

YOUR NEXT STEP

Employer Directory





WE CAN HELP

with the cost of training!

Enroll in the Workforce Innovation and Opportunity Act (WIOA) Program for assistance with:

- Books, E-Books, and Training Supplies
- Assistance with E-learning Needs
- Transportation Assistance, Childcare, Uniforms, etc.
- Assistance with Testing and Licensure Fees
- Employment Opportunities while in Training

Eligible Training Programs include but may not be limited to:

A+ Certification	Heavy Equipment Operator	Patient Care Technician
Accounting	HVAC	PC Technician
Automotive Technology	Industrial Electronics	Physical Therapy Assistant
Building Construction	Inventory Control	Production Planning
Building Inspector	Machine Tool	Purchasing
Business	Mechanical Engineering	Radiologic Tech
Cardiovascular Tech.	Mechatronics	SC Manufacturing Certificate
Certified Medical Assistant	Nursing (LPN and RN)	Total Quality Management
Electrical Maintenance	Occupational Therapy Assistant	Truck Driver Training
Electronic Engineering	Paramedic	Welding

For further information call: 864-265-8299.

An equal opportunity program. Auxiliary aids and services available upon request for individuals with disabilities. Telephone Relay Service 711. Stevens Amendment Statement: The Upper Savannah Workforce Development Board offers employment and training assistance through the Workforce Innovation and Opportunity Act (WIOA). The board receives approximately \$1.2 million annually through the federal program administered by the US Department of Labor. All funding is federal.

Your NEXT STEPS Playbook

Ann Skinner, Director of Workforce Development, Upper Savannah Council of Governments

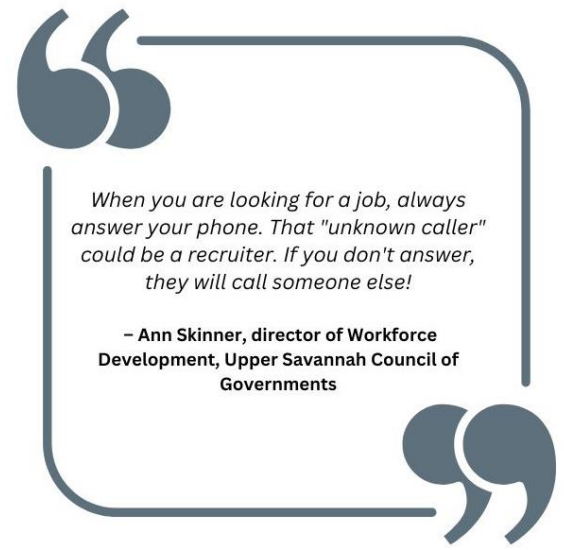
The bad news is there is no one-size-fits all guide to finding a great job. No one will give you a roadmap to your future. The good news is you are in control.

This book is a compilation of job search and career planning tips from a range of sources in the SC Works System. *The most important part of the book is the listing of employers who actively recruit recent graduates.* Explore your options. Pay attention to those who help their workers advance.

Finding a great career is not like buying a lottery ticket. The more work you put into researching opportunities the better your odds of finding something that fits. No one knows you like you.

Getting a great job is not like buying a lottery ticket either. Even in a tight job market, employers can be picky. They select the candidates who are eager, who are willing to learn, and who follow directions. Beat the odds (and the other job seekers). Do your best.

One of the best pieces of advice that I heard about job search is to keep a written record of every job you apply for. Write down every person who helps you. Make notes about interviews and tests.



When you are looking for a job, always answer your phone. That "unknown caller" could be a recruiter. If you don't answer, they will call someone else!

– Ann Skinner, director of Workforce Development, Upper Savannah Council of Governments

Company/Job Position	Action Taken	Contacts	Next Step

Keep following Upper SC Works and log on to www.jobs.scworks.org for up-to-the-minute information about opportunities. Good luck!

Strategies for Earning a Credential Debt Free

Lower your costs – Look for a local state-funded school. You can save by living at home and by not traveling out-of-state for college.

- Pro Tip: Keep your grades up. Most college scholarships require a “B” average. Complete the FAFSA and follow the directions for other forms of aid.

Look for employers who will pay your way – Select employers sponsor apprentices. Some offer tuition reimbursement. Some offer student loan repayment.

