

## NASPE Communications Awards Nomination

Submission Title: Website Enhancements to Assist Agencies and Employees with the Affects of State Budget Reductions

Submission Category: Website

State: South Carolina

Contact Person: Sam Wilkins

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Agency: S.C. State Budget & Control Board  
Office of Human Resources

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1. Please provide a brief description of the submission.

To address the significant budget cuts this fiscal year, the Office of Human Resources (OHR) has been working with agencies on cost savings options. To provide more assistance to agencies and employees, OHR has updated its website to include a variety of tools to assist both agencies and employees in dealing with affects of the severe budget cuts. The Cost Savings Programs area includes a summary of the options available to agencies. Each program links to a page with detailed FAQs and sample documents. For example, on the OHR website there is a template for a RIF plan and sample employee letter that may be helpful in preparing a RIF plan. The OHR website also has a RIF tutorial that provides an overview of the RIF process including how to develop a RIF plan.

To assist employees, OHR has added an area known as “Assistance for Employees Affected by a Reduction in Force,” on the left-hand side of web portal. Through this page, employees can participate in two online training modules that will assist them with résumé writing and job interview skills. They will also find a link listing available public and private sector resources offered by organizations, including legal assistance, credit counseling, food assistance, healthcare needs, retirement, and employment assistance. Under the Reduction in Force Frequently Asked Questions section, employees can access information about the rights and benefits available to them. The same link will allow them to search for any job vacancies that are available in state government. To further assist employees, the website hosts a RIF Applicant Pool database for agencies to search when filling a vacancy to give priority consideration to employees separated though a RIF. The employee information is downloaded from the HRIS into the RIF Applicant Pool on the effective date of the RIF. Following the effective date of the RIF, employees separated by a RIF can access this information at any time to update contact information and provide more details about their skills.

2. How long has the submission been in existence? In fall of 2008, OHR enhanced its website to incorporate a variety of tools for agencies and employees impacted by the severe budget cuts of this fiscal year.
3. Why was the submission created? OHR made these enhancements to address budget cuts of over 20% this fiscal year.
4. How does this submission support the goals and objectives of your agenda/department? Our mission is to partner with our customers to create excellence in human resources. The top priority for our customers this year is reducing personnel costs and through the website OHR has provided resources to assist agencies in their efforts.
5. Have you been able to measure the effectiveness of this submission? If so, how? The effectiveness of these additions to the website is being measured by the number of hits. We have also received informal feedback from both agencies and employees using the website. Listed below are statistics for the following links from July 1, 2008 through March 25, 2009:

3,140 hits - <http://www.ohr.sc.gov/OHR/employer/OHR-furloughmandatory-faqs.phtm>

3,941 hits - <http://www.ohr.sc.gov/OHR/employer/OHR-furlough-faqs.phtm>

4,170 hits - <http://www.ohr.sc.gov/OHR/employer/OHR-rif-faqs2.phtm>

1,901 hits - <http://www.ohr.sc.gov/OHR/employer/OHR-rip.phtm>

1,942 hits - <http://www.ohr.sc.gov/OHR/employer/OHR-vsp-faqs.phtm>

2,697 hits - <http://www.ohr.sc.gov/OHR/OHR-rif-assistance.phtm>

# COST SAVINGS PROGRAMS

<http://www.ohr.sc.gov/OHR/OHR-rif-assistance.phtm>

## COST SAVINGS LISTING

Office of Human Resources - Employer Services - Mozilla Firefox

http://www.ohr.sc.gov/OHR/OHR-employer.phtm#savings

### Cost Savings Programs

- [Cost Savings Approaches and Basic Concepts of Reduction in Force - Recorded Webinar from November 7, 2008](#)
- [Cost Savings Approaches and Basic Concepts of Reduction in Force](#)
- [Cost Savings Options](#)
- [Furlough \(Mandatory\)](#)
- [Furlough \(Voluntary\)](#)
- [Reduction in Force FAQs](#)
- [RIF Communications Guide](#)
- [Recession](#)
- [Retirement Incentive Plan \(RIP\)](#)
- [Voluntary Separation Program \(VSP\)](#)

### E-Recruitment / NEOGOV Information & Training Materials

- [Advanced NEOGOV Workshop](#)
- [Agency E-Recruitment FAQs](#)
- [E-Recruitment Update - HR Advisory Presentation \(August 27, 2007\)](#)
- [NEOGOVS Introductory Presentation](#)
- [NEOGOVS glossary](#)
- [Recruitment Life Cycle](#)
- [E-Recruitment Training Guide](#)
- [Phase I - Instructions for Getting Applications to Hiring Managers](#)
- [NEOGOVS Practice Activity](#)
- [Scoring Supplement](#)
- [Online Hire Center \(OHC\) Overview](#)
- [Online Hire Center \(OHC\) Reference Guide](#)

