employment and training services that work with all people in one place and make it easier for job seekers and employers to use these services. The 2000 Workforce Investment Act required the establishment of One-Stop Centers in every state. Services available through the One-Stop system include: information about job vacancies, career options, and relevant employment trends; instruction on how to conduct a job search, write a resume, or interview with an employer; and referral to training programs. The One-Stop system is designed and required to meet the needs of employers and all job seekers who want to use the system, including people with disabilities.



Northern Virginia SkillSource Center Locations

Falls Church
Falls Church SkillSource Center
 6245 Leesburg Pike, Suite 315
 Falls Church, VA 22044
 (703) 533-5400
 TTY: 711 VA Relay

Alexandria
South County SkillSource Center
 8350 Richmond Highway, Suite 327
 Alexandria, VA 22309
 (703) 704-6286
 TTY: 711 VA Relay

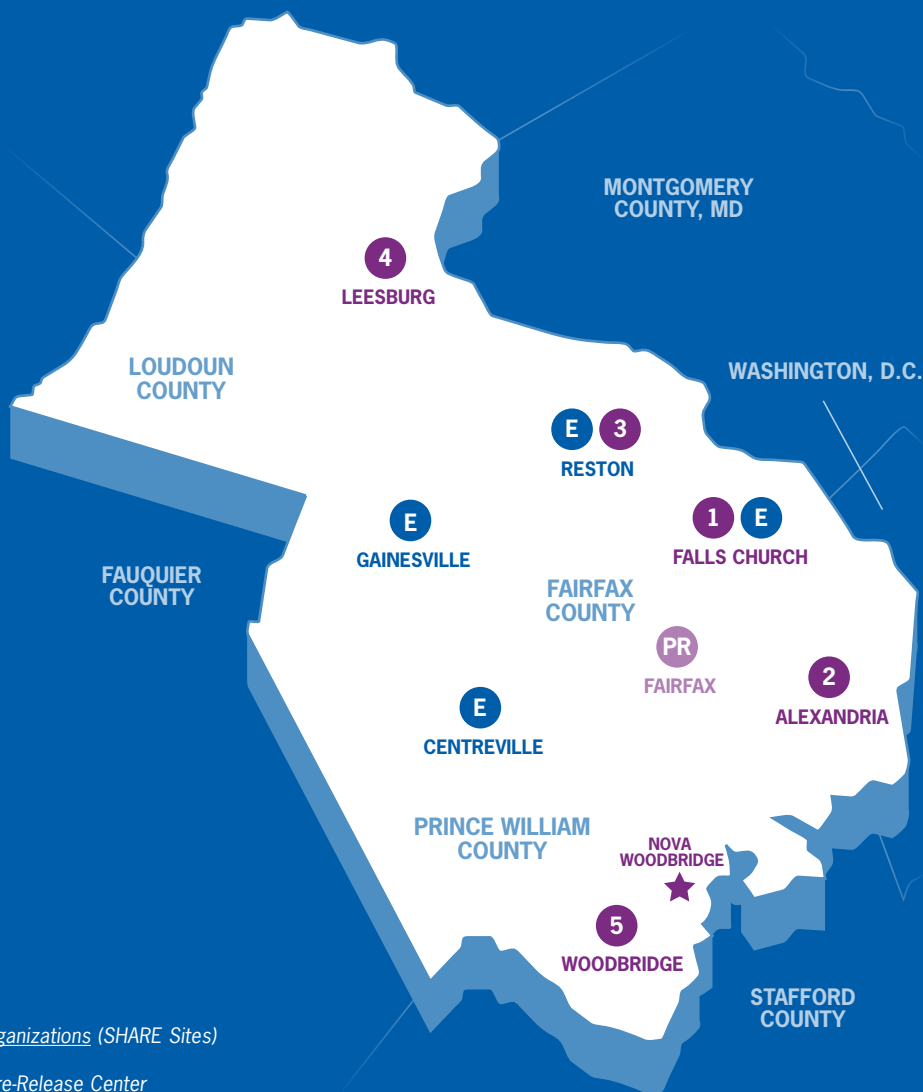
Reston
Lake Anne SkillSource Center
 11484 Washington Plaza West, Suite 110
 Reston, VA 20190
 (703) 787-4974
 TTY: 711 VA Relay