- Pro Tip: Use this guide to identify employers who help students.

Work to pay other expenses such as food, gas, clothing – Working while you are in school helps support you but also helps you build your skills. Many people start their careers while working part time.

- Pro Tip: If you are willing to take shifts/days that established workers do not want you can earn more money per hour and get a job faster.

Consider the military or guard

Explore short-term certifications – Pick up a computer certification, become an Emergency Medical Technician, take welding skills tests. Certifications let you earn good money fast. You can continue to go to school while you work.

Check out SC Works partners such as the Workforce Innovation and Opportunity Act program, Vocational Rehabilitation, Community Services Block Grant. Sometimes specialized programs can help pay costs such as books, supplies, travel, and possibility childcare. To get started contact your local SC Works office.

SC Works offers assistance to job seekers. Please contact us at one of our centers:

County	SC Works Centers Not all centers are open every day. Book your appointment at www.upperscworks.com or by calling 864-265-8299.	Adult Education contact numbers	Vocational Rehabilitation contact numbers
Abbeville	864-366-6690, ext. 2291	864-366-4226	864-229-5827
Edgefield	803-637-4029	803-275-4158	803-641-7630
Greenwood	864-265-8299	864-941-5450	864-229-5827
Laurens	864-681-1605	864-938-1524	864-984-6563
McCormick	864-852-3649	803-275-4158	864-229-5827
Newberry	803-276-2110	803-321-2112	803-276-8438
Saluda	864-445-2047	864-445-3346	864-229-5827

Area employers who recruit recent high school graduates

Company name	County	How Do You Hire?	Opportunities		
			Apprenticeship or Internships?	Tuition Reimbursement?	Work around school schedule?
ACS Manufacturing, Inc.	Abbeville	www.acsmanufacturing.com			
Artisan Kitchens	Newberry	www.chooseartisan.com			Yes
Burton Center	Saluda	www.burtoncenter.org			Yes
Carolina Pet Company, LLC	Newberry	Indeed, www.indeed.com	Yes		Yes
City of Abbeville	Abbeville	abbevillecitysc.com and Indeed			
Covington Fabric & Design, LLC	Abbeville	www.covingtonfabric.com		Yes	
Crouch Hardware & Farm	Saluda	Facebook or newspaper			Yes
D&W Fine Pack	Laurens	www.dwfinepack.com/careers/			
DDSN Whitten Center	Laurens	careers.sc.gov			Yes
Edgefield County	Edgefield	edgefieldcounty.sc.gov		Yes	
Elite Home Care, Day Center and Transportation	Laurens	www.elitehomecaresc.com			Yes
ESS	Laurens	jobs.willsubplus.com/			Yes
Executive Services Employment, Inc.	Greenwood	Facebook			
Fukoku America Inc.	Laurens	www.fukoku-rubber.co.jp/	Yes		
Generac	Edgefield	www.generac.com/about-us/careers			Yes

Company name	County	How Do You Hire?	Opportunities		
			Apprenticeship or Internships?	Tuition Reimbursement?	Work around school schedule?
Georgia Pacific	Newberry	www.gp.com/careers	Yes	Yes	Yes
Graphic Packaging International	Newberry	www.graphicpkg.com/careers/		Yes	
Greenwood County	Greenwood	www.greenwoodcounty-sc.gov/apply-for-a-job		Yes	
Greenwood Mills	Greenwood	www.greenwoodmills.com/careers/		Yes	Yes
Greenwood Regional Rehabilitation Hospital	Greenwood	careers.vibrahealthcare.com/		Yes	Yes
Greenwood School District 50	Greenwood	www.gwd50.org			
Hickory Knob State Resort Park	McCormick	careers.sc.gov			Yes
Impresa Building Systems	Greenwood	impresabuildingsystemsofsc.com/careers/	Yes		Yes
Inteplast Group	Laurens	https://www.inteplast.com/			Yes
International Paper	Laurens	ipworksforme.com	Yes	Yes	
KIDS UNLIMITED OF PROSPERITY, INC.	Newberry	Email: kidsunlimitedsc@gmail.com		Yes	Yes
KIDS UNLIMITED TOO!	Newberry	Email: kidsunlimitedtoosc@gmail.com		Yes	Yes
Kneece's Car Care	Newberry	www.kneecesarcare.com	Yes		Yes
Komatsu	Newberry	www.komatsu.com		Yes	
KSC Logistics Inc	Abbeville	Indeed	Yes		Yes
Lakelands YMCA	Greenwood	lakelandsymca.org			Yes
Lakelands YMCA	Laurens	lakelandsymca.org			Yes