### Employee Relations (Policy, Guidelines, FAQs, Forms)

- [Competency Dictionary](#)
- [EPM](#)
- [Nepotism](#)
- [Progressive Discipline](#)
- [Reduction in Force](#)
- [Workplace Violence](#)

### Frequently Asked Questions (FAQs)

- [Annual Leave](#)
- [Bonuses](#)
- [Break in Service](#)
- [Dual Employment](#)
- [Employee Performance Management System \(EPMG\)](#)
- [Freedom of Information Act \(Human Resources Related Questions\)](#)
- [Furlough \(Mandatory\)](#)
- [Furlough \(Voluntary\)](#)
- [Grievances and Appeals](#)
- [Hazardous Weather/Emergency Leave](#)
- [Holiday](#)
- [Job Vacancy Postings/Announcements](#)
- [Leave Transfer Program/Leave Pool](#)
- [Military Leave](#)
- [Nepotism \(Employment of Family Member\)](#)

## COST SAVINGS APPROACHES AND BASIC CONCEPTS OF RIF

South Carolina State Library - Windows Internet Explorer

http://www.ohr.sc.gov/OHR/OHR-rif-assistance.phtm

### South Carolina STATE LIBRARY

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Home About Us **Services** Catalogs Online Resources S.C. Information Jobs Contact Us

Services

- [Obtaining a Library Card](#)
- [Research Assistance](#)
- [Interlibrary Loan](#)
- [CPM Program Assistance](#)
- [State Documents](#)
- [FOI Salary Data](#)
- [FAQs](#)
- [Online Programming Tool](#)
- [Talking Book Services](#)
- [Facilities Rental](#)
- [Login](#)

Username

### Cost Savings Approaches and Basic Concepts of Reduction in Force

Written by Robert Lindsey  
Friday, 07 November 2008

**November 3, 2008** To address anticipated budget cuts, the Office of Human Resources (OHR) provides an overview of cost savings options available to agencies and an overview of the concepts and mechanics associated with RIF.

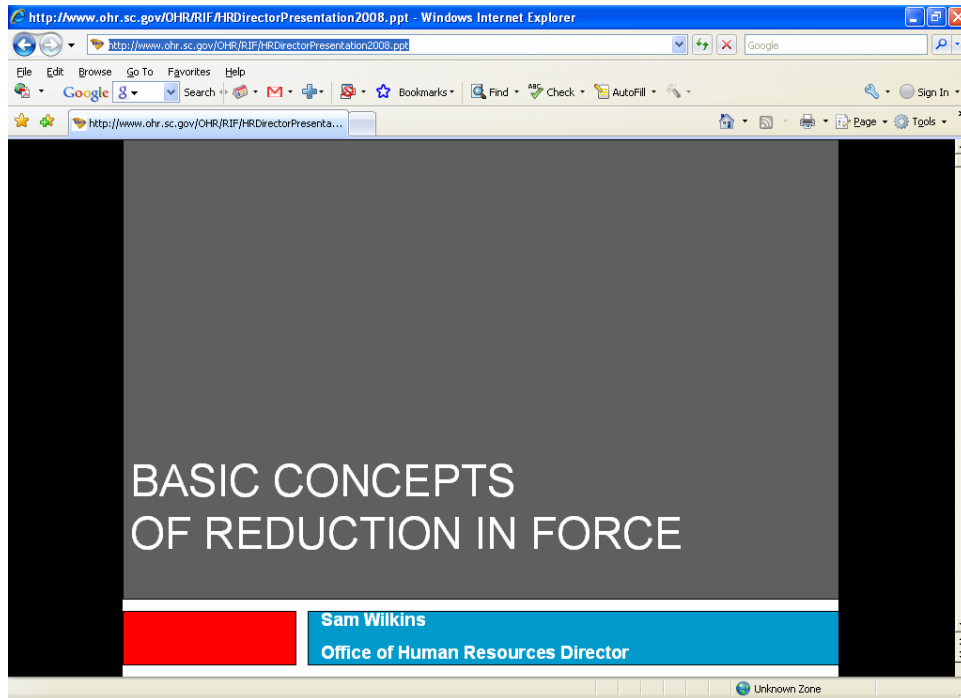
To watch, click the "Play" button in the bottom left of the video.

