



BUSINESS SERVICES UNIT

What is the purpose of the program?

The Workforce Solutions Upper Rio Grande Business Services Unit is designed to assist employers in developing, attracting, hiring and retaining a quality workforce in the Workforce Solutions region. The unit also assists employers with promotion and competitiveness of their business.

How do customers qualify?

Employers in the Upper Rio Grande Region

Who can assist the applicants?

Account Executives and Business Support Representatives.

What documents does the customer need to provide?

Employers must have their 9-digit Texas unemployment Insurance Tax account number or 9-digit Federal Employment Identification Number (FEIN)

What services can the customer expect?

Job Placement Orders, Job Fairs, Employee Recruitment, Employee Screenings, Interview Rooms, Testing Areas, Labor Market Information Tax Credit Benefits, Training Grants, Employment and Labor Law Information
All services provided at NO COST to Employers.

What is the process/flow?

An employer may be outreached by an account executive or they can contact the Business Services Unit directly. Once they meet with an account executive, the employer indicates their hiring need by placing a job order with the Business Services staff. Job orders include information specific to the position such as: experience, education, and/or training required, the location of the job, and the salary offered. Employment Services Staff members use the workintexas.com to match qualified job seekers with employer job orders.

Where Customers Go For Help!

See Highlighted CAREER CENTERS

Downtown Office
300 E. Main
El Paso, Texas
915.313.3000

Eastside Office
1359 Lomaland
El Paso, Texas
915.887.2500

Northeast Office
9740 Dyer
El Paso, Texas
915.887.2820

Westside Office
5070 Doniphan
El Paso, Texas
915.887.2730

Ft. Bliss Office
2494 Ricker Road
El Paso, Texas
915.566-8649

Van Horn Office
704 Broadway
Van Horn, Texas
432.283.1170

Alpine Office
710 Holland Ave.
Alpine, Texas
432.837.9800

Fabens Office
206 S.E. 8th Street
Fabens, Texas
915.764-4285

Presidio Office
100 Market
Presidio, Texas
432.229.8327

Ysleta del Sur Pueblo Office
11100 Santos Sanchez
El Paso, Texas
915.872-8648

Top 5 frequently asked questions

- 1. Are services free?**
Yes
- 2. What services can we provide?**
Employers can access any of the services listed above.
- 3. Can I have a wage analysis conducted for a certain positions?**
Yes, we can provide employers with this type of information.
- 4. How fast can they get the people they need?**
It depends on the job availability of jobseekers.
- 5. How can I participate in a job fair or hiring fair?**
Call an account executive and we will work with you to schedule you for the next available job or hiring fair.



Performance Measures

Market Share
Staff created job openings filled



TWIST Funding Code:

N/A



The rules that govern how the program is operated

N/A



Aligned with Strategic Goal(s)

- 5.2 Annually improve the overall customer satisfaction for employers, job seekers and other customer accessing the Upper Rio Grande.
- 3.1 Strengthen alliances with economic development partners to increase the creation of new jobs in the region.
- 3.2 Expand the regional labor market by investing resources in initiatives that integrate the E3 concept (education, employment and economic development).



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