

Expanding Pathways to a Diverse Workforce: Pro Tips and Resources for Employers

Refugee Resettlement Agencies (RAs) in Colorado

Provide comprehensive, initial support to newly arrived refugees, asylees, and SIV holders, primarily within their first 60 months, to foster self-sufficiency, stability, and integration. Services include airport reception, housing assistance, medical screening, employment/training assistance, English language classes/interpretation services, school enrollment, and more.

- [Lutheran Family Services Rocky Mountains](#)
- [African Community Center](#)
- [Emily Griffith Technical College](#)
- [Church World Service](#)
- [International Rescue Committee](#)
- [Jewish Family Service of Colorado](#)

Workforce Centers - Supporting New Americans in Their Job Search and Employers in Finding Talent

Workforce centers play a crucial role in helping New Americans secure meaningful employment. They offer a variety of services designed to bridge language and skill gaps, including career coaching, resume writing assistance, job search support, and interview preparation. Workforce centers also provide training programs and credential evaluation services to help foreign-trained professionals re-enter their fields and succeed in the U.S. workforce.

For employers, local Workforce centers offer a wide range of free services to assist with recruitment and ensure they find qualified candidates. These services include:

- Job Postings: Access to the State's Connecting Colorado job database.
- Email Campaigns: Promoting job openings to a broad audience.
- Employer Incentives: Programs offering tax credits, wage subsidies, and [Federal Bonding Program](#)
- Employer Education: Providing labor market information and industry insights.
- Hiring Events: In-person and virtual events designed to connect employers with job seekers.
- Rapid Response Services: Support for businesses facing restructuring or downsizing.
- Workforce Innovation and Opportunity Act Training Opportunities: On-the-job training, paid internships, apprenticeships programs. [Employment's Eligible Training Provider List](#)
- Facility Use: Access to facilities for hiring events or training programs.
 - [Adams County Workforce & Business Center](#)
 - [Arapahoe/Douglas County Works](#)
 - [Broomfield Workforce Center](#)
 - [Denver Economic Development & Opportunity](#)
 - [Jefferson County Business & Workforce Center](#)
 - [Workforce Boulder County](#)

Office of New Americans (ONA)

Serves as the point of contact for state agencies, private sector organizations, and the public to advance the integration and inclusion of New Americans in Colorado communities. ONA is also home to the Colorado Refugee Services Program (CRSP). CRSP is the state refugee office and is responsible for the statewide coordination of refugee resettlement. [ONA Website](#)

Who Are New Americans?

A New American is defined by law as a Coloradan who has arrived, and a person who will arrive, to Colorado as an immigrant or refugee, and includes their children.

New Americans are Coloradans! They are children, parents, teachers, students, patients, doctors, contractors, homeowners, entrepreneurs, family members, friends, coworkers, and neighbors.

- Please complete the [Employer of Choice](#) form to share your opportunities to hire work authorized New Americans. Once completed, ONA staff will distribute the information to a network of organizations that provide employment services to New Americans.
- Contact dana.bustamante@state.co.us to join the New American Workforce Collaboration meeting, get introduced to partners, or learn more.
- [Working with New Americans toolkit](#): Webinar series covering topics from recruiting and onboarding to retention

Language Learning Partners

- [EnGen](#)
- [Emily Griffith Technical College](#)
- [Spring Institute](#)
- [Aurora Mental Health Cultural Dev and Wellness](#)
- [Denver Public Library Plaza Program](#)
- [Project Worthmore](#)
- [New America College](#)
- [The Learning Source](#)
- [JeffCo Public Schools Adult ESL & Literacy](#)
- [Immigrant & Refugee Center of Northern Colorado](#)

Interpretation and Translation

- Working with Interpreters (Switchboard module)
<https://www.switchboardta.org/resource/introduction-to-working-with-interpreters/>
- Use of interpreters for job interviews and trainings

Employment Eligibility Verification & Employee Rights

- [U.S. Citizenship and Immigration Services' I-9 Central](#)
 - Handbook for Employers - M-274, Section 7.3 Refugees and Asylees (See attachment)
- The Department of Justice's [Immigrant and Employee Rights Section](#)
 - [Best Practices for Recruiting and Hiring Workers](#)
 - Refugees and Asylees Have the Right to Work - Information for Employer (See attachment)
 - Office of Special Counsel for Immigration - Employment Rights & Resources for Refugees and Asylees (See attachment)
 - If you are an employer with questions about the anti-discrimination provision of the INA, watch this [IER employer training](#) or call our **Employer Hotline: 1-800-255-8155**.
- American Business Immigration Coalition ([ABIC](#))

