

YOUR NEXT STEP

Employer Directory



SC WORKS | BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER
MIDLANDS

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www.scworksmidlands.org

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

Accounting

Automotive Technology

Cardiovascular Tech.

Carpentry

Certified Medical Assistant

Electrical Maintenance

Electronic Engineering

CNC Operator

Computer Technician

Emergency Medical Technician

Heavy Equipment Operator

HVAC

Industrial Electronics

Industrial Mechanical

Maintenance Tech.

Lean Six Sigma

Nursing (LPN and RN)

Paramedic

Patient Care Technician

Plumbing

SC Manufacturing Certificate

Sterile Processing Technician

Truck Driver Training

Veterinary Assistant

Welding

For further information, call: 803-978-0190.

An equal opportunity program. Auxiliary aids and services available upon request for individuals with disabilities. Telephone Relay Service 711. Stevens Amendment Statement: The Midlands Workforce Development Board offers employment and training assistance through the Workforce Innovation and Opportunity Act (WIOA). The board receives approximately \$3.1 million annually through the federal program administered by the US Department of Labor. All funding is federal.

Your NEXT STEPS Playbook

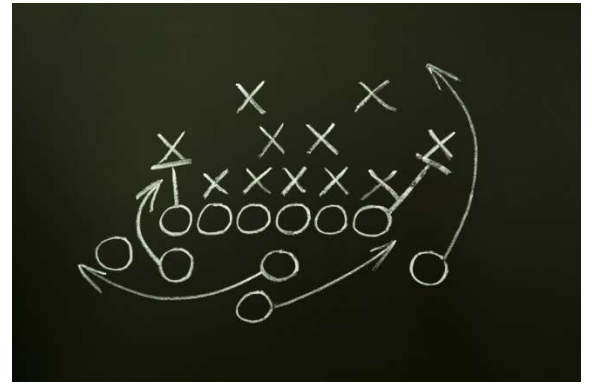
The bad news is there is no one-size-fits-all guide to finding a great job. No one will give you a roadmap to your future. The good news is you are in control.

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 eager candidates, 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 about job searching 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.



Company/Job Position	Action Taken	Contacts	Next Step

Keep following Midlands SC Works at www.scworksmidlands.org 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 at least 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 who 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, and 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, or 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, and the Department of Social Services. Sometimes specialized programs can help pay costs such as books, supplies, travel, and possibly 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 or by calling 803-978-0190.	Adult Education contact numbers SC Dept of Ed. Call 803-734-8347	Vocational Rehabilitation contact numbers
Columbia	803-978-0190	803-343-2939/ 803-736-8787	803-896-6040
Lexington	803-359-6131	803-821-2950/ 803-739-4048/ 803-532-1012	803-896-6040
Fairfield	803-815-0627 / 803-635-2812	803-635-5835	803-896-6040

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?
1720 Professional Cutlery Sharpening Service LLC	Lexington	https://1720sharpedges.com/contact-us_Referral	No	No	Yes
Airport High School	Lexington	www.lex2.org	No	No	Yes
Alvin S. Glenn Detention Center	Richland	https://richlandonline.wd5.myworkdayjobs.com/richlandcountygovcareers	No	No	No
Babcock Center	Lexington/ Richland	www.babcockcenter.org	No	Yes	Yes
Bald Cypress Builders LLC	Lexington	https://www.baldcypressbuilders.com/	No	No	No
BELFOR	Lexington	belfor.com	No	No	Yes
Bella Clinical Care	Lexington	https://12658.axiscare.com/	Yes	No	Yes
Bella Home Care	Lexington	https://12658.axiscare.com/	Yes	No	Yes
BGSF	Lexington	www.bgsf.com	Yes	No	Yes
Blanchard Machinery	Lexington	https://www.blanchardmachinery.com/about/careers	Yes	No	No
BlueCross BlueShield of South Carolina	Richland	www.southcarolinablues.com/careers	No	Yes	No
BOMAG Americas, Inc.	Fairfield	https://recruiting.paylocity.com/recruiting/jobs/All/72ebb92d-7021-43ae-aad3-b2ca11e79f59/BOMAG-AMERICAS-INC	Yes	Yes	Yes
Boys & Girls Clubs of The Midlands	Richland	www.begreatacademy.org	No	No	Yes

