

# CORD

=== Collaborative Organizations Responding to Dislocation

December 1, 2009

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## E-HUB—CALLING ALL ENTREPRENEURS!!

If you're looking at taking a hobby or small-business interest, or have an idea for a possible business and want to transform it into a successful venture, then E-Hub may be just for you!

Short for Entrepreneur Hub, the E-Hub program trains aspiring entrepreneurs and current small-business owners on how to effectively and efficiently run a business. The program also creates a community network of existing resources and business owners for E-Hub participants to connect with for services, advice and mentorship.

### E-HUB STARTED WITH REGGIE WHITE

The program started several years ago in Green Bay as a part of the Reggie White Foundation. It has flourished there. It has also been offered in Akron/Canton, Ohio, an area very similar to Janesville/Beloit, with both traditionally being known as industrial and manufacturing centers experiencing job loss.

The Southwest Wisconsin Workforce Development Board (SWWDB), in conjunction with the UW-Whitewater Small Business Development Center, will be offering the six-week program twice this winter/spring in both Janesville and Beloit. The first session will be starting early February running through March; the second session starts in April and concludes in May. It's structured so it is offered on Wednesdays in one city, and Thursdays in the other. The sessions last four hours each, with the remainder of the day set aside for one-on-one counseling and coaching of participants. It is also structured so that participants can attend either session in either location each week (e.g., if there is a schedule conflict).

### TRANSFORM YOUR 'HOBBY' BUSINESS

So if you have been operating a 'hobby' business for some time or if you have a business idea but don't know where to turn or start, this program can help you. It can also help those small-business owners that may be struggling in the current economy.

Because the SWWDB is paying for the initial rounds of training in this program, dislocated workers may qualify for services, much like if they were attending BTC or other training programs. Existing business owners may have to pay a small fee. If you'd like further information, contact your case manager, or look on E-Hub's web site at [www.entrepreneurhub.org](http://www.entrepreneurhub.org) and/or [www.urbanhopegb.org](http://www.urbanhopegb.org). or contact SWWDB's Business and Employment Services Manager Eric Kuznacic at the Job Center at (608) 741-3502 or [e.kuznacic@swwdb.org](mailto:e.kuznacic@swwdb.org).

## MAKE SURE YOUR RESUME GETS NOTICED

With the huge number of unemployed seeking jobs, you need to ensure that your letters and resume doesn't get lost in the stack. It needs to stand out from the others. The following are some suggestions to help ensure that your resume doesn't get stuck in the inert stack.

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*Use white space extensively; don't cram information.*

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1. Customize your resume to the job. Review the job description and make sure you highlight (using **bold** and/or *italics* always helps) your important credentials and experiences.
2. Be sure your objectives are clearly stated. You want to show how you are perfectly suited for the position. Don't ramble on and on but clearly and concisely state your objective which relates to the purpose of the company or business you are targeting.
3. Set yourself apart from others. Your career goal should be near the title/top along with one or two of your top credentials, which should be tailored to the employer's needs. Examples for a fabrication plant might be Welding—Diploma in TIG, MIG, SMAW, & FCAW; 3 years experience at GM, etc.
4. The layout/look of your resume is important. Use 'white space' extensively; don't cram information. Leave space between sections, don't use too many fonts (one is usually enough) and use bullets to emphasize skills, accomplishments and listings.
5. Quantify your accomplishments as much as possible. The following example shows how using numbers (the second example) carries more weight than generalizations.
  - Made sales calls to various clients
  - Personally visited an average of eight clients per day, five days each week, totaling over 2,000 sales calls per year.

And don't hesitate to have a friend, former co-worker, relative or others to review your resume giving their frank impression/suggestions for improving it.



*Looking for funds to help you go to college? Check out this workshop to the right!*

## FINANCIAL PLANNING FOR COLLEGE

A special session on **Financial Planning for College-Bound Adults** is being held on Wednesday, December 2 between 4:30-7:30 p.m. at Turner High School, 1231 Inman Parkway, Beloit. Registrations are needed by December 1.

If high school was several years ago for you, or if you're thinking about college, and you need more information about education, community or financial resources, this is the session for you!

