

**BUSINESS LINK CANDIDATES HAVE BEEN EMPLOYED IN POSITIONS SUCH AS:**

- **BAGGAGE HANDLER**
- **BANK TELLER**
- **CASHIER**
- **CONSTRUCTION**
- **COUNSELOR**
- **CUSTOMER SERVICE**
- **DATA ENTRY**
- **DRIVER/HELPER**
- **HELP DESK**
- **HOME HEALTH AIDE**
- **HOTEL STAFF**
- **MAILROOM**
- **MAINTENANCE**
- **MANAGER**
- **MESSENGER**
- **OPERATOR**
- **RECEPTIONIST**
- **SALES**
- **SECRETARIAL**
- **SECURITY**
- **STOCK/WAREHOUSE**
- **SYSTEM ADMINISTRATION**
- **TEACHER AIDE**
- **TELEMARKETER**
- **WAITSTAFF**



Business Link  
348 West 34th Street  
New York, NY 10001

Telephone Number: (212) 643-2881, ext. 3  
Toll-Free: (877) 585-JOBS (5627), ext. 3  
Fax Number: (212) 643-2798  
or visit our web site at [nyc.gov/hra/bl](http://nyc.gov/hra/bl)



Michael R. Bloomberg  
Mayor

Human Resources  
Administration  
Department of  
Social Services

Robert Doar  
Commissioner

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# BUSINESS LINK

## A Guide to Employment Services



**NYC** Human Resources  
Administration  
Department of  
Social Services

Family Independence  
Administration  
Employment Services

# Are You:

- ✓ Receiving Cash Assistance?
- ✓ Looking for a JOB?
- ✓ Work ready?

*If you answered yes, yes, yes, Business Link can work for you!*

## TO WORK WITH BUSINESS LINK YOU MUST:

1. Be a [Cash Assistance Participant](#)
2. Identify a Business Link advertised position that interests you and for which you seem qualified
3. Call Business Link to make an appointment to come in for prescreening and orientation for that position
4. Arrive at the prescreening on time, dressed and prepared for an interview
5. Treat the prescreening as an interview
6. Bring all documentation requested by Business Link (e.g., resumé)
7. If referred to the employer, you must go to the interview on the date and time scheduled

## EMPLOYERS:

- ✓ Identify JOB opportunities
- ✓ Specify necessary skills
- ✓ Identify JOB requirements
- ✓ Interview Business Link referred candidates

### BUSINESS LINK:

- Finds JOB opportunities
- Provides 24-hour toll-free JOB listings
- Provides JOB announcement flyers
- Prescreens and refers candidates to potential employers
- Provides advice on business dress
- Provides account managers to work with you

**TO IDENTIFY BUSINESS LINK JOBS 24/7,  
CALL TOLL-FREE:  
877-585-JOBS (5627) EXT. 2**

**TO SCHEDULE AN APPOINTMENT,  
CALL TOLL-FREE:  
877-585-JOBS (5627) EXT. 3  
OR (212) 643-2881, EXT. 3**

