

MARCH

				THURSDAY 8:00-11:15 OPEN LAB 8:30-11:15 GED PREP CLASS 9:00-4:00 GED TESTING 9:00-12:00 FS WORKSHOPS INTRO TO INTERVIEWING FOLLOW-UP PHONE INTERVIEWING ELEVATOR SPEECH	1 G F F H	FRIDAY 11:00-12:00 CAREER CRUISING	2 A		
MONDAY 8:30-11:15 GED PREP CLASS 12:00-3:00 FLEXIBLE LEARNING 8:30-11:30 ESL CLASSES 1:00-3:00 WIOA ORIENTATION	5 F G G K	TUESDAY 8:00-11:15 OPEN LAB 8:15-10:15 PRE-GED PREP 8:30-11:15 GED PREP CLASS 9:00-12:00 FS WORKSHOPS CIRCLE OF INFLUENCE TEAM WORK TEAM BUILDING	6 G F F H	WEDNESDAY 8:00-12:30 WORKKEYS TEST 8:30-11:15 GED PREP CLASS 12:00-3:00 FLEXIBLE LEARNING 8:30-11:30 ESL CLASSES	7 B F G G	THURSDAY 8:00-11:15 OPEN LAB 8:15-10:15 PRE-GED PREP 8:30-11:15 GED PREP CLASS 9:00-4:00 GED TESTING	8 G F F F	FRIDAY	9
MONDAY 8:30-11:15 GED PREP CLASS 12:00-3:00 FLEXIBLE LEARNING 8:30-11:30 ESL CLASSES	12 F G G	TUESDAY 8:00-11:15 OPEN LAB 8:15-10:15 PRE-GED PREP 8:30-11:15 GED PREP CLASS	13 G F F	WEDNESDAY 8:30-11:15 GED PREP CLASS 12:00-3:00 FLEXIBLE LEARNING 8:30-11:30 ESL CLASSES 10:00-12:00 RESUME & INTERVIEW BASICS HIRING EVENT—JANESVILLE ROCK COUNTY JOB CENTER 9:00AM—12:00PM	14 F G G H	THURSDAY 8:00-11:15 OPEN LAB 8:15-10:15 PRE-GED PREP 8:30-11:15 GED PREP CLASS 9:00-4:00 GED TESTING 9:00-12:00 FS WORKSHOPS INTRO TO INTERVIEWING FOLLOW-UP PHONE INTERVIEWING ELEVATOR SPEECH	15 G F F F H	FRIDAY	16
MONDAY 8:30-11:15 GED PREP CLASS 12:00-3:00 FLEXIBLE LEARNING 8:30-11:30 ESL CLASSES 3:00-4:30 WIOA ORIENTATION	19 F G G K	TUESDAY 8:00-11:15 OPEN LAB 8:15-10:15 PRE-GED PREP 8:30-11:15 GED PREP CLASS 9:00-12:00 FS WORKSHOPS CIRCLE OF INFLUENCE TEAM WORK TEAM BUILDING	20 G F F H	WEDNESDAY 8:00-12:30 WORKKEYS TEST 8:30-11:15 GED PREP CLASS 12:00-3:00 FLEXIBLE LEARNING 8:30-11:30 ESL CLASSES DANE COUNTY JOB FAIR ALLIANT ENERGY CENTER—MADISON 12:00PM—5:00PM	21 B F G G	THURSDAY 8:00-11:15 OPEN LAB 8:15-10:15 PRE-GED PREP 8:30-11:15 GED PREP CLASS 9:00-4:00 GED TESTING	22 G F F F	FRIDAY	23
MONDAY 8:30-11:15 GED PREP CLASS 12:00-3:00 FLEXIBLE LEARNING 8:30-11:30 ESL CLASSES 1:00-3:00 WIOA ORIENTATION	26 F G G K	TUESDAY 8:00-11:15 OPEN LAB 8:15-10:15 PRE-GED PREP 8:30-11:15 GED PREP CLASS WALWORTH COUNTY JOB FAIR JOB CENTER—ELKHORN 10:00AM—1:00PM	27 G F F	WEDNESDAY 8:30-11:15 GED PREP CLASS 12:00-3:00 FLEXIBLE LEARNING 8:30-11:30 ESL CLASSES 10:00-12:00 RESUME & INTERVIEW BASICS	28 F G G H	THURSDAY 8:00-11:15 OPEN LAB 8:15-10:15 PRE-GED PREP 8:30-11:15 GED PREP CLASS 9:00-4:00 GED TESTING	29 G F F F	CLOSED MARCH 30TH	

CALL (608) 741-3578 TO REGISTER, OR SIGN UP AT THE RESOURCE ROOM DESK.