Included will be how to fund and plan your education, with representatives present from:

- Blackhawk Technical College, UW-Rock County, and private and independent colleges and universities;
- Community agency resource programs;
- Federal financial Aid & FAFSA instructions and tips; and
- Scholarships and grants you've never known about!

For registration, please e-mail or call (608 area code):

- Tamela Stafford at 741-3591 or [tamela.stafford@dwd.wisconsin.gov](mailto:tamela.stafford@dwd.wisconsin.gov)
- Amber Culver at 741-3532 or [amber.culver@dwd.wisconsin.gov](mailto:amber.culver@dwd.wisconsin.gov)
- Sandra Bier at 741-3607 or [Sandra.bier@dwd.wisconsin.gov](mailto:Sandra.bier@dwd.wisconsin.gov)

## BEWARE OF SCAMS IN ON-LINE JOB SEARCH

"If it looks too good to be true, it probably is." When searching on-line for a new job, remember that the same technological innovations that help you in your job search may be used by other cyber-criminals looking to lure job seekers into questionable 'job opportunities.' (Thanks to Monster.com/Monster Team for this information).

### KNOW WHAT TO AVOID

Some employment scams appear as job postings or classified while others may target victims with an offer through an unsolicited email. Following are the most common scams you may see:

- **Money-Laundering Scams**—they often create job descriptions that offer commissions as high as \$2,000 per day to process checks on behalf of foreign nationals. They are recruiting local citizens to 'process payments' or 'transfer funds,' because as foreign nationals, they can't do it themselves.
- **Reshipping Scams**—Reshipping, or postal forwarding scams, typically require job seekers to receive stolen goods in their homes—frequently consumer electronics—and then forward the packages, often outside the U.S. Those who fall for these scams may be liable for shipping charges and even the cost of the goods purchased online with stolen credit cards.
- **Pre-pay/Work at Home Scams**—Although there are genuine jobs working at home, many 'offers' are not valid forms of employment and may have the simple goal of obtaining an initial monetary investment from the victim. Using claims such as 'be your own boss' and 'make money quickly,' Work at Home scams will not guarantee regular salaried employment and almost always require an 'up front' investment of money for products or instructions before explaining how the plan works.

### PROTECT YOURSELF

What seems like a lucrative job offer could cost you your savings and more. Learn to identify scam signals:

- Don't get involved with an employer that can't make its business model perfectly clear or one that's willing to hire you without even a phone interview. Research any employer that you feel uneasy about.
- Never put your social security or national ID number, credit card number, bank account or any personal ID data in your resume nor share it with a prospective employer until you know they're 'legit.'
- Don't engage in any transaction in which you're requested to transfer or exchange currency or funds.
- Be cautious when dealing with individuals/companies outside of the U.S.

## FEED YOUR FAMILY FOR LESS THAN \$5 A DAY?

The Angelfood Program can help you obtain top-quality food products at close to half regular retail costs. There are no income requirements—anyone can take part in this great opportunity. Also food stamps are accepted.

The food includes your choices of various packages—steaks, pork chops, hamburgers, vegetables, fruits, etc.—all top quality. Flyers explaining more about this program with details of food packages can be obtained at the Job Center. The local agent for this is Mt. Calvary Lutheran Church, 2940 Mineral Point Ave., Janesville. Call them at (608) 754-2711 or order online at [www.angelfoodministries.com](http://www.angelfoodministries.com). You can also visit Mt. Calvary's site at [www.mtcalvaryjvl.com](http://www.mtcalvaryjvl.com) and click on the Angelfood icon.

Check it out! The food is fantastic and the savings are even better. You can save up to 50% and more over grocery store prices. You simply stop by the host site to order and then later pick up your food. The next orders are due prior to December 9. Why not give it a try?!!



*Angelfood can provide you and your family with delicious, high-quality, inexpensive food. Check it out at [www.angelfoodministries.com](http://www.angelfoodministries.com).*

## CHECK OUT THESE OPPORTUNITIES

There are several **Dislocated Worker** sessions that may be of interest to you. Call the Rock County Job Center for information or to schedule a session—Julie Funk at (608) 741-3462 or Carol Kohl at (608) 741-3418.