Company name	County	How Do You Hire?	Opportunities		
			Apprenticeship or Internships?	Tuition Reimbursement?	Work around school schedule?
Laurens Electric Cooperative	Laurens	Visit SC Works Centers	Yes	Yes	
Laurens School District 55	Laurens	laurens55.tedk12.com/hire/			
Lawson Tree Service LLC	Newberry	www.lawsontreeservices.com			
Lee Builders, Inc.	Newberry	www.leebuildersonline.com			Yes
Legacy Chevrolet	Greenwood	Indeed, Facebook www.shoplegacychevrolet.com/			Yes
Lindler's Construction of SC	Newberry	www.lindlers.com/careers			
Little River Electric Cooperative Inc.	Abbeville	www.lreci.coop	Yes	Yes	Yes
Lonza	Greenwood	www.lonza.com/careers	Yes	Yes	
Maclean Power Systems	Newberry	us63.dayforcehcm.com/CandidatePortal/en-US		Yes	Yes
Malouf	Laurens	www.MaloufCompanies.com/Careers/			
Manpower	Greenwood	manpwr.com	Yes		Yes
Martha Franks Retirement Community	Laurens	www.marthafranks.com/		Yes	Yes
McCormick Commission of Public Works	McCormick	www.mccormickcpw.com/		Yes	
McCormick Post – Acute	McCormick	Indeed		Yes	Yes
Milliken & Company	Laurens	careers.milliken.com/	Yes		
MM Technics LP	Newberry	www.mm-technics.com			

Company name	County	How Do You Hire?	Opportunities		
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Motor City Racks	Laurens	motorcityracks.com/employment			Yes
NAPA Auto Parts	Saluda	Indeed and in person			Yes
Newberry County	Newberry	www.newberrycounty.net			
Nucor Insulated Panel Group	Laurens	nucor.com/careers		Yes	
O'Reilly Auto Parts	Edgefield	corporate.oreillyauto.com/onlineapplication/careerpage			Yes
Pioneer Frozen Foods	Newberry	chg.com		Yes	
Pragma Home Healthcare	Laurens	www.pragmahomehealth.net			Yes
Quality Chrysler, Nissan, & Kia of Greenwood	Greenwood	Indeed	Yes		
QuikTrip Corporation	Laurens	www.quiktrip.com		Yes	Yes
Red Seal Measurement	Greenwood	www.redsealmeasurement.com	Yes	Yes	Yes
Roper Staffing	Laurens	www.ropersstaffing.com/job-seekers		Yes	Yes
Sage Automotive Interiors Abbeville Plant	Abbeville	Can apply in person	Yes		
Sage Automotive Interiors Sharon Plant	Abbeville	Can apply in person	Yes		
Saluda Nursing & Rehab Center	Saluda	www.saludanursing.org/careers		Yes	Yes
Savannah Lakes Village & Golf Clubs	McCormick	www.savannahlakes.com/about/careers			Yes
Self Regional Healthcare	Abbeville	www.selfregional.org/careers	Yes	Yes	Yes
Self Regional Healthcare	Edgefield	www.selfregional.org/careers	Yes	Yes	Yes

