

## For more information contact B.E.S.T. at ...

NCI Works One Stop Center  
and Illinois workNet™ Center  
1500 First Avenue  
Ottawa, IL 61350  
815-433-4550

112 E. Second Street  
Third Floor  
Dixon, IL 61021  
815-288-1260

3691 Cougar Drive, Unit B  
Peru, IL 61354  
815-224-1586

225 E. Backbone Road  
Princeton, IL 61356  
815-872-0255

TTY: 815-434-4716

Administrative Office:

3691 Cougar Drive, Unit B  
Peru, IL 61354  
815-224-7930

Equal Opportunity Employer/Program  
Auxiliary aids and services are available  
upon request to individuals with  
disabilities.

## Here is what local employers had to say about B.E.S.T. ...

### Recruitment:

“I found working with BEST, Inc., for our recruiting needs, to be simple and easy. Their staff was able to post our positions online and direct candidates to our hiring centers which is important to us.”

Rob Lentz, HR Manager  
Wal-Mart Private Fleet

### Soft Skills Training:

“BEST, Inc. provided two training sessions to employees of Woodhaven Association; a mix of “seasoned” and newly hired employees. The information presented was tailored to our specific needs and terminology. Both sessions provided the employees with practical tips and scenarios that they started using immediately following the sessions. The training was so well received, I was asked to bring BEST back for more sessions for additional employees. I would recommend their training to any business looking for quality training for employees.”

Maelynn Heintzeman, HR Manager  
Woodhaven Association

*Business Employment  
Skills Team, Inc.*

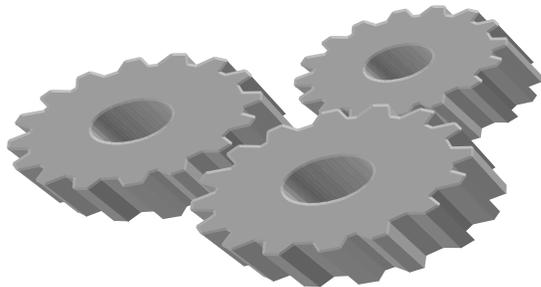
## On The Job Training



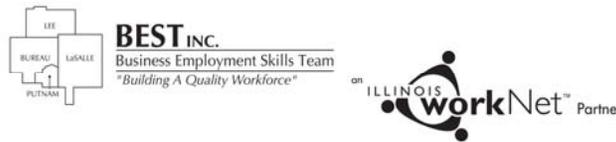
## On-the-Job Training

BEST, Inc. can help offset the cost of training a new employee.

- Reimbursed for up to one half of employee's wages during the time of training
- No red-tape
- Limited paperwork
- Follow your usual employment policies/hiring, evaluating, training, etc.
- The length of an OJT contract depends on the difficulty of the job and the employee's skill level



## BEST for Business



### The OJT Process

- Pre-screening of applicants
- Referral of qualified job candidates
- Assistance in designing training plans and job descriptions
- Assistance with employee retention
- On-the-Job Training (OJT) reimbursement, example:  
\$15/per hour position  
Negotiated training period up to six months  
\$7.50 x # of training hours equals \$\$\$



## Other BEST, Inc Business Services

- Job vacancy posting
- Pre-screening and referral
- Incumbent Worker Training Funds: Reimbursement for a portion of the cost to pay for training of your current workforce
- Soft Skills Training: Training developed in response to the expressed need of local business in the areas of Customer Service, Problem Solving, Team Work, Self Management, Work Ethics and Time Management
- Tax Credit Incentives: Enterprise Zone and Work Opportunity Tax Credit certification for qualifying applicants and new hires
- Services are customized and easy to use.

BEST staff knows how to make these services work for you. We will come to your place of business, at your convenience, to explain the details of BEST services and training programs.

