

## FOR EMPLOYERS

### EMPLOYER-ASSISTED HOUSING

When visiting with job-seekers here at the Williston Job Service office, one issue often inquired about is housing. With the current housing market, finding a place to live can be a challenge. However, some area employers have made an attempt to help their employees with a program called Employer-Assisted Housing.

#### ***What is Employer-Assisted Housing?***

According to [www.realtor.org](http://www.realtor.org), Employer-Assisted Housing (EAH) is a term used to describe a variety of housing benefits employers can offer to help their workforce afford homes. Employers working in partnership with their communities can help to address the affordable housing shortage resulting in a stable workforce and a healthy local economy.

With an EAH program, the employer offers the employee a benefit, often in the form of a forgivable, deferred, or repayable second loan, grant, a matched savings plan, or home-buyer education that helps the employee prepare for homeownership.

#### ***What are the Benefits of Employer-Assisted Housing?***

Employer-Assisted Housing benefits both the Employer and the Employees. Through an EAH program, employees may receive assistance with a number of obstacles to homeownership, including cash at closing, affordability, and understanding the home buying process.

With the current housing market that some areas in North Dakota are experiencing, many job-seekers are looking for some form of housing assistance. For Employers, establishing an EAH program will give the company a cutting-edge benefit that sets them apart from their competition.

In addition to being a unique benefit to draw potential employees, Employer-Assisted Housing can also be a financial benefit. An EAH program can be a cost-effective way to help improve employee recruitment, retention, productivity, and morale, thereby improving the employer's bottom line.

#### ***How do I get started?***

If you would like more information on how to begin the process of creating an Employer-Assisted Housing Program, the following organizations are excellent resources:

#### **FannieMae Foundation**

1-800-732-6643  
[www.fanniemae.com](http://www.fanniemae.com)

#### **North Dakota Housing Finance Agency**

1-800-292-8621  
[www.ndhfa.org](http://www.ndhfa.org)



## On-The-Job Training

Have you ever interviewed a job seeker that would fit your business, but lacked the training?

On-the-Job Training (OJT) provides employers with direct financial benefits to train potential employees lacking the necessary skills, experience, or education to fill available positions. Additionally, the benefits extend to promoting current employees by training them at work.

Employer Benefits Include:

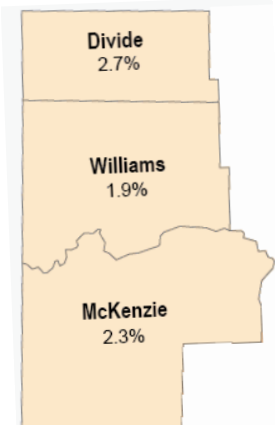
- A portion of the employee training costs are reimbursed - up to 50% of wages.
- Employers have the opportunity to train potential employees to meet their business needs.
- Employers can expand or upgrade their workforce.

For more information on OJT Opportunities, contact your local Job Service.

### Local County Unemployment Rates

May 2010

[www.ndworkforceintelligence.com](http://www.ndworkforceintelligence.com)



## FOR JOB SEEKERS

### EMAIL ETIQUETTE WITH EMPLOYERS

With the popularity of the internet and electronic communication, it is no surprise that email has become a common means of both communication and application for employers and job-seekers. Just like any other application method, it is important to take the time to ensure a good first impression. The following tips will help you make the most of your email correspondence and applications.

#### 1. A Professional Email Address

Stop for a moment and think about what kind of impression your email address is presenting. While cute or candid email addresses may be enjoyed by friends and family, they may send the wrong impression to employers. If you are going to be communicating with employers via email, consider establishing a job-seeking email account through a free email service provider. That way, you can still be hotdawg76 to your friends, but employers will see you as johnjones, a more professional first impression.

#### 2. Wait to Fill the "To:" Email Address Box

When composing an email to send to an employer, you want to make sure that it is as perfect as it can be before sending it out. As it is with any written correspondence, reviewing your work for spelling and grammar errors is highly encouraged. By leaving the "to" email address box empty until you are ready to send your email, you will avoid accidentally sending an email that may not be complete or correct.

#### 3. Make Use of the Subject Line.

Employers, just like job-seekers, can get many unwanted emails each day. By providing a descriptive subject line, you can help employers identify your email as an application or communication rather than junk mail. If you are applying for a position, let the employer know which position. If you are responding to a previous communication, mention the subject of the conversation.

#### 4. Don't Leave the Message Body Blank

Would you mail a blank piece of paper to someone? If you are leaving the body of your email empty, that is exactly what is happening. When emailing an attachment, such as a resume, using the message body as a cover letter can be helpful by informing the employer of the purpose of your email.

Finally, If you do not currently have an email address, consider establishing one. There are many free email service providers on the internet. If you would like assistance in establishing an email address, or in any other job-seeking activities, contact your local Job Service. They will be happy to assist you in your job search.



Job Service Office Hours:  
7:30am - 5:00pm  
Monday - Friday

Job Service will be closed for the following holidays:

Monday, July 5 - Independence Day



#### Job Service North Dakota

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#### Phone:

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1-800-247-0989

#### Fax:

(701) 774-7925

#### TTY Relay:

1-800-366-6888

*We're on the Web!*

[www.jobsnd.com](http://www.jobsnd.com)

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