Click here to download or view the document referenced in the presentation

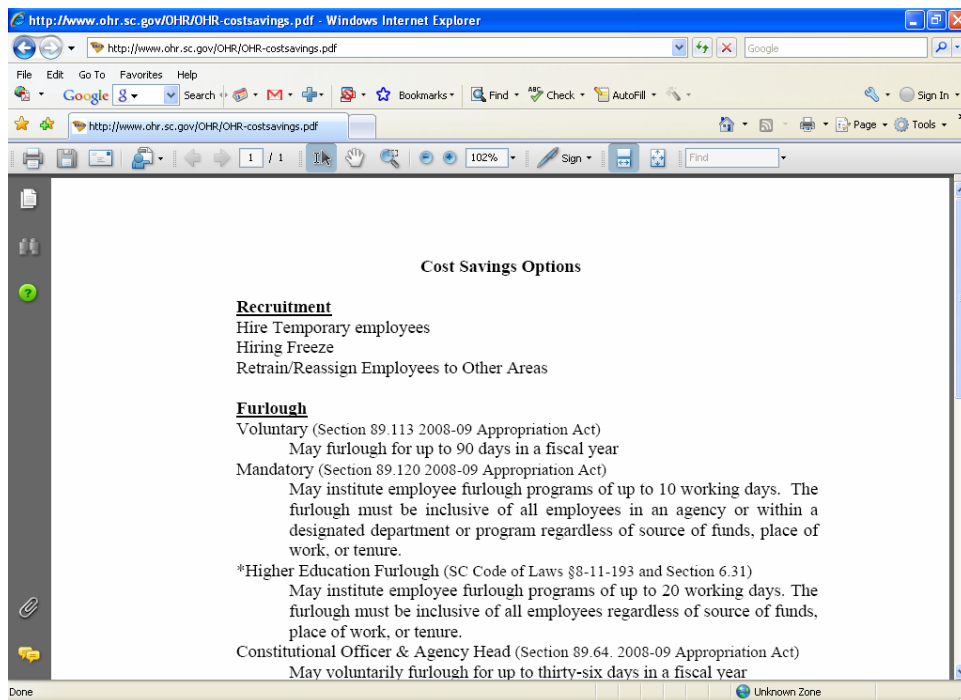
**South Carolina Office of Human Resources: Cost Savings Approaches and Basic Concepts of Reduction in Force**

from South Carolina State Library

# COST SAVINGS APPROACHES AND BASIC CONCEPTS OF RIF



## COST SAVINGS OPTIONS



# MANDATORY FURLOUGH

Office of Human Resources - Furlough (Mandatory) FAQs - Windows Internet Explorer

http://www.ohr.sc.gov/OHR/employer/OHR-furloughmandatory-faqs.phtml

File Edit View Favorites Tools Help

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Office of Human Resources - Furlough (Mandatory) F...

### Furlough (Mandatory) FAQs

- [2008-2009 Appropriation Act, Section 89.120 \(Mandatory Furlough\) and Section 6.31\(Commission on Higher Education-Mandatory Furlough\)](#)
- [SC Code of Laws 8-11-193](#)
- [Mandatory Furlough Points](#)
- [Higher Education Mandatory Furlough Points](#)
- [SC Retirement Systems Furlough Memo \(November 18, 2008\)](#)
- [Mandatory Furlough Form](#)

#### Implementation

**Q: Under what conditions may an agency implement a mandatory furlough program?**

**A:** If the general funds appropriated for a State agency, institution or department are less than the general funds appropriated for that State agency, institution or department in the preceding fiscal year, or whenever the General Assembly or the Budget and Control Board implements a midyear across-the-board budget reduction, an agency may implement a mandatory furlough program.

**Q: Who determines whether an agency will implement a mandatory furlough program?**

**A:** The agency head will determine whether to implement a mandatory furlough program.

**Q: Who decides when the employee will take the mandatory furlough?**

[OHR Home Page](#)

[jobs.sc.gov](#)

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# VOLUNTARY FURLOUGH

Office of Human Resources - Furlough (Voluntary) FAQs - Windows Internet Explorer

http://www.ohr.sc.gov/OHR/employer/OHR-furlough-faqs.phtml

File Edit View Favorites Tools Help

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Office of Human Resources - Furlough (Voluntary) FAQs

### Furlough (Voluntary) FAQs

- [2008-2009 Appropriation Act, Section 89.113 \(Voluntary Furlough\)](#)
- [2008-2009 Appropriation Act, Section 89.64 \(Constitutional Officer and Agency Head Voluntary Furlough\)](#)
- [SC Code of Laws 8-11-195](#)
- [Voluntary Furlough Points](#)
- [SC Retirement Systems Furlough Memo \(November 18, 2008\)](#)
- [Voluntary Furlough Form](#)

#### Implementation

**Q: Under what conditions may an agency implement a voluntary furlough program?**

**A:** If the general funds appropriated for a State agency are less than the general funds appropriated for that agency in the preceding fiscal year, or whenever the General Assembly or the Budget and Control Board implements a midyear across-the-board budget reduction, an agency may implement a voluntary furlough program.