JOB FAIR/RECRUITMENTS/HIRING EVENT INFORMATION: [HTTP://WISCONSINJOBCENTER.ORG/EVENTS/](http://wisconsinjobcenter.org/events/)

THE WORKSHOP CALENDAR AVAILABLE ONLINE AT: [HTTP://WWW.SWWDB.ORG/PDFs/CALENDAR/RCJCWORKSHOPS.PDF](http://www.swwdb.org/PDFs/CALENDAR/RCJCWORKSHOPS.PDF)



ONLINE WORKSHOPS JOBCENTEROFWISCONSIN.COM	OFFERING WORKSHOPS ON RESUME, INTERVIEWING, NETWORKING, JOB SEARCHING WITH TECHNOLOGY, WORKPLACE SKILLS HTTPS://JOBCENTEROFWISCONSIN.COM/PRESENTATION/JOBSEEKERS/ONLINEWORKSHOPSUMMARY.ASPX
RESUME / INTERVIEW BASICS	INTENDED FOR PEOPLE WHO CURRENTLY HAVE A RESUME (LOOKING FOR WAYS TO CHANGE/ UPDATE CURRENT RESUME) OR NEED TO CREATE ONE FROM SCRATCH; RESUME FUNDAMENTALS WILL BE COVERED AND VARIOUS RESUME SAMPLES AND TEMPLATES WILL BE REVIEWED. AN INTRODUCTION TO COVER LETTERS WILL ALSO BE PROVIDED. LEARN THE BASICS OF HOW TO PREPARE FOR AN INTERVIEW AND THE FOLLOW-UP NEEDED TO LAND THE JOB THAT IS FOR YOU!
RESUME REVIEW	GET YOUR RESUME REVIEWED FREE OF CHARGE! ASK AT THE RESOURCE ROOM DESK!
CAREER CRUISING	TRYING TO PLAN YOUR NEXT CAREER MOVE? EXPLORING JOB AND TRAINING OPTIONS? NEED HELP? CAREER CRUISING—A CAREER ASSESSMENT TOOL THAT CAN HELP YOU EXPLORE JOB POSSIBILITIES THAT MAY BE A GOOD MATCH FOR YOU, AND THEN CONNECT YOU WITH AVAILABLE TRAINING AND JOB OPPORTUNITIES IN THOSE FIELDS. PRE-REGISTER FOR THE WORKSHOP BY CONTACTING CASEY DOBSON AT: 608-741-3507
FORWARD SERVICES WORKSHOPS	OFFERING WORKSHOPS ON RESUME BUILDING, SPEED INTERVIEWING, OVERCOMING BARRIERS AND BUILDING MOTIVATION, PROFESSIONALISM, IMPORTANCE OF A POSITIVE ATTITUDE, BUDGETING.
WIOA ORIENTATION	PROVIDE AN OVERVIEW OF THE WORKFORCE INVESTMENT ACT EMPLOYMENT AND TRAINING PROGRAM FOR ADULT, DISLOCATED WORKER AND YOUTH POPULATIONS TO ASSIST WITH RETURNING TO THE WORKFORCE. PRE-REGISTRATION IS REQUIRED BY CALLING 741-3513 / 3514 / 3507 / 3463 / 3512 / 3511 SERVING GRANT, GREEN, IOWA, LAFAYETTE, RICHLAND & ROCK COUNTIES.
ACT WORKKEYS CURRICULUM	INFORMATION ON THE ACT WORKKEYS CURRICULUM: CERTIFICATION AND HOW TO GET STARTED. LIMIT 9 PARTICIPANTS
WORKKEYS©	SKILLS ASSESSMENT IN APPLIED MATH, READING AND LOCATING INFORMATION IN PARTNERSHIP WITH ACT©. CALL 888/258-9966 FOR A USERNAME AND PASSWORD TO START KEYTRAIN© TODAY! PREREQUISITE: KEYTRAIN© PRETESTS MUST BE TAKEN AND HAVE AT LEAST A 3 OR BETTER ON THE ASSESSMENT
BTC CLASSES	STOP BY ROOM G FOR INFORMATION ON CLASSES OFFER BY BTC (BLACKHAWK TECHNICAL COLLEGE) TABE testing: Tuesdays 12:00-3:00 — New Student Orientation: Tuesdays and Thursdays 12:30-2:30 by appointment only
INTERVