



5-Star Employer Program Agreement Outline

1. **PURPOSE** To help employers improve the quality and productivity of their workforce by providing hiring tools they can use to employ the most qualified candidates. These same tools will serve as tangible links to emphasize the relevance of school to work and motivate students to excel in school, graduation and continue to pursue life-long learning opportunities.

This program provides the framework for integrative and strategic capabilities to effectively select and prepare the workforce for jobs that currently exist and for emerging areas of economic opportunity. A 5-Star Employer has an important role in ensuring Valdosta-Lowndes becomes the innovative and productive hub for economic development.

2. SCOPE

- a. This program applies to all organizations' employees, management, contractors, student interns and volunteers.
- b. This program describes the organizations' objectives and criteria regarding maintaining 5 -Star Employer Program compliance.
- c. Upon signing and acknowledging adherence to this agreement you are deemed a "trusted partner" of the 5-Star Employer Program. This program agreement is renewed annually (on anniversary date) inclusive of all related processing fees (refer to 5-Star Employer Program Agreement Form).

3. REFERENCES

- a. **NO DIPLOMA, NO JOB** (to indicate on all job listings the minimal education requirement equivalent to High School Diploma or GED)
- b. **MAKE EDUCATION WORK** (request official copy of transcripts for applicants 22 years of age and younger)
- c. **SPECIALIST CERTIFICATE** (preference of interview provided for applicants with Specialist Certificate in XYZ).
- d. **GEORGIA WORK READY CERTIFICATION** (all job vacancy advertisements state 'prefer' or 'require' Georgia Work Ready Certificate and can also specify certificate level per job profile).
- e. **DRUGS DON'T WORK IN SOUTH GEORGIA** (all job vacancy advertisements and applications reflect '**Drug-Free Workplace**', and 'pre-requisite for employment includes successful passing of drug screening and compliance to company's substance abuse policy')

4. DEFINITIONS

- a. **No Diploma, No Job** - High school diploma or GED is the minimal level of education acceptable for employment (not applicable to minors and positions for which such educational attainment is not reasonably necessary)
- b. **Make Education Work**- Official copy of transcripts for applicants 22 years of age and younger requested
- c. **Specialist Certificate**- Preference for interview given to applicants with 'Specialist Certificate' in certain area / field
- d. **Georgia Work Ready Certification**- 'Require' or 'prefer' Georgia Work Ready Certificate for all advertised job vacancies

- e. **DRUGS DON'T WORK-** 'Drug-Free Workplace' on all job vacancy listing(s) and company application. Applicant to be informed must successfully pass drug screening and agreed compliance with company substance abuse policy

5. RESPONSIBILITIES

- a. Executives/Management (Human Resources)
 - (1) Designate and Train Program Coordinator
 - (2) Enforce program requirements
- b. 5- Star Program Coordinator
 - (1) Implements program to ensure compliance
 - (2) Coordinates and implements program agreement through hiring practices
 - (3) Oversees training of management who participates or may participate in the hiring process
 - (4) Responsible for enforcing all standards of compliance related to 5-Star Employer program

5. DESIGNATED RECORD SET (In support of program compliance)

- a. Maintain file of program materials to be made accessible by participating parties
- b. Will reference provided 5-Star Program Checklist to ensure compliance
- c. Required to maintain program materials for entire year and can then discard upon annual anniversary date for renewal (or comply with company record-keeping policy).
 - i. Certificate
 - ii. Agreement Form
 - iii. Hiring data
 - 1. Job postings
 - 2. Internal/External professional development
 - 3. Other