<b>Choice, Change &amp; Adjustment</b>	Tues., Dec. 1, 10 a.m.-noon
<b>Pre-Assessment Workshop</b>	Thus., Dec. 3, 9-11 a.m.
<b>Success Skills Training I</b>	Fri., Dec. 4, 8:30 a.m.-noon
<b>Java &amp; Jobs (Annex)</b>	Fri., Dec. 4, 9:30-10:30 a.m.
<b>Practice Interviewing (Annex)</b>	Fri., Dec. 4, 10:30 a.m.-noon
<b>Choice, Change &amp; Adjustment</b>	Mon., Dec. 7, 1-3 p.m.
<b>Dislocated Worker Orientation</b>	Mon., Dec. 7, 2-4 p.m.
<b>Food Safety</b>	Tues., Dec. 8, 10:30-11:30 a.m.
<b>Jumpstart Your Job Search (Annex)</b>	Tues., Dec. 8, 1-3 p.m.
<b>Ability Profiler Test</b>	Weds., Dec. 9, 8:30 a.m.-noon
<b>Pre-Assessment Workshop</b>	Wed., Dec. 9, 1-3 p.m.
<b>Getting Through the Tough Times</b>	Thus., Dec. 10, 1-3 p.m.
<b>Success Skills Training II</b>	Fri., Dec. 11, 8:30 a.m.-noon
<b>Java &amp; Jobs (Annex)</b>	Fri., Dec. 11, 9:30-10:30 a.m.
<b>Resume 101 (Annex)</b>	Fri., Dec. 11, 10:30 a.m.-noon
<b>Pre-Assessment Workshop</b>	Mon., Dec. 14, 10 a.m.-noon
<b>Choice, Change &amp; Adjustment</b>	Mon., Dec. 14, 10 a.m.-noon
<b>Pre-Assessment Workshop</b>	Tues., Dec. 15, 4:30-6:30 p.m.
<b>Email Basics (Annex)</b>	Tues., Dec. 15, 10 a.m.-noon
<b>Things to Do When the Paycheck Stops</b>	Weds., Dec. 16, 9-11 a.m.
<b>Educational Options</b>	Thus., Dec. 17, 2-3 p.m.
<b>Typing (Annex)</b>	Thus., Dec. 17, 2-4 p.m.
<b>Java &amp; Jobs (Annex)</b>	Fri., Dec. 18, 9:30-10:30 a.m.
<b>Interviewing (Annex)</b>	Fri., Dec. 18, 10:30 a.m.-noon
<b>Choice, Change &amp; Adjustment</b>	Mon., Dec. 21, 1-3 p.m.
<b>Dislocated Worker Orientation</b>	Tues., Dec. 22, 9-11 a.m.
<b>Job Center/Annex Closed</b>	Dec. 25-25 & Dec. 31/Jan. 1
<b>Pre-Assessment Workshop</b>	Tues., Dec. 29, 10 a.m.-noon
<b>Pre-Assessment Workshop</b>	Weds., Dec. 30, 2-4 p.m.

## BOOK EXCHANGE BEING PLANNED

Are you currently enrolled in a WIA-funded training program? If so, you should be receiving information from your Case Manager regarding a book exchange on December 21 and 22 at the Job Center Annex. You will be encouraged to bring in your WIA-funded books from this semester to receive first priority on books for next semester. This unique opportunity will allow the Dislocated Worker Program to conserve resources, extend training, and serve more individuals. Participation of existing clients is expected. If you are absolutely unable to make it on the day that you are assigned, you may contact your Case Manager to arrange a time to drop off your books in advance. At the Book Exchange Drop Off, we will provide more information on the Book Exchange Pick Up to occur the week of January 4, 2010.

DROP OFF your books to the Job Center Annex (located within the UAW Hall at 1795 Lafayette St., Janesville) on Monday, December 21<sup>st</sup> and Tuesday, December 22<sup>nd</sup> between 8 a.m. and 4:30 p.m. Holiday music, treats, and prizes will be on hand!

- **Please note**—participants are prohibited from selling/auctioning books paid for with WIA monies for personal profit; doing so may result in financial liability, ejection from the WIA Program or legal ramification.

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### QUOTE OF THE DAY

“The finest steel has to go through the hottest fire.”

---John N. Mitchell



The CORD Newsletter is designed to provide helpful tips and information to area dislocated workers. Have comments or ideas for stories?

Contact the editor:  
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call (608) 741-3463