



TOMORROW'S WORKPLACE®

One Perlman Drive
Spring Valley, New York 10977
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Dear Recruiter:

In an effort to improve our offerings, Tomorrow's Workplace would like to begin working closely with your agency to fill your open positions. With our new **Back to Work Fridays** program, we are opening our doors to staffing agencies to utilize our center for the purpose of collecting resumes and doing initial interview screenings with job seekers in Rockland County, NY. **Back to Work Fridays** will take place on the *third Friday* of every month from 9:30-12:30 and 1:30-4:30. Agencies may participate in one or both sessions. In the Friday falls on a holiday or if Tomorrow's Workplace is closed for any reason, the event will be cancelled until the following month.

If you are interested in participating in these **FREE** events, please e-mail the following information for each individual position to jennis@tomorrowsworkplace.org no later than **two weeks** prior to a **Back to Work Fridays** event:

- 1) Job Title
- 2) Job Location
- 3) Salary and/or Commission Rate
- 4) Full-time or Part-time
- 5) Brief Job Description

Be sure to include your personal contact information in the signature of your e-mail. If you do not receive a confirmation that your e-mail has been received, please call Jennis Brandon-Watson at 845-356-5100 x105 to confirm.

We have the capacity to host 13 agencies (one to a table) or up to 26 agencies (two to a table). Agencies are not permitted to sign-up for multiple months and must observe the sign-up deadline of two weeks prior to a given event. Space is extremely limited, so the following conditions apply:

- 1) Your agency must have a minimum of three immediately open positions for which you are hiring;
- 2) Agencies offering positions in Rockland County that are paying at least \$15 per hour will be considered priority;
- 3) Agencies offering positions in counties surrounding Rockland County that are paying at least \$20 per hour will be considered priority;
- 4) Once the first three conditions are satisfied, agencies will be hosted on a first come, first served basis. Agencies that sign-up for a **Back to Work Fridays** event, but are turned away due to lack of space will be moved to the top of the list for the following month.

We look forward to hosting your company on **Back to Work Fridays!**

Sincerely,
Jennis Brandon-Watson
Business and Employer Services Coordinator
Tomorrow's Workplace
jennis@tomorrowsworkplace.org