Legal Assistance

- [A Guide for Employers: What to Do if Immigration Comes to Your Workplace](#)

Credential Evaluation

- [World Education Services \(WES\)](#)
 - [Gateway Program](#)
 - [Credential Evaluations](#)
 - [Tools for Institutions & Employers](#)
- [National Association of Credential Evaluation Services](#)

General Resources for Employers

- [Tent.Org](#) <https://www.tent.org/> (see resource page) <https://www.tent.org/resource/company-resources/> for guides specific to your needs as an employer)
- [Colorado Workforce Development Council Resources](#)
- Skills-Based Hiring Toolkits: <https://www.jff.org/idea/skills-based-hiring-toolkits/>
- [Connecting Colorado](#) - Colorado's innovative hiring and recruiting tool
- Resources for small businesses: [Colorado Startup Loan Fund](#)
- Resources for [women- and minority-owned businesses](#)
- Resources for [agricultural businesses](#)
- [Statewide Colorado Workforce Center Locations](#)
- [Grants & Programs](#)
- [Programs & Opportunities](#)
- [Denver Small Business Resources](#)
- [Denver Division of Business Opportunity \(DSBO\) Certifications](#)
- [Colorado and Denver Labor Market Information](#)
- [Labor Market Information](#)
- [Career OneStop Business Center](#) Colorado Resource
- [CO Department of Labor & Employment's Security Clearance Ready Course](#)

Where to find this untapped talent pool – New Americans

- Be willing and open to hiring skilled job seekers with limited English language literacy
- Tailor your outreach strategy to specifically reach New Americans
 - Consider different interview styles
 - Paid working interviews
 - Show the job before you offer the job
 - Language access (use free interpreter technology on cellphones/Google)
 - Review Job descriptions to ensure essential needs are explicitly listed
 - Review flyers
 - Use plain language
 - Use images of the company and occupation
 - Provide the company website UR
- Be creative – a “buddy-up” system with the new hire and an existing employee, [Job Creation and Subsidies/WIOA On-the-Job-Training](#) (i.e., [ManPower Training Program](#)), offer flexible [onboarding](#), and provide specialized support such as language training, transportation assistance, mentorship, stay abreast of [valid work authorization documents](#), consider upskilling current employees, create a “check-in” timeline for supervisors, use images, and color coding

- Create partnerships/career pathways with [Workforce Centers](#), Resettlement Agencies ([African Community Center](#), [Jewish Family Service of Colorado](#), [Lutheran Family Services Rocky Mountains](#), [International Rescue Committee](#), [Church World Service](#)), [Tent](#), [CO Office of New Americans](#)
- Create partnerships/career pathways with Churches and other trusted community-based organizations (i.e., [Hope Has No Borders](#), [Centro de los Trabajadores](#), [Servicios de la Raza](#), [Aurora Mental Health/Cultural Development & Wellness Center](#), [Hands to the Future](#), [Elevate For Change](#), [Centro San Juan Diego](#))
- Create partnerships/career pathways with Pre- and [Registered Apprenticeships](#), (i.e., [Colorado Contractors Association](#), [Tech By Tech, Inc.](#), [Emily Griffith Technical College](#), [Cross Purpose and Trades](#), [New America College Career Coaching](#), [Denver Housing Authority's Academies to Work](#))
- Create an employer account in [Connecting Colorado](#), Register for Employer Connect Newsletter, Register for [Workforce Wednesday Webinar](#) and [Newsletter](#), [Denver Workforce Development](#)
- Participate in in-person and virtual job fairs, present/feature job openings during employment webinars, be a featured employer at local workforce centers/community-based organizations, e-mail job announcements to workforce centers/community-based organizations
- Free online resources for language [EnGen Virtual Career-Aligned English as a Second Language Program](#), English as a Second Language Classes ([Emily Griffith Technical College](#), [Spring Institute](#), [Aurora Mental Health/Cultural Development & Wellness Center](#), [DPL Plaza](#), [New America College](#), [Project Worthmore](#), etc.)
- Consider skilled based hiring vs. traditional hiring - ([Jobs for the Future](#), [Employer Mobilization](#))
 - Skills-based hiring focuses on what a candidate can do, while traditional hiring focuses on who they are (based on their credentials).
 - Candidate Pool: Skills-based hiring widens the talent pool to include non-traditional candidates, whereas traditional hiring can limit options to those with specific educational backgrounds.
 - Skills-based hiring requires writing job descriptions that focus on required skills, not just education or experience.
 - Moving from traditional to skills-based hiring requires a shift in company culture and hiring practices.
 - Overall, skills-based hiring is a more effective and equitable way to find, hire, and retain top talent in today's rapidly changing work environment.