**Q: Who determines whether an agency will implement a voluntary furlough program?**

**A:** The agency head will determine whether to implement a voluntary furlough program.

**Q: Who decides when the employee will take the voluntary furlough?**

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# RIF FAQs

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL <http://www.ohr.sc.gov/OHR/employer/OHR-rif-faqs2.phtm>. The page title is "Reduction in Force FAQs". On the left side, there is a navigation menu with links such as "OHR Home Page", "jobs.sc.gov", "Hot Topics", "Career Opportunities", "Employee Services", "Employer Services", "Training & Development", "Statistical Info", "How to Contact Us", "OHR Webmail", "Other Agencies", "State Employees Weather Alert", and "Workforce Planning". The main content area lists several links related to RIF, including "SC Code of Laws", "State HR Regulations Section 19-719.04", "RIF Model Policy", "RIF Applicant Pool", "RIF Samples", "RIF Training Modules", and two "Cost Savings Approaches and Basic Concepts of Reduction in Force" webinars. A "General Information" section follows, with a question: "Q: What are the reasons an agency can implement a RIF?". The answer states that an agency can implement a RIF for reasons such as reorganization, work shortage, or loss of funding. Another question asks: "Q: What is the difference between a RIF policy and a RIF plan?". The answer indicates that a RIF policy is a document outlining the components of a RIF.

# RIF COMMUNICATIONS GUIDE

The screenshot shows a Windows Internet Explorer browser window displaying a PDF document titled "RIF Communications Guide". The address bar contains the URL <http://www.ohr.sc.gov/OHR/employer/RIF-Communications-Guide.pdf>. The document content includes the following sections:

- Suggested Guidelines**
  - A comprehensive communications approach should be developed in conjunction with the actual RIF plan
  - Communications strategies should carefully consider the best timeline for disseminating information and identifying target audiences
  - Information should focus on what is appropriate and needed by each target group
  - Communication should occur early and often and should be delivered through various methods to minimize confusion and ensure accuracy, consistency and timeliness
  - Feedback loops should be included in the communications plan so that adjustments can be made as needed
  - Resources should be identified and included in the communications strategy
  - Managers responsible for communicating with RIF employees should receive training and have a general script or template to ensure consistency and quality of communication
- Communications General Sequence**
  - Training for administrators and managers on RIF policies, dynamics, communications and change management
  - RIF names released to administrators/managers
  - Managers notify employees affected by a RIF
  - Managers meet with work groups after all notifications are complete
  - RIF plan is released
  - Meetings with resources such as ESC, OHR, etc., are held with employees affected by a RIF
  - On-going communication among managers to identify and respond to issues
- Examples of resources/information for employees affected by a RIF :**
  - RIF FAQ's
  - RIF policies, eg., recall or reinstatement information
  - Grievance rights
  - Insurance/COBRA
  - Retirement benefits/Deferred Comp

# RESCISSION

Office of Human Resources - Rescission - Windows Internet Explorer

http://www.ohr.sc.gov/OHR/OHR-rescission.phtm

S. C. Budget and Control Board  
Office of Human Resources

Search OHR

**Rescission**

- [2008-2009 Rescission Appropriation Act](#)
- [Podcast](#)
- [Podcast Text - Rescission Appropriation Bill](#)

[OHR Home Page](#)

[jobs.sc.gov](#)

[Hot Topics](#)

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# RETIREMENT INCENTIVE PLAN

Office of Human Resources - Retirement Incentive Plan FAQs - Windows Internet Explorer

http://www.ohr.sc.gov/OHR/employer/OHR-rip.phtm

**Retirement Incentive Plan**

- [SC Code of Laws § 9-1-1140 \(1\) and § 9-11-50 \(1\)](#)
- [Guidelines](#)
- [Checklist](#)
- [Sample RIP](#)
- [Sample RIP Agreement and Release](#)
- [RIP Cost Estimate](#)
- [RIP Final Participation](#)

**Implementation**

**Q: How does an agency develop a Retirement Incentive Plan (RIP) for its employees?**

**A:** An agency must develop its RIP based upon the guidelines approved by the Budget and Control Board. All components of the approved guidelines serve as the minimum requirements for the agency's RIP. A sample plan is available through the OHR website to assist agencies in developing a RIP.

