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HR's Best Friend



For 30 years!  
1980 - 2010

# HR Report

November 2010



**EAF Charter Members were honored during the HR Briefing & Annual Meeting of the Membership!**

*(See page 3 for a complete list of EAF Charter Members.)*

## On the Web



- **Horizon Health Newsletter**  
[http://www.eafmembers.org/Members/eap\\_pubs/eap\\_newsletter.htm](http://www.eafmembers.org/Members/eap_pubs/eap_newsletter.htm)
- **Ford & Harrison Management Update**  
[http://www.eafmembers.org/Members/FH\\_MgtUpdate/2010Management%20UpdateSeptember.pdf](http://www.eafmembers.org/Members/FH_MgtUpdate/2010Management%20UpdateSeptember.pdf)
- **New! EEO/Affirmative Action Newsletter—Thomas Houston associates, inc.**  
<http://www.eafmembers.org/Members/ThomasHouston/tha.htm>
- **New! National Pay Trends Survey Results**  
[http://www.eafmembers.org/Members/SurveyResults/national\\_surveys/NationalWageAdjustment.pdf](http://www.eafmembers.org/Members/SurveyResults/national_surveys/NationalWageAdjustment.pdf)
- **Revised! Human Resources Self-Audit**  
[http://www.eafmembers.org/Members/handbooks/HR\\_SelfAudit.pdf](http://www.eafmembers.org/Members/handbooks/HR_SelfAudit.pdf)

## Special Notices

# Thanksgiving

**EAF will be closed  
Thursday & Friday,  
November 25 & 26, 2010  
for Thanksgiving**



**EAF will be closed  
for Holiday & Staff Vacations  
beginning at noon on Friday, December 17  
and will reopen on  
Monday, January 3, 2011**



# HR Administration

## FLORIDA READY TO WORK!



Florida Ready to Work is a new employee credentialing program that tests – and scores – job skills. It gives jobseekers a competitive edge – a Credential that proves to employers that they have the right skills for the job. For employers, it takes the guesswork out of hiring, saving time and money. Florida Ready to Work is sponsored by the state of Florida, so there is no cost for employers or jobseekers to participate in the program.

### Struggling to find employees with the right skills and the right attitude?

**Florida Ready to Work helps take the guesswork out of hiring. It is a new, FREE employee credentialing program sponsored by the state of Florida. It is free and it will change the way you hire.**

Florida Ready to Work tests job skills. It will help you identify which job applicants have the most potential. Florida Ready to Work jobseekers arrive ready to work with a credential from the state of Florida that shows you what they can do.

Florida Ready to Work gives participating employers a competitive-edge:

- Reduces employee turnover
- Reduces employee training costs
- Saves hiring time and money, increasing productivity and profitability.

You can use Florida Ready to Work to supplement or replace your current employee assessments – for free! And you can use it as a tool to build the skills of current employees and evaluate employees for promotion – for free!

### Become a Florida Ready to Work Employer

Hire the right person, the first time. Use Florida Ready to Work to help you make better hiring and promotion decisions and to reduce your employee turnover and training costs.

It's easy to become a Florida Ready to Work employer:

**RECOGNIZE** the credential, starting today, as proof of job skills and initiative when attached to a resume or presented by a potential employee. Tell your human resources team about Florida Ready to Work and how to use it.

**REQUEST** the credential from job applicants, as you become more familiar with the program. Start including “Florida Ready to Work Credential Preferred” in your job advertising and announcements. If jobseekers don't have the credential, refer them to a local Florida Ready to Work Assessment Site or give the Assessments directly from your office.

**REQUIRE** the credential when hiring or use to evaluate employees for promotion, once you have profiled the job. More and more employers – large and small and spanning many industries – are taking advantage of Florida Ready to Work every day.

Employers like:

- AmeriForce
- BASF
- Brooks Healthcare
- CSX
- Florida Transformer
- PGT Industries
- Ring Power
- And others!

### The Credential and The Assessments

The Florida Ready to Work Credential is a personalized certificate, issued by the state of Florida and signed by the Governor. To earn the credential, a jobseeker must take three Assessments – Applied Mathematics, Reading for Information and Locating Information. These Assessments are different than most others; they test the work skills required for more than 85 percent of all jobs today.

- **Applied Mathematics** — Measures workplace mathematical reasoning and problem-solving skills from basic addition, subtraction, multiplication and division to multiple math functions like calculating percentage discounts and markups.
- **Reading for Information** — Measures reading comprehension and reasoning skills when using written text on the job including memos, letters, directions, signs, notices, bulletins, policies and regulations.
- **Locating Information** — Measures comprehension and application of workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps and instrument gauges.

The Assessments are developed by ACT®, the national testing company best known for the ACT college admissions test, and are proctored, so you can be confident in the results.

To get started, just email [CustomerService@floridareadytowork.com](mailto:CustomerService@floridareadytowork.com) or visit [www.floridareadytowork.com](http://www.floridareadytowork.com).