Company name	County	How Do You Hire?	Opportunities		
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Self Regional Healthcare	Greenwood	www.selfregional.org/careers	Yes	Yes	Yes
Self Regional Healthcare	Laurens	www.selfregional.org/careers	Yes	Yes	Yes
Self Regional Healthcare	McCormick	www.selfregional.org/careers	Yes	Yes	Yes
Self Regional Healthcare	Newberry	www.selfregional.org/careers	Yes	Yes	Yes
Self Regional Healthcare	Saluda	www.selfregional.org/careers	Yes	Yes	Yes
Sinclair Management Inc.	Laurens	www.subway.com			Yes
Sizemore Inc.	Greenwood	www.sizemoreinc.com	Yes		Yes
Smith & Waters, Inc.	Greenwood	www.smith-waters.com			Yes
Smith Motor Company, Inc	McCormick	Facebook and local newspapers			
Stoll Industries	Abbeville	www.stollindustries.com	Yes		
Teknor Apex Company	Laurens	www.teknorapexcareers.com	Yes	Yes	
Theraflex	Abbeville	Indeed	Yes		
Town of Saluda	Saluda	www.townofsaluda.com/jobs			
Triangle True Value Hardware// Faithway Inc.	Greenwood	In person			Yes
Uldrick Builders LLC	Greenwood	www.uldricbuilders.com	Yes		Yes
USFibers	Edgefield	Indeed			
VELUX Greenwood LLC	Greenwood	www.veluxusa.com/careers		Yes	Yes
Vintage Elements	Greenwood	Facebook, listed as scfrenchoak			Yes

Company name	County	How Do You Hire?	Opportunities		
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Walmart Distribution	Laurens	careers.walmart.com		Yes	
Wesley Commons	Greenwood	wesleycommons.org/careers/		Yes	Yes
Whitfield Arbor & Landscape	Edgefield	Facebook			Yes
ZF	Laurens	jobs.zf.com as well as the following staffing companies: HTI: www.htijobs.com Trigo Group: www.trigo-group.com Staffmark: www.staffmark.com Hire Dynamics: hiredynamics.com	Yes	Yes	Yes



LABOR MARKET INFORMATION

THE LABOR MARKET INFORMATION DIVISION SUPPORTS SOUTH CAROLINA'S BUSINESSES, ITS WORKFORCE AND ECONOMIC DEVELOPMENT SYSTEM, THE WORKERS OF TODAY AND TOMORROW, AND BRIDGING THE GAP BETWEEN LABOR MARKET INFORMATION AND OUR STUDENTS TO AID IN MAKING BETTER EDUCATION AND CAREER CHOICES.



JOB JOURNEY: VARIOUS CAREERS AVAILABLE AND DETAILED INFORMATION (WAGES, EDUCATION, ETC.)



O*NET: A FREE ONLINE DATABASE THAT CONTAINS HUNDREDS OF JOB DEFINITIONS TO HELP STUDENTS, JOB SEEKERS, BUSINESSES, AND WORKFORCE DEVELOPMENT PROFESSIONALS TO UNDERSTAND TODAY'S WORLD OF WORK IN THE UNITED STATES.



SCOIS/REALITY CHECK: A FREE SOUTH CAROLINA'S OFFICIAL COLLEGE AND CAREER READINESS PLATFORM WITH AN ACTIVITY ABOUT "REALITY CHECK" (THE COST OF LIVING CALCULATIONS BASED ON THE CAREER AND LIFESTYLE)



MORE YOU EARN: HIGHLIGHTS THE EDUCATION LEVEL AND SALARY TO BE MADE:



LMI/OCCUPATION GAMES: VARIOUS GAMES (WHAT'S THE DIFFERENCE, CROSSWORD PUZZLES, WORD SEARCH, ETC.)



DOL: ADMINISTRATION OF FEDERAL LAWS GOVERNING OCCUPATIONAL SAFETY AND HEALTH, WAGE AND HOUR STANDARDS, UNEMPLOYMENT BENEFITS,

10 Steps of a Job Search

<https://scworks.org/jobseeker/find-job/ten-steps-job-search>

1. Plan Your Time

Make a "to do" list outlining everything you will need to look for a job.

2. Identify Occupations

Make a list that explains your experience to identify jobs that use your talents.

3. Identify Employers

Ask friends, relatives, etc. to help you find job openings. Visit your local SC Works.

4. Prepare Materials

Assemble a job search kit that includes: pens, notebooks, resume copies, applications, experience list, Social Security Card, and photo ID.

5. Contact Employers

Review job announcements to determine how your skills apply to the open position. Fill out employers' applications or call employers directly.

6. Prepare for Interviews

Learn about the company you are interviewing with. Practice answering possible questions.

7. Go to Interviews

Dress for success for the interview. Be clean, concise, and positive and remember to thank the interviewer.