**Q: When an agency is consulting with the Office of Human Resources (OHR) to implement the RIP, what should the agency submit for review?**

**A:** Documentation to be submitted to OHR is as follows:

- The RIP the agency intends to distribute to employees;

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# RETIREMENT INCENTIVE PLAN

Office of Human Resources - Retirement Incentive Plan FAQs - Windows Internet Explorer

http://www.ohr.sc.gov/OHR/employer/OHR-rip.phtm

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Office of Human Resources - Retirement Incentive Pla...

## Retirement Incentive Plan

[OHR Home Page](#)

[jobs.sc.gov](#)

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[Career Opportunities](#)

[Employee Services](#)

[Employer Services](#)

[Training & Development](#)

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- SC Code of Laws [§ 9-1-1140 \(1\)](#) and [§ 9-11-50 \(1\)](#)
- [Guidelines](#)
- [Checklist](#)
- [Sample RIP](#)
- [Sample RIP Agreement and Release](#)
- [RIP Cost Estimate](#)
- [RIP Final Participation](#)

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### Implementation

**Q:** [How does an agency develop a Retirement Incentive Plan \(RIP\) for its employees?](#)

**A:** An agency must develop its RIP based upon the guidelines approved by the Budget and Control Board. All components of the approved guidelines serve as the minimum requirements for the agency's RIP. A sample plan is available through the OHR website to assist agencies in developing a RIP.

**Q:** [When an agency is consulting with the Office of Human Resources \(OHR\) to implement the RIP, what should the agency submit for review?](#)

**A:** Documentation to be submitted to OHR is as follows:

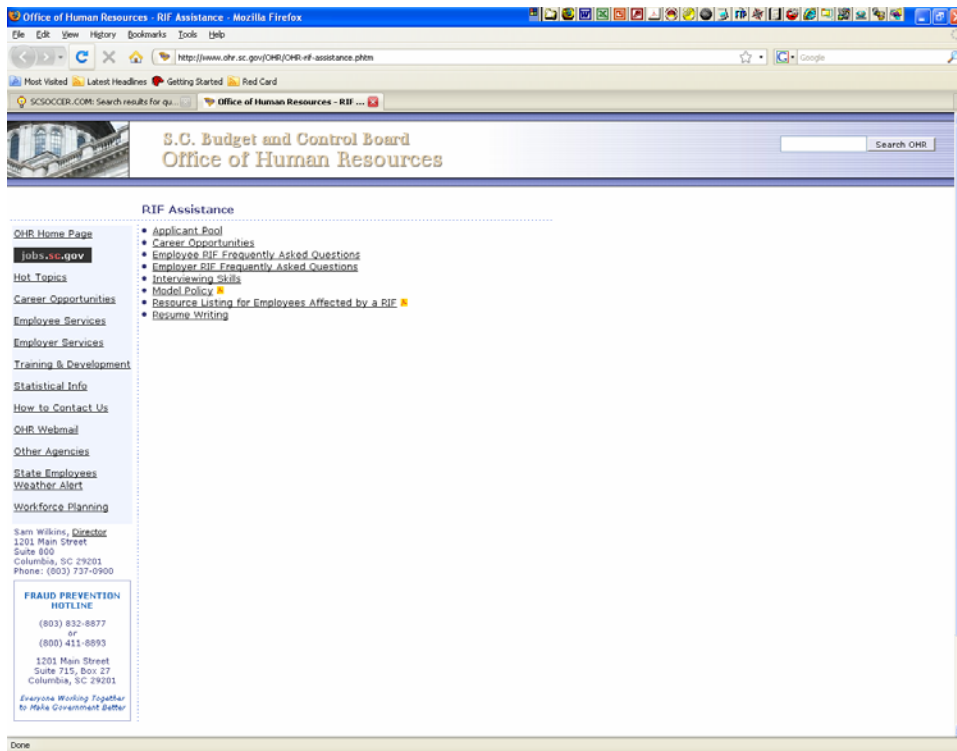
- [The RIP the agency intends to distribute to employees;](#)