Leesburg
Loudoun Workforce Resource Center
 Shenandoah Building
 102 Heritage Way, N.E.
 1st Floor, Rear Entrance
 Leesburg, VA 20176
 (703) 777-0150
 TTY: 711 VA Relay

Woodbridge
Prince William SkillSource Center
 13370 Minnieville Road
 Woodbridge, VA 22192
 (703) 586-6800
 TTY: (703) 583-6850

Legend

- E Emerging Centers within Faith and Community-Based Organizations (SHARE Sites)
- PR Satellite Employment Center within the Fairfax County Pre-Release Center
- ★ Emerging SkillSource Center at Woodbridge Campus of Northern Virginia Community College
 15200 Neabsco Mills Road, Room 254
 Woodbridge, VA 22191
 (703) 878-5873



we help northern virginia
WORK



Business Services Guide



8300 Boone Blvd., Suite 450 • Vienna, VA 22182
 Phone: (703) 752-1606 • (877) 545-1462 • Fax: (703) 752-1609 • TTY: 711 VA Relay

www.myskillsource.org

LeapFrog
 Designed by LeapFrog Solutions, Inc.



www.myskillsource.org

The site provides a wealth of information as well as links to other resources. Job seekers can search for job openings, learn about training opportunities and find out more about unemployment benefits, loan programs and other support services. Employers will find links and information about the local and state labor market, tax credits, training, HR issues and assistance, and key organizations and data bases that provide important business solutions.

Instant Access to a Wide Variety of Resources
 for Employers and Job Seekers Alike

Dear Northern Virginia Business Leader:

On behalf of the Northern Virginia Workforce Investment Board, we are pleased to share our new and updated Northern Virginia Business Services Guide. This Guide summarizes the multiple business services that your company can utilize through the Northern Virginia **SkillSource** Centers in recruiting, hiring and retaining an exceptional workforce.

The Northern Virginia Workforce System is comprised of multiple **SkillSource** One-Stop Employment Centers and nineteen Partner organizations and is designed to attract and develop an outstanding workforce to meet your business needs. This Business Guide has been specifically designed to orient you to our services and activities that can help enhance your company's operations and profitability.

The Northern Virginia Workforce Investment Board represents more than 20,000 businesses and over 1.9 million residents within the counties of Fairfax, Loudoun and Prince William and the cities of Fairfax, Falls Church, Manassas and Manassas Park. More information on the Board is available online at www.myskillsource.org.

As Northern Virginia business representatives and leaders of the Northern Virginia Workforce System, we want to be a resource for your business success. We welcome your active participation as we continue developing a world-class workforce in Northern Virginia.

Sincerely,



A handwritten signature in blue ink that reads "David C. Miles".

Dr. David C. Miles
NWWIB Chairman

Chairman
Miles LeHane Companies, Inc.
OI Partners
Leesburg, VA



A handwritten signature in blue ink that reads "Todd W. Rowley".

Todd Rowley
NWWIB Vice Chairman

Senior Vice President
Capital One Bank, NA
Tysons Corner, VA

Employment Services Support Both Businesses and Job Seekers At No Cost with Satisfaction Guaranteed

The **SkillSource** program is an investment in companies and job seekers –no financial strings are attached. We are building the overall economic well-being of our community. Your continued success is a vital part of that goal.

We guarantee that you will find our staff accessible, courteous, and responsive. Working with us is easy – paperwork, if any, is minimal but when required our staff completes it quickly and efficiently.

Services Provided to Employers

- Recruitment and Placement Assistance
- Business Service Center
- Federal Bonding Program
- Customized Occupational Skills Training
- On-The-Job Training Subsidies
- Information On Employer Tax Credits (Federal & State)
- Rapid Response Services
- Incumbent Worker Training