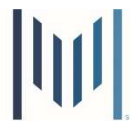
C A Johnson High School	Richland	https://www.applitrack.com/richlandone/onlineapp/	No		Yes
Canteen	Richland	https://www.canteen.com/careers/	No	Yes	Yes
Carolina Encouragement Center	Williamsburg	Cecworks.org	Yes	No	Yes
Chick-fil-A Bush River Road	Richland	https://app.higherme.com/companies/6282c6cf8d61a	No	No	Yes
Christian Brothers Automotive Lexington	Lexington	https://www.cbautojobs.com/	Yes	No	Yes
City of Cayce	Lexington	https://caycesc.gov/employment.php	No	No	No
City of Columbia Parks and Recreation Department	Richland	https://columbiasc.csod.com/ux/ats/careersite/1/home?c=columbiasc	No	No	Yes
CMC	Lexington	https://jobs.cmc.com/	Yes	Yes	Yes
Columbia Urban League Inc.	Richland Lexington	https://culsc.org/contact-us/	Yes	No	Yes
Columbia Urban League, Inc. Summer Intern	Richland	Summer Employment Application	No	No	No
Connection Workforce Development Center	Richland	www.SCCWDC.org	No	Yes	Yes
Connections Workforce Development Group	Richland	Connectionsworkforce@gmail.com	No	No	No
ConverSpace	Richland	www.theconverspace.com	No	No	Yes
Cool Care Heating, Air, Plumbing & Refrigeration	Richland	CoolCareHVAC.com	Yes	No	No
Devro	Calhoun	https://www.devro.com/careers/	No	No	
Empowered To Win Leadership	Richland	www.empoweredtowin.com	No	No	Yes
ESS	Anderson	www.ESS.com	No	No	Yes
ESS - Anderson District 1	Anderson	Www.ess.com	No	No	Yes
ESS- Anderson 4	Anderson	www.ESS.com	No	No	Yes
ESS, LLC	Fairfield	www.ESS.com	No	Yes	Yes
Extraordinary Headhunters LLC	Richland	www.ehhlcstaffing.com	Yes	Yes	Yes

Fairfield Co. Disabilities and Special Needs Board	Fairfield	Indeed.com, paper applications	No	No	Yes
Fairfield County Detention Center	Fairfield	https://www.fairfieldsc.com/job-openings/	No	No	No
First Community Bank	Lexington	https://www.firstcommunitysc.com/careers	No	No	No
FN America LLC	Richland	www.fnamerica.com/careers	Yes	Yes	Yes
Foremost Pipeline	Calhoun	https://foremostcareers.com/	Yes	No	No
Georgia Pacific	Newberry	gp.com/careers	Yes	Yes	Yes
Growing Home Southeast	Lexington	Growinghomese.org	No		Yes
Hacker Industries Inc.	Fairfield	Recruit	No	No	No
Heyward Career and Technology Center	Richland	https://www.applitrack.com/richlandone/onlineapp/default.aspx?AppliTrackPostingSearch=location:%22HEYWARD+CAREER++%26+TECHNOLOGY+CENTER%22	No	Yes	Yes
International Paper	Lexington	www.internationalpaper.com	No	Yes	No
JAG Job's for America's Graduates	Richland	https://t.co/1ko1mc6mtR	No	No	Yes
JJE Capital Holdings LLC	Richland	www.psa.com/careers	No	No	Yes
Job Corps	Richland Lexington	Jobcorps.org	No	No	Yes
Kelly Education	Lexington	Kellyeducation.com	No	No	Yes
Labor Market Information Division at SC DEW	Richland	https://dew.sc.gov/careers			Yes
Lexington County School District One	Lexington	https://www.applitrack.com/lexington1/onlineapp/			
Lexington County School District Two	Lexington	www.lex2.org	Yes	Yes	Yes
Lexington County Sheriff's Department	Lexington	http://www.joinLCSD.com	No	No	Yes
Lexington Medical Center	Lexington	www.lexmed.com/careers	Yes	Yes	Yes
Lexington-Richland School District Five	Richland	https://www.applitrack.com/lex5/onlineapp/default.aspx	No	No	Yes
Liz Portee State Farm	Lexington	www.indeed.com, www.lizportee.com	Yes	No	Yes

Manpower	Richland	https://www.manpower.com/ManpowerUSA/career-success	No	Yes	Yes
McCrory	All SC Counties	mccroryconstruction.com	No	No	Yes
Michelin NA	Lexington	www.michelincareers.com	Yes	Yes	Yes
MUSC Midlands	Columbia	https://musc.career-pages.com/jobs/search	No	Yes	Yes
Nephron Pharmaceutical Corporation	Richland	Nephronpharm.com	No	Yes	Yes
Nucor Building Group	Lexington, SC	Samatha, https://www.nucorbuildingsgroup.com/careers/	No	Yes	Yes
Orangeburg-Calhoun Technical College	Orangeburg, Calhoun, Aiken, Bamberg, Barnwell, and Allendale	https://www.governmentjobs.com/careers/sc/octech	No	Yes	Yes
Owen Steel Company	Richland	Owensteel.com	Yes	No	Yes
Palmetto Citizens Federal Credit Union	Richland	www.palmettocitizens.org/careers	No	Yes	Yes
Palmetto Construction and Renovations	Richland	803-917-5755	No	No	Yes
Palmetto Corp	Richland, Lexington, Kershaw	https://palmettocorp.com/careers/	No	No	No
Palmetto State Armory	Lexington	PSA.com/careers	No	No	No
Pittsburgh Institute of Aeronautics Myrtle Beach	Horry	Indeed.com	No	No	No
Plumbing Solutions LLC	Lexington	Www.plumbingsolutionsllc.com	Yes	No	No
Precious Jewels Medical & Health Services	Richland	www.preciousjewelsmedical.net	No	No	Yes
Presbyterian Communities of SC	USA	https://www.prescommunities.org/careers	No	No	Yes
Prisma Health	Richland	www.primahealth.org	Yes	Yes	Yes
Prisma Health Baptist Hospital	Richland	www.primahealth.org	Yes	Yes	Yes
Prisma Health Baptist Parkridge Hospital	Lexington	www.primahealth.org	Yes	Yes	Yes