# ASSISTANCE FOR EMPLOYEES AFFECTED BY A RIF

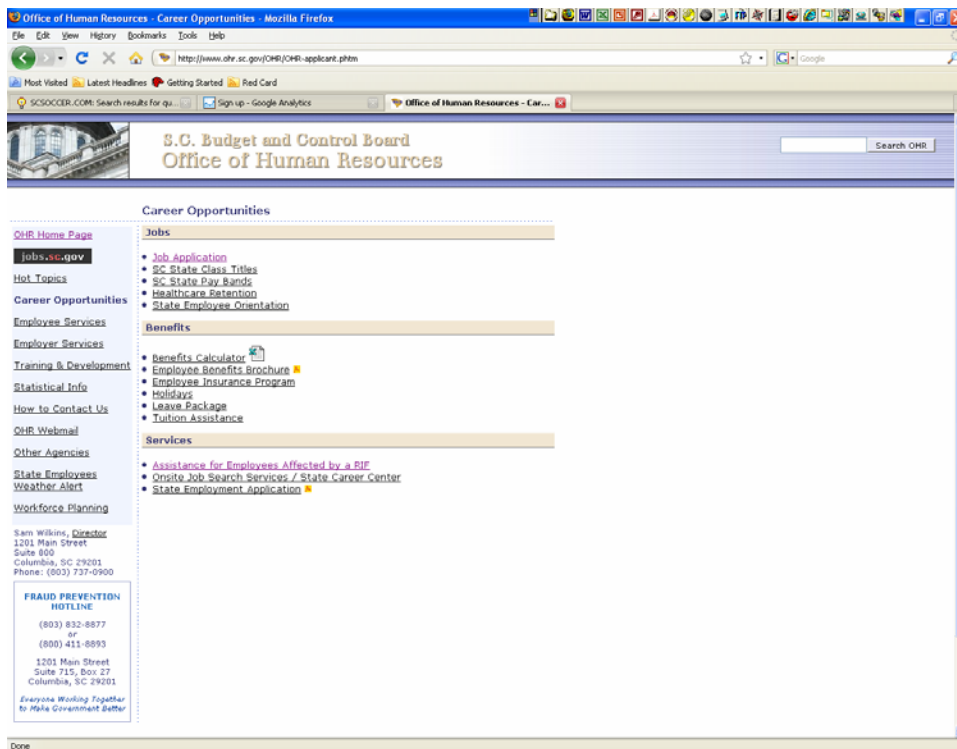
<http://www.ohr.sc.gov/OHR/OHR-rif-assistance.phtm>

## EMPLOYEE RIF PORTAL PAGE



The screenshot shows the 'RIF Assistance' page of the S.C. Budget and Control Board Office of Human Resources. The browser window title is 'Office of Human Resources - RIF Assistance - Mozilla Firefox'. The address bar shows the URL 'http://www.ohr.sc.gov/OHR/OHR-rif-assistance.phtm'. The page header includes the S.C. Budget and Control Board logo and a search bar. The main content area is titled 'RIF Assistance' and contains a list of links: Applicant Pool, Career Opportunities, Employee RIF Frequently Asked Questions, Employer RIF Frequently Asked Questions, Increasing Skills, Model Policy, Resource Listing for Employees Affected by a RIF, and Resume Writing. A left sidebar lists various navigation options such as OHR Home Page, jobs.sc.gov, Hot Topics, Career Opportunities, Employee Services, Employer Services, Training & Development, Statistical Info, How to Contact Us, OHR Webmail, Other Agencies, State Employees, Weather Alert, and Workforce Planning. At the bottom left, contact information for Sam Wilkins, Director, is provided, along with a 'FRAUD PREVENTION HOTLINE' section.

## CAREER OPPORTUNITIES



The screenshot shows the 'Career Opportunities' page of the S.C. Budget and Control Board Office of Human Resources. The browser window title is 'Office of Human Resources - Career Opportunities - Mozilla Firefox'. The address bar shows the URL 'http://www.ohr.sc.gov/OHR/OHR-applicant.phtm'. The page header includes the S.C. Budget and Control Board logo and a search bar. The main content area is titled 'Career Opportunities' and is divided into three sections: 'Jobs', 'Benefits', and 'Services'. The 'Jobs' section lists links for Job Application, SC State Class Titles, SC State Pay Bands, Healthcare Rotation, and State Employee Orientation. The 'Benefits' section lists links for Benefits Calculator, Employee Benefits Brochure, Employee Insurance Program, Holidays, Leave Package, and Tuition Assistance. The 'Services' section lists links for Assistance for Employees Affected by a RIF, Onsite Job Search Services / State Career Center, and State Employment Application. A left sidebar lists various navigation options such as OHR Home Page, jobs.sc.gov, Hot Topics, Career Opportunities, Employee Services, Employer Services, Training & Development, Statistical Info, How to Contact Us, OHR Webmail, Other Agencies, State Employees, Weather Alert, and Workforce Planning. At the bottom left, contact information for Sam Wilkins, Director, is provided, along with a 'FRAUD PREVENTION HOTLINE' section.

