

Fact SHEET

New York State Job Bank *A Resource for Employers*

The New York State Department of Labor recently launched a new and improved Job Bank. JobCentral is the new host for the New York State Job Bank and the new address is **www.laborny.jobs**. This system was built by employers for employers. We are confident that once you start to use it, you will have positive results.

What is the New York State Job Bank?

The New York State Job Bank is the Labor Department's main source for job postings and job seeker resumes. It includes over 85,000 job listings that cover a wide array of industries; and contains numerous job seeker resumes that businesses can review to find the ideal candidate for their openings.

Businesses that use the New York State Job Bank can list their open positions for free. The Job Bank offers wide exposure to their openings, and if needed, can receive assistance in finding qualified candidates from Labor Department staff.

There are several ways to post your jobs with the New York State Job Bank:

- Indexing -- Simply post the information on your own web site, and once you create an account with JobCentral, it will automatically download updates to the Job Bank each night.
- Self-Posting -- You post your job order on the Job Bank yourself
- Staff-Assisted Posting -- Email, fax or call in your orders to the Labor Department and staff will post the information for you.

- Email:

Outside NYC: For jobs located outside New York City, employers should complete the fillable job order form and e-mail it to nysjobbank@labor.state.ny.us.

In NYC: For jobs located in New York City, employers should complete the fillable job order form and e-mail it to DoES_LO584@labor.state.ny.us.

- Fax:

Outside NYC: For jobs located outside New York City, employers can use the NYS Fast Fax Form and fax it to (518) 485-1333.

In NYC: For jobs located in New York City, employers can use the NYC Fast Fax Form and fax it to (718) 780-9458.

- Phone:

Outside NYC: For jobs located outside New York City, employers should call 1-888-4-NYSDOL (or 1-888-469-7365).

In NYC: For jobs located in New York City, employers should call (718) 780-9499.

If you have any problems posting your job orders, or are in need of additional assistance, please contact the Labor Department at nysjobbank@labor.ny.gov or call 1-888-4-NYSDOL.

Important Note: Our site is no longer hosted by America's Job Exchange (AJE). While the AJE site is still in operation, any businesses that post their jobs there will incur a fee to do so. As always, the

services provided to businesses by the New York State Department of Labor will be free of charge at the new web site.

What is the New York Talent Bank?

The New York Talent Bank is the other half of the New York State Job Bank. The Job Bank is where we list job openings; the Talent Bank is where businesses can review the resumes of qualified people who are ready, willing and able to work.

The Labor Department's Business Services staff will assist you with all of your workforce needs. We can help you post the job order, conduct customized recruitments and screen workers for you. To find a Business Services representative nearest you:

Long Island (Nassau, Suffolk)

Hermine Weisman
303 W. Old Country Road
Hicksville, NY 11801
(516) 934-8558
hermine.weisman@labor.ny.gov

New York City (Kings, Bronx, New York, Richmond, Queens)

Andrea Schneider
#10 Metro Tech Center
625 Fulton St
Brooklyn, NY 11201
718-780-9353
andrea.schneider@labor.ny.gov

Hudson Valley (Dutchess, Putnam, Westchester, Rockland, Sullivan, Orange, Ulster)

Sherry Young
3 Washington Center, 4th Flr.
Newburgh, NY 12550
845-568-5371
sherry.young@labor.ny.gov

Capital Region (Albany, Rensselaer, Schenectady, Saratoga, Warren, Washington, Columbia, Greene)

Brian Suedkamp
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Building 12, Room 425
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518-485-2592
brian.suedkamp@labor.ny.gov

North Country (Clinton, Essex, Franklin, Hamilton, St. Lawrence, Jefferson, Lewis)

Michelle A. Clark
OneWorkSource Center
194 US Oval
Plattsburgh, NY 12903
518-561-0430 ext 3065
michelle.clark@labor.ny.gov

Mohawk Valley (Herkimer, Schoharie, Montgomery, Fulton)

Santo Falbo
207 Genesee Street, Room 712
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Central New York (Cortland, Cayuga, Madison, Oneida, Onondaga, Oswego)

Julie Goodison
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Karen Blankenberg
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Southern Tier (Broome, Tioga, Otsego, Delaware, Chenango, Chemung, Schuyler, Steuben, Tompkins)

Catherine Leonard
2001 E. Perimeter Rd. E
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Western New York (Erie, Niagara, Allegany, Cattaraugus, Chautauqua)

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ASSIST *the Unemployed*
CONNECT *Employers and Workers*