8. Evaluate Interviews

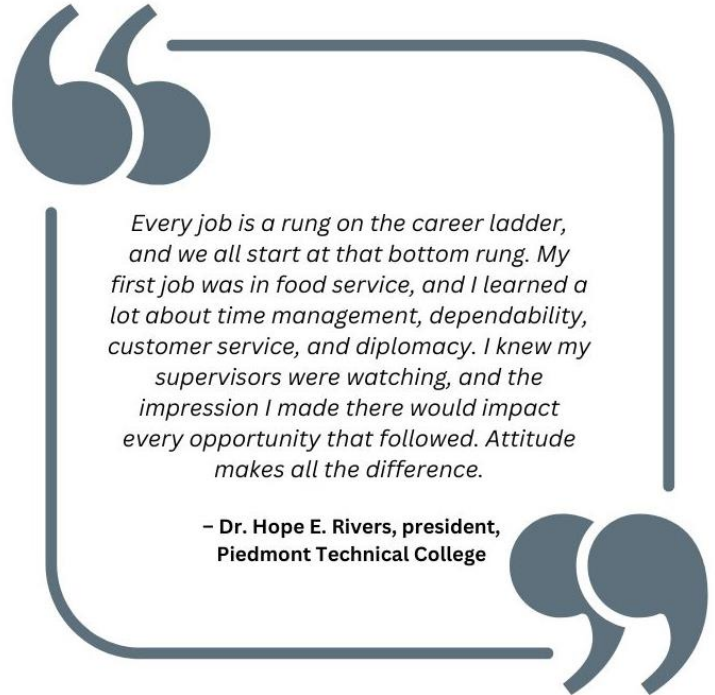
Send a thank you letter within 24 hours of the interviewing letting the interviewer know that you appreciated their time and are looking forward to hearing back from them.

9. Take Tests

If there are any tests you have to take in order to evaluate your job skills, brush up on your skills and be confident and relaxed.

10. Accept the Job!

Be flexible regarding salary, but don't sell yourself short.



Resume and Cover Letter Development

<https://scworks.org/jobseeker/find-job/resume-and-cover-letter-development>

Your resume is what helps set you apart from other applicants. Generally, there are no rules to be followed when formatting your resume, but rather certain information that needs to be included like your work skills and past experiences that qualify you for the position that you are applying for.

Some general guidelines to follow when writing your **resume** include:

- Place your name at the top of the page on its own line.
- Include a professional email address that you check often.
- Provide position titles and descriptions.
- Tailor your resume so that it is appropriate for the position that you are applying for.

A **cover letter** is your first impression with an employer and provides you with an opportunity to direct attention to specific parts of your resume that relate to the job opening.

Some things to consider when writing your cover letter are:

- Make your cover letter specific to the job that you are applying for.
- Proofread your cover letter.
- Talk about work experience that would be beneficial for the employer to know about before looking at your resume.

For specialized assistance developing your resume and cover letter, visit your local SC Works Center.



Interviewing Tips: Preparing to Meet Your Next Employer

The purpose of an interview is to sell yourself to your potential new employer. Here are a few tips to help guide you through an interview.

Do your homework

- Google the company's website. Is it independently owned, part of a regional or national chain, and if so, where are other locations? What is its main product? Are you focusing on an industry and an occupation that are growing, and therefore offer much greater possibilities for advancement and compensation?

First Impressions

- Make sure to dress for success. If you need assistance with organizations or resources for interview outfits, a representative in the SC Works center can help with recommendations depending on the company. You will impress people with your preparation and your manners. Introduce yourself, shake hands, maintain good eye contact with focused attention, speak slowly and avoid slang.



Practice Makes Perfect

The best way to prepare for an interview is to role play. Grab a friend or relative and have them play the interviewer. The more you practice, the more comfortable you'll feel in the actual interview. A few tips to help you answer questions effectively include:

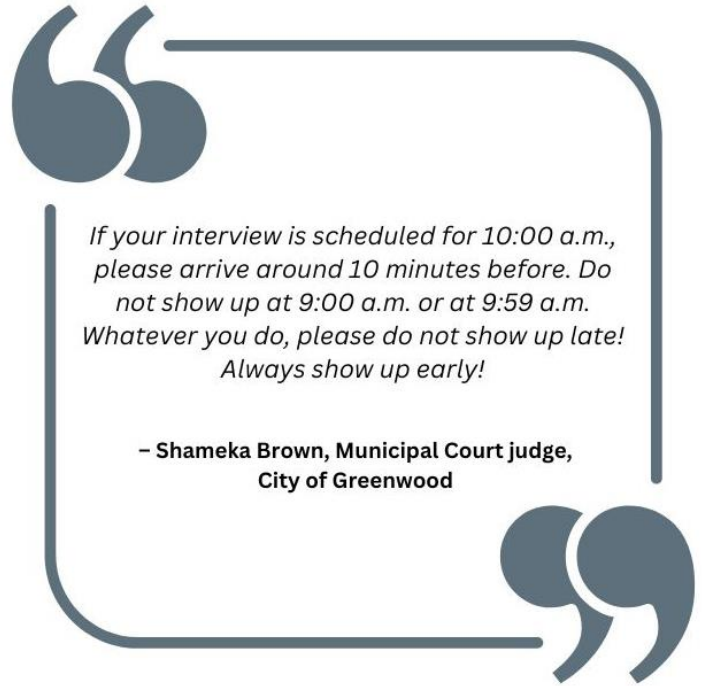
- Make sure to answer questions thoroughly – not just a yes or no response.
- However, make sure not to ramble on and on. Answer the question completely, but be concise.
- To ace an interview, brainstorm your responses– making sure your answers truly reflect you and are related to the job you want, and then rehearse them again and again. You need short, honest and to-the-point answers.
- Listen to yourself as you answer. It is one thing to know an answer in your head and another to say it out loud. Does your answer make sense? Ask your helper if they have any suggestions.

Interviewing Tips: You Should Ask Questions Too

Individuals conducting an interview will usually ask a candidate if they have any questions. You might think of specific questions about the job during the interview conversation, however, you should always have a few general questions prepared. If they invite you to ask questions, you should definitely ask something – it shows interest and investment in their company. Some examples include:

- Can you tell me more about the job duties for this position?
- How would I be trained?
- How would my job success be tracked or rated?
- Can you tell me if this is a new job or why this job is open?
- You also need to ask a question that will help you understand – and also convey to the hiring manager – your concern about the opportunities for professional growth and advancement. The impression you want to give is that you are ambitious and want to move ahead. This is a crucial question: Did the people before you leave because they could not move up within the organization, or does the vacancy exist because this position is watched for promotion opportunities?

For more tips on interviewing and following up after the interview, visit <https://scworks.org/jobseeker/find-job/how-prepare-meet-your-next-employer>



www.facebook.com/upperscworks



Upperscworks.com

Congratulations Class of 2023!!

SC Works offers assistance to job seekers. Please contact us or one of our partners listed below:



www.upperscworks.com



www.scvrd.net



www.gleamnsshrc.org



www.jobcorps.org



www.dew.sc.org



www.ed.sc.gov



www.goodwillsc.org



www.dss.sc.gov

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Maybe you're paying for college out of your own pocket, and you want to save on the first two years of your bachelor's degree. Maybe you're already working and need flexible classes that can accommodate a part-time or full-time schedule. Maybe you're interested in entering the workforce quickly and want career assistance to help identify your next steps. Whatever questions you have, Piedmont Technical College can help you find the path to a successful future.

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620 N. Emerald Road
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(800) 868-5528

ABBEVILLE COUNTY CAMPUS
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Abbeville, South Carolina
(864) 446-8324

MCCORMICK COUNTY CAMPUS
1008 Kelly Street
McCormick, South Carolina
(864) 852-3191

EDGEFIELD COUNTY CAMPUS
506 Main Street
Edgefield, South Carolina
(803) 637-5388

SALUDA COUNTY CAMPUS
701 Batesburg Highway
Saluda, South Carolina
(864) 445-3144

NEWBERRY COUNTY CAMPUS
1922 Wilson Road
Newberry, South Carolina
(803) 276-9000

LAURENS COUNTY CAMPUS
663 Medical Ridge Road
Clinton, South Carolina
(864) 938-1508

CENTER FOR ADVANCED MANUFACTURING
109 Innovation Drive
Laurens, South Carolina
(864) 682-3702

For more info, visit www.ptc.edu
or call (855) 446-3864.