# RIF EMPLOYEE FAQs

Office of Human Resources - Reduction in Force FAQs - Mozilla Firefox

http://www.ohr.sc.gov/OHR/employer/OHR-rf-faqc.pptm

S.C. Budget and Control Board  
Office of Human Resources

Reduction in Force FAQs

Frequently Asked Questions by Employees Affected by a Reduction in Force

- 1. Is there any chance that the agency will be able to bring back my old position and rehire me?** There is always a chance the position could be reinstated, but it would only occur if the conditions under which you were RIFed were eliminated. For instance, if you were RIFed due to a budget reduction, the funds would have to be reinstated in some way for you to be recalled to the position. What is the likelihood of this happening? Not very great. It is best to plan on your position not being available and concentrate on finding a new job.
- 2. Are any state agencies hiring?** State agencies are always hiring but in an austere funding environment, they concentrate on hiring only individuals with critical skills. Consequently, your job search should include not only the state government, but also other public and private organizations.
- 3. What services are offered to help place RIFed employees?** The Office of Human Resources (OHR) and the Employment Security Commission are two primary agencies that will help you in your job search. OHR will provide assistance in finding, applying, and interviewing for available positions. The Employment Security Commission, through their local offices, also provides job search assistance to include specifics on your Unemployment Insurance benefits.
- 4. Will it be more difficult for me to get a job because I have been RIFed?** Gone are the days when a layoff was an unfavorable mark on your employment history. It is now accepted that people do get laid off and it is happening more often as the U.S. economy slows. In fact, a typical American will work for ten different companies, keep each job for about four years, and actually change his or her career three times before retiring. Companies understand this societal trend and will not hold the RIF against you.
- 5. What is the best way to seek employment in the private sector?** It is estimated that only a third of the available job openings will be advertised in any given year. The other two-thirds constitute what has been called the "hidden job market." To get into this hidden market, you need to practice a technique called networking. Networking in its simplest form means talking to everyone you know and meet about your job search.
- 6. How do unemployment benefits work? How long will I be eligible to receive unemployment benefits? Where do I apply for unemployment benefits?** Your

Done

# RIF EMPLOYER FAQs

Office of Human Resources - Reduction in Force FAQs - Mozilla Firefox

http://www.ohr.sc.gov/OHR/employer/OHR-rf-faqc.pptm

S.C. Budget and Control Board  
Office of Human Resources

Reduction in Force FAQs

- SC Code of Laws [8-11-185](#), [8-11-239 \(6\)](#) and [8-17-270](#)
- State HR Regulations Section 19-719.04
- RIF Model Policy
- RIF Applicant Pool
- RIF Samples
- RIF Training Modules
- Cost Savings Approaches and Basic Concepts of Reduction in Force - Recorded Webinar from November 7, 2009
- Cost Savings Approaches and Basic Concepts of Reduction in Force

General Information

Q: What are the reasons an agency can implement a RIF?

A: An agency can implement a RIF for one or more of the following reasons:

- Reorganization (example: outsourcing);
- Work Shortage (example: automation, declining enrollment); or
- Loss of Funding (example: budget cuts, grant revenue loss).

Q: What is the difference between a RIF policy and a RIF plan?

http://www.ohr.sc.gov/OHR/OHR-index.pptm

# INTERVIEWING SKILLS

The screenshot shows a Mozilla Firefox browser window with the address bar displaying <http://www.ohr.sc.gov/CHR/learning/InterviewSkills/player.html>. The page content includes a sidebar for the S.C. Budget and Control Board Office of Human Resources, a main presentation area with the title "Getting Geared Up for Your Interview" and subtitle "Interviewing Skills and Techniques", and a footer with the Articulate logo. The presentation content is as follows:

**S.C. Budget and Control Board Office of Human Resources**

## "Getting Geared Up for Your Interview"

### Interviewing Skills and Techniques

Presented by the  
SC State Budget and Control Board's  
Office of Human Resources

artikulate  
powered by flexera

Transferring data from www.ohr.sc.gov...

