WorkforceLinkSF Procedures

Department: Office of Economic & Workforce Development	Effective Date: July 1, 2022

OEWD wants to ensure all workforce development partners have the additional resources to **achieve placement goals, and provide opportunities with upward mobility to clients.**

The Business Services Unit at OEWD works closely with employers hiring in San Francisco. This includes businesses who are part of the First Source Hiring Program which asks participating businesses to share entry-level jobs with our department 10 days before they are shared publicly.

The Business Services Unit is a guide to registering and accessing WorkforceLinkSF, the City's job matching database for clients. Workforce development partners can register on the website.

Benefits of WorkforceLinkSF:

- Through WorkforceLinkSF, job seekers can easily search for jobs and get assistance from the Business Services to monitor their job applications.
- OEWD grantee partners can also utilize WorkforceLinkSF to share their own job openings with the local community by registering and adding their jobs to the database.
- **Links to video tutorials can be found here. Learn step-by-step how to maximize the experience with WorkforceLinkSF.**

Other Resources Business Services Provides to OEWD Grantee Partners:

- Make introductions for career advisors and job developers on staff teams to employers hiring.
- Sign-up for OEWD's Job Board.
- Get support to promote hiring events on OEWD's Job Board.
- Attend an Employer Spotlight meeting to hear from employers hiring seeking local candidates.

Interested staff members can reach out to the Business Services Unit at business.services@sfgov.org with any questions and to learn more about their resources to help clients get hired.

INQUIRIES

Inquiries should be addressed to the OEWD at 415-701-4848 or workforce.development@sfgov.org.

OEWD and its service providers shall follow this procedure. This procedure will remain in effect from the date of issue until such time that a revision is required.