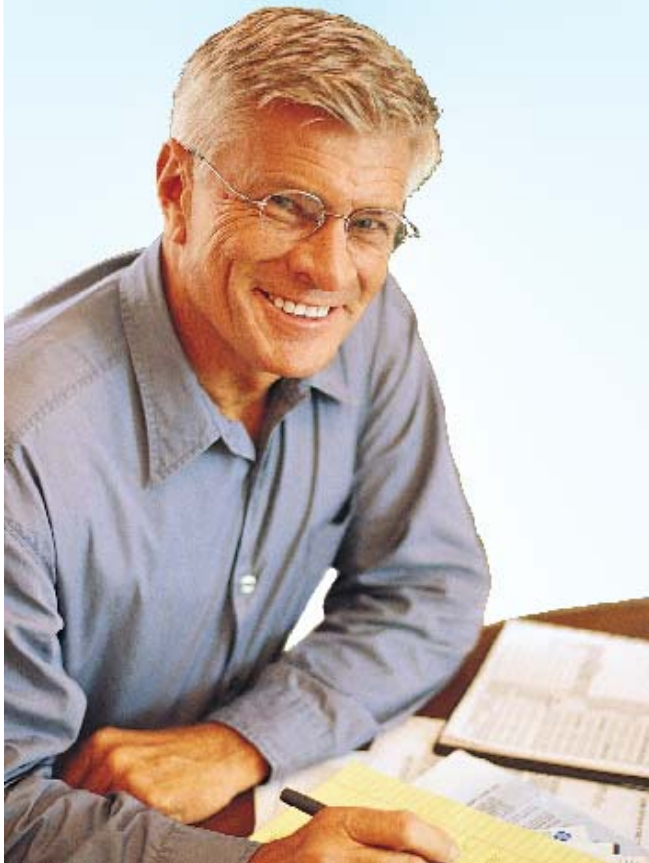


Providing services to help
businesses
grow in southern West Virginia

Drug & Alcohol Testing
Background Investigations
Company Newsletters
Employee Manuals
Exit Interviews
Customer Satisfaction Surveys
Turn-over Analysis
Special Projects
Employment/ Education Verification



Service Schedule

Service	Performed at the Customer Site	Performed at a One-Stop Office
<u>Drug & Alcohol Testing* ***</u>		
Top 5 (THC, Cocaine, Meth, PCP, and Oxycodone/Morphine based pain medications)	From \$18 per test (Based on number of tests)	From \$15 per test (Based on number of tests)
Top 10 (add Amphetamines, Barbiturates, depressants, Methadone and Opiates)	From \$23 per test (Based on number of tests)	From \$18 per test (Based on number of tests)
<u>Background Investigations*</u>		
Level I	\$40	
Level II	\$60	
Level III	\$115	
Level IV	\$200	
<u>Employee Manuals</u>		
Basic	\$500 plus production costs	
Intermediate	\$800 plus production costs	
Advanced	\$1000 plus production costs	
Comprehensive	\$2500 plus production costs	
Exit Interview**	\$15 per interview	
Customer Satisfaction Surveys	\$7 per survey	
Employment and Education Verification	\$20 per employee	
<small>*Prices shown are based on the lowest cost and may increase based on tier pricing **Minimum numbers may apply *** Some industries require additional fees Turn-over Analysis, Special Projects, Company Newsletter are Priced Individually</small>		

Region 1 WORKFORCE West Virginia

Visit us on the WEB at:

www.region1workforcwestvirginia.org

or call: **1-866-316-8278**

Region 1

WORK FORCE
West Virginia
USA

Services
designed to:

- Increase Profit
- Improve Efficiency
- Reduce Turnover

IN BUSINESS
FOR
BUSINESS

Employee Manuals

If your company needs to develop or update an Employee Manual, we can provide an economical and effective approach to design and implement new Employee Manuals. The content of the manual can range from basic to comprehensive.

Company Newsletter Production

Our staff can compile company news, special events, production goals and accomplishments, employee promotions and human interest stories to keep your workforce, customers and vendors informed.

Exit Interviews

Many companies have been faced with an employee leaving for a "reported" reason only to become the target of a lawsuit stating an entirely different reason for leaving. By conducting an independent interview you can make sure that your company gets an unbiased

report based on the former employee's perspective.



Drug & Alcohol Testing

Pre-employment drug-screens, reasonable suspicion, random and return-to-work drug screens are valuable tools used to minimize workplace accidents, workplace violence, employee theft and enhance customer service. We can arrange on-site drug and alcohol testing as well as testing at any of the One-Stop offices.

Background Investigations

One of the best tools available to a business is the ability to conduct background investigations on applicants. Select from four different levels of background checks so you can choose the necessary level of protection for your company.

Visit us on the web at:

www.region1workforcewestvirginia.org

or call:

1-866-316-8278



Special Projects

Planning special events, developing a safety plan, or other projects that your company may need is time consuming. Our staff can provide resources to assist, coordinate, and execute your company's special project(s).

Customer Satisfaction Surveys

We have the resources to conduct independent interviews with your customers. The survey will provide a report that allows your company to make informed decisions on products, services, processes, policies and personnel to better serve your customers.

Turn-Over Analysis

A company can experience high employee turn-over conditions. Our in-depth, on-site analysis will provide comprehensive reporting on the cause and suggested solutions to the turn-over issues.

As required by State and Federal Laws and Regulations, the Region 1 WORKFORCE West Virginia Career Center system does not discriminate on the basis of sex, race, color, religion, handicap condition, marital status, or national origin in employment or in its educational programs and activities. Auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats will be made available upon request.