Prisma Health Midlands Market	Richland	www.prismahealth.org	Yes	Yes	Yes
Prisma Health Richland Hospital	Richland	www.prismahealth.org	Yes	Yes	Yes
Prisma Health-MedEx Academy Pipeline Program	Greenville	https://academics.prismahealth.org/academics/education/medex-academy/pipeline-partners-and-supporters	Yes	Yes	Yes
Prologistix	Fairfield	www.prologistix.com	No	No	No
Recruiting Solutions	Richland, Lexington, Midlands of SC	recruitingolutionsonline.com	No	No	No
Richland Library	Richland	https://www.richlandlibrary.com/work-with-us		No	Yes
Richland School District One	Richland	www.richlandone.org	No	Yes	Yes
Richland School District Two	Richland	www.richland2.org/jointheteam	No	No	Yes
Ritedose Corporation	Richland	https://ritedose.com/careers/	No	Yes	No
Riverbanks Zoo & Garden	Richland and Lexington	https://www.riverbanks.org/join-our-team/	No	No	Yes
SC Automobile Dealers Association	Richland	www.scautotech.org	Yes	Yes	Yes
Scout Motors Inc.	Richland	https://www.scoutmotors.com/	No	No	No
Skills Employment, LLC	Kershaw	https://www.skills-sc.com/	No	No	No
Snipes Electric Co, INC	RICHLAND	803-252-4140	Yes	No	Yes
South Carolina Army National Guard	Aiken, Lexington, Richland, Kershaw	https://jobs.nationalguard.com/	No	Yes	Yes
South Carolina Department of Motor Vehicles	All Counties	careers.sc.gov	Yes	No	No
South Carolina Rural Water Association	Statewide	www.scrwa.org	Yes	No	Yes
South Carolina Student Loan Corp.	Richland	scstudentloan.org	No	Yes	Yes
Terminix Service Inc.	Richland	https://www.workforterminix.com/	No	No	No
The Budd Group	Lancaster, Kershaw, Richland, Lexington	Buddgroup.com	No	No	Yes

The City of Columbia	Richland	www.columbiasc.gov	Yes	Yes	Yes
The Food Academy	Richland	https://thefoodacademy.weebly.com/contact.html	Yes	No	Yes
The Marwin Company	Lexington	Marwincompany.com	No	No	No
Training Concepts	Richland	https://trainingconcepts.com/	Yes	Yes	Yes
TRC Talent Solutions	Richland	www.trctalent.com	No	No	No
Truck Driver Institute	Chester	Drivebigtrucks.com	No	No	No
United Way of the Midlands	Richland	Mrc@uway.org	No	No	Yes
W.B. Guimarin & Co., Inc.	Throughout the State of South Carolina	www.wbguimarin.com	Yes	No	Yes
W.O. Blackstone & Co., Inc.	Richland	https://www.woblackstone.com/jobs & In person.	Yes	Yes	Yes
W.P. Law, Inc.	Lexington	https://wplawinc.com/about/careers	No	No	Yes
Westinghouse Electric Company	Richland	Westinghousenuclear.com/careers/	No	Yes	No
Woodforest National Bank	All SC Counties	www.woodforest.com/careers	No	No	Yes
WP Rawl	Lexington	www.rawl.net	Yes	Yes	No
Young At Heart Home Care Services	Richland	803-868-7625	No	No	Yes
Zeus Inc	Orangeburg and Gaston and Aiken	www.zeusinc.com	No	Yes	No
Day & Zimmermann	Fairfield	Dayzimopenshop.com	No	No	Yes



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Choosing the right college is important, and we know you have certain expectations. You don't need to lower those expectations to work toward the career you want at an affordable cost.

For more info, visit <https://www.midlandstech.edu/> or call **803.738.8324**.



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,

INFORMATION: -LABOR MARKET INFORMATION: LMICUSTOMERSERVICE@DEW.SC.GOV
-DATA DASHBOARD: [HTTPS://DEW.SC.GOV/DATA-AND-STATISTICS/DATA-DASHBOARD](https://DEW.SC.GOV/DATA-AND-STATISTICS/DATA-DASHBOARD)

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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, an experience list, a Social Security Card, and a 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 clear, concise, and positive, and remember to thank the interviewer.

8. Evaluate Interviews

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

9. Take Tests

If there are any tests you have to take 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.

The SC Works centers have skilled professionals who are able to assist you in your resume needs. This may include styling of your resume, adjusting your resume to individual jobs, and ensuring your information is up to date and relevant.

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, or 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 is growing, and therefore offers 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 ask a question – 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 interest in 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/SCWorksMidlands



[SCWorksMidlands.org](https://www.scworks.org)

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



www.mebasc.com



www.scvrd.net



www.able-sc.org



www.jobcorps.org



www.dew.sc.org



www.ed.sc.gov



www.goodwillsc.org



www.dss.sc.org