# MODEL POLICY

The screenshot shows a Mozilla Firefox browser window displaying a PDF document titled "REDUCTION IN FORCE Model Policy". The document content is as follows:

**REDUCTION IN FORCE**  
Model Policy  
(Revised and Effective 7-3-04)

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**I. Purpose and Scope**

The purpose of this policy is to prescribe the manner in which covered employees in State government are released in an equitable manner should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the Agency's covered employees. A reduction in force does not apply to non-covered employees (e.g., probationary employees, temporary employees, temporary grant employees, state-funded project employees, research grant employees and employees exempt from the State Employee Grievance Procedure Act).

The Agency may implement a reduction in force for one or more of the following four reasons:

- A. Reorganization;
- B. Work Shortage; or
- C. Loss of Funding; or
- D. Outsourcing Privatization

**II. Management Decisions**

The Agency shall determine the following items prior to developing the reduction in force plan:

- A. What is the reason(s) for the reduction in force;
- B. What area(s) of the agency are to be impacted by the reduction in force (Competitive Area(s));
- C. What State class title(s) within the competitive area(s) are to be affected (Competitive Group(s)); and
- D. How many positions in each State class title(s) are to be eliminated.

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# RESOURCE LISTING FOR EMPLOYEES AFFECTED BY A RIF

Resource Listing for employees affected by RIF.pdf (application/pdf Object) - Mozilla Firefox

http://www.ohr.sc.gov/OHR/Online/ResourceListingForEmployeesAffectedByRIF.pdf

State of South Carolina WWW Statistics ResourceListingForEmployeesAff...

1 / 5 78.9%

Done

start ResourceListingForEmp... Jobbox - Microsoft Out... Document3 - Microsof...

12:29 PM

**Resource Listing**

Category	Services	Agency/Organization	Phone	Web Site	Additional Information
Unemployment	Unemployment Benefits	SC Employment Security Commission	(803) 737-2588	<a href="http://www.sces.org">www.sces.org</a>	Click on How do I Apply for Unemployment link
	State Jobs	Office of Human Resources	(803) 734-9080	<a href="http://www.jobs.sc.gov">www.jobs.sc.gov</a>	Lists jobs throughout the state for state agencies
Employment	State Temporary Jobs	Temp/O/Office of Human Resources	(803) 734-9080	<a href="http://www.ohr.sc.gov/OHR/applicant/OHR-temp_jobs.htm">http://www.ohr.sc.gov/OHR/applicant/OHR-temp_jobs.htm</a>	Contact Susan Hance or Jane Page
	Employment/Training Services	SC Employment Security Commission	(803) 737-2588	<a href="http://www.sces.org">www.sces.org</a>	Click on Looking for Work or Veterans Services link; Email jobs@scses.org for questions about searching for work, training, etc.
	Employment/Training Services	SC Department of Commerce		<a href="https://www.sconestop.org/">https://www.sconestop.org/</a>	Virtual Onestop - Click on Find a Job Link
	Employment Services for Individuals with Disabilities	SC Vocational Rehabilitation Department	(803) 896-6500 (803) 896-6553 TTY 1-800-832-7526	<a href="http://www.scvrd.net">www.scvrd.net</a>	Click on For Individuals link
	Family Independence Program	SC Department of Social Services	(803) 898-7601 1-800-768-8700	<a href="http://dis.sc.gov">http://dis.sc.gov</a>	Click on the Financial Assistance link
Health Insurance	Medicaid	SC Department of Health and Human Services	1-888-549-0820	<a href="http://www.dhhs.state.sc.us">www.dhhs.state.sc.us</a>	Click on the Medicaid link
	Free Legal Assistance	South Carolina Legal Services		<a href="http://www.sccsl.org">www.sccsl.org</a>	

# RESUME WRITING TIPS

ResumeWritingTips - Mozilla Firefox

http://www.ohr.sc.gov/OHR/learning/ResumeWritingTips/player.html

State of South Carolina WWW Statistics ResumeWritingTips


ATTACHMENTS EXIT

**ResumeWritingTips**

Search Outline Notes Thumbnails

1. Résumé Writing Tips
2. Why do you need a good Résumé?
3. During This Session You Will Learn
4. Which Type of Résumé is Right for You?
5. Three Basic Résumé Formats
6. What Should You Include in Your Résumé?
7. What May be Included
8. What Not to Include
9. Writing for Maximum EffectThe key to an eff
10. Use an Active Writing Style
11. Use A Conservative Format
12. Examples
13. Sample Objective Statements
14. Sample Profile Statement
15. Sample Profile Statement

**Résumé Writing Tips**



Presented by the  
SC State Budget and Control  
Board's  
Office of Human Resources

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