



# EMPLOYMENT SERVICES UNIT

## What is the purpose of the program?

Employment Services (ES) provide job matching and recruitment services. The goal is to match employers with job openings with qualified job seekers.

## How do customers qualify?

Customers who are eligible to work in the U.S. may receive services. (18 yrs. of age)

## Who can assist the applicants?

Employment advisors at Workforce Centers

## What services can the customer expect?

Self service through the automated job matching system; WorkInTexas.com, job matching and referral of job seekers, pre-employment testing and/or skills assessment for employers, Unemployment Insurance Services (UI), labor market information, job readiness workshops, résumé writing assistance, career counseling.

## What is the process/flow?

Information is obtained from job seekers regarding their experience, education, interests, salary expectations, etc. and is entered into WorkInTexas.com job matching system. Qualified job seekers are screened by staff and referred to the employer. Job seekers who have the skills required by specific employers and job openings are referred to the employers.

## What documents does the customer need to provide?

Assisted services- Rights to work in the U.S. (18 yrs. of age)

## 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. What is the current minimum wage?
2. What is the pay for a particular job?
3. Where is the job located?
4. What type of benefits does the job offer?
5. Is it full time employment?

These questions can be answered upon review of individual job postings.

## Performance Measures

Claimant reemployment  
Claimant reemployment within 10 weeks

### NON-CONTRACTED MEASURES:

Entered employment ES (state methodology)  
Entered employment ES (federal methodology)  
Employment retention ES  
Customers served ES  
Average cost per customers served ES

## TWIST Funding Code:

N/A

## The rules that govern how the program is operated

Wagner-Peyser Act 1993 U.S. Code § 49 et seq., Wagner-Peyser Federal Regulations at 20 CFR Part 652, and state law at Texas Labor Code, Chapter 307

## Aligned with Strategic Goal(s)

1.3 Increase the number of Upper Rio Grande customers completing training, attaining educational goals and entering employment at levels equal to or greater than the Upper Rio Grande's target earnings rate.



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