



LOURDES A. LEON GUERRERO
Governor
JOSHUA F. TENORIO
Lieutenant Governor

GUAM DEPARTMENT OF LABOR

DIPĀTTMENTON HUMOTNĀT • David M. Dell'Isola, Director • Gerard A. Toves, Deputy Director
414 West Soledad Avenue, Suite 808-GCIC Building, Hagåtña, Guam 96910 • Tel. No. (671) 475-7044

Buenas Yan Hafa Adai!

Greetings from the Business Service Unit (BSU) of the American Job Center, Guam Department of Labor! We're here to help you grow your business here in Guam.

The Business Service Unit provides a number of services designed to help you develop your workforce. Our services include, but are not limited to:

- Recruitment Services
- Education/Training Services
- Human Resources Services, and
- Other services vital to business growth here in Guam.

We also offer a "Workforce Development Partnership", where businesses can engage in a partnership focused on specific skill development for their operations. By becoming a Work Sponsor, your business could be eligible for training costs paid or incurred by your company.

Also, under the "Guam Registered Apprenticeship Program" (GRAP), your business could be eligible for tax credit incentives equal to 50% of the eligible training costs paid or incurred by your business.

For more information on these programs and how you can enroll in our services please register on HIREGUAM.com or give us a call at: (671) 475-7093/(671) 475-3850 or (671) 475-7000/01, or stop by our offices on the 3rd floor of the GCIC Building in Hagåtña.

We look forward to hearing from you!

Shirley Cruz
Business Service Unit Coordinator





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At the American Job Center, Business Services Unit (BSU), we strive to connect your business to job seekers. Programs funded by the Workforce Innovation and Opportunity Act or WIOA, can help businesses recruit and train employees to enhance their productivity and service. We pre-screen individuals so businesses can be confident they are working with individuals who are willing, ready, and able to get to work.

In Addition to the pre-screening, we also offer several free services for our business sponsors, such as *Labor Market Information, Including labor market data, employment trends, and wage and salary information.*

We offer free access to Guam's largest source of job-ready applicants and an entirely free website where businesses can post job announcements, job fair information, and other employment-related activities and information. We even offer a venue for on-site recruitment and interviews, workshops, and training sessions, free of charge.

Work Sponsorship

Private and public businesses can become "sponsors" to provide hands-on work experience opportunities to program participants. Work sponsors partner with the American Job Center (AJC) in administering work components through participation in three general programs:

- **Work Experience** (Youth), which provides training to individuals in obtaining good work habits and gives them exposure to the world of work.
- **Transitional Jobs** (Adult), which provides individuals with work experience and an opportunity to develop workplace skills within the context of an employee-employer relationship, in which the program provider generally acts as the employer with an opportunity to develop important workplace skills.
- **Limited internship**, a program that provides young adults aged 18 to 21 with opportunities to learn a particular job skill in fields they are interested in, and:
- **On-the-Job Training**, that develops an individual's technical skills in a career field of their choice.

The American Job Center will compensate 100% of wages for participants in Work Experience and Limited Internship programs, and 50% of the participant's wages for On-the-Job Training, with the understanding that the work sponsor will retain the participant of either program at the end of the training period. The American Job Center will review your requirements and make recommendations on what program would best suit your needs based on the information you provide.

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American Job Center: (671) 475-7000/1
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Work Experience (WE) Activity (Youth)

The Work Experience program is a short or part-time activity designed for participants who have never worked, or who have not worked for an extended period of time. Participants will be exposed to the world of work, and learn basic work readiness skills.

A Work Experience participant's training period is for a maximum of 480 hours at the prevailing minimum wage. Participants will be compensated directly through the Government of Guam payroll system. Upon completion of this activity, the participant will move into the next program activity as stated in their Career Strategy Plan.

Transitional Jobs

The Transitional Job program will provide individuals with work experience and an opportunity to develop workplace skills within the context of an employee-employer relationship, in which the program provider generally acts as the employer with an opportunity to develop important workplace skills.

A Transitional Job participant's training period is for a maximum of 480 hours at the prevailing minimum wage. Participants will be compensated directly through the Government of Guam payroll system. Upon completion of this activity, the participant will move into the next program activity as stated in their Career Strategy Plan.

On-the-Job Training (OJT) Activity

On-the-job training is designed for "clients" to be employed and productive while being trained by someone within your company. During this training period, your company will be reimbursed 50% of the client's/participant's payroll costs. The business must provide the same benefits to OJT trainees as their non-OJT/regular employees as a prerequisite to reimbursement qualifications. If the client/participant completes your company's training program, the client becomes a regular employee of your company. That's a "trained" employee at half the cost of training to you.





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Limited Internship (LI) Activity

Our limited Internship Program is open to candidates 16 to 21 years of age. The training period is a maximum of 480 hours at the prevailing minimum wage, and your intern will be compensated directly through the Government of Guam payroll system.

Training can be on a part-time basis (20 hours per week) or a full-time basis (40 hours per week) depending on the participant's school schedule and status.

Once the participant successfully completes your company's training program, he or she becomes a regular employee of your company.

Lastly, there is within the American Job Center, the Guam Registered Apprenticeship Program (GRAP). The Guam Registered Apprenticeship Program is an industry-driven training program that provides workers with an opportunity to "earn and learn" simultaneously.

Apprenticeship trains workers in the skills needed in a specific profession whilst teaching the importance of its application in an actual work environment.

The main goal of the Guam Registered Apprenticeship Program is to "up skill" today's workforce, increase productivity, and retain skilled employees. Participants must be at least 16 years of age (depending on the employer), must be U.S. residents and/or eligible to work in the U.S., and have either a high school diploma or an equivalency (GED). Other qualifications may be imposed as required by the employer.

Tax Credit Program

The Guam Registered Apprenticeship Program provides tax credit incentives to eligible businesses that employ apprentices who are duly enrolled and registered in the program. Eligible businesses are entitled to tax credit against their gross receipts tax liability equal to 50% of the eligible training costs paid or incurred by the business. The Business Services Unit can help guide you through the process of becoming a Registered Apprenticeship Sponsor, or you can contact the Guam State Apprenticeship Agency through the American Job Center.

American Job Center, Guam State Apprenticeship Agency

414 West Soledad Avenue
Suite 300, GCIC Building
Hagåtña, Guam

Ms. Phyllis Topasna, Program Coordinator

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