



HR HAPPENINGS...

Brought to you by the Human Resource Development Committee

In this Issue:

- Sussex County Workforce
- Recruiting Top Talent
- Conducting an HR Audit



SNOWMAN AT A JOB INTERVIEW.

Too Many Unemployed and Not Enough Jobs in Sussex County (4th Quarter 2018)

Data from the New Jersey Department of Labor and Workforce Development, for October through December 2018, reveals a 3.2% unemployment rate and a supply mismatch in Sussex County. Of the 2,543 claimants, the greatest number of claimants reported former employment in the Professional and Business Services sector, followed by the Construction, Trade, Transportation and Utilities sectors. Positions held included Services, Construction/Extraction, Transportation/Materials Moving, and Professional Occupations. Characteristics of the claimants include: less than half have earned a high school diploma, less than a quarter have some college or an associate degree, and less than a quarter hold a bachelor's degree or greater. Wage data indicates 48% of the claimants earned between \$10,000-30,000 per year and only 13% earned \$80,000 or more. In contrast, only 690 job openings were posted during this period. Sectors posting the greatest number of job openings during this quarter include Finance and Insurance, Health Care and Social Assistance, Retail Trade, and Transportation/Warehousing. Atlantic Health Systems, Selective Insurance, Varsity Tutors, United Parcel Service Inc., Shipt, Thorlabs Inc., Crystal

Springs Resort, Home Depot Inc. and Lowe's Companies Inc. posted the greatest number of job openings.

Profile of UI Claimants

Age of Claimants	Number Of Claimants	Percent
Under 25	129	5.1
25-34	503	19.8
35-44	429	16.9
45-54	580	22.8
55-64	651	25.6
65 and over	206	8.1
Missing Data	45	1.8

To review the reports, go to www.mswwdb.org and select the resource tab.

Email Human Resource Questions for a confidential response to ASKHR@suscountychamber.org

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Page Two



Need help recruiting for your small business? "5 Strategies Every Small Business Can Use to Recruit Great Talent" suggests telling a great story about your company — describe how your business can provide opportunities for meaningful work to potential candidates. To learn more about the other helpful strategies, [click here](#).



"We can't replace your old computer. That would be age discrimination."

Time for an HR Audit...

Whether your company has 3 or 300 employees, it's important to regularly review your human resource practices to ensure that they are in compliance with local, state and federal laws and to prevent potential liabilities and lawsuits.

Some things to consider:



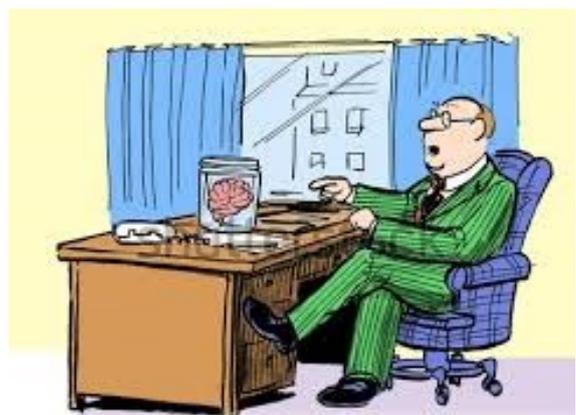
- Hiring Practices adhere to all state and federal laws. For example, employment applications do not ask about an applicant's prior criminal background and this is not asked at the initial stages of the application process.
- Payroll practices are consistent with the Fair Labor Standards Act and state laws that are more favorable to employees and jobs are correctly classified as being exempt or non-exempt.
- Employee benefit plans comply with requirements under federal and state law, including healthcare reform notices. Leave policies and procedures are reviewed on a regular basis.
- All policies and procedures comply with federal and state labor laws, including equal opportunity, sexual harassment, and workplace safety. Employees have a handbook that provides an overview of your organization's policies and procedures.

Want a chuckle? Click [here](#) to watch "A Millennial Job Interview" on YouTube.



At just under 3 minutes in length, the video pokes fun at the millennial generation.

- Performance Reviews are conducted on a regular basis and the systems in place for measuring performance are equitable.
- Policies related to disciplinary action and investigations are clearly defined, written and communicated to employees. Investigations are timely and the results documented.



"We've been looking to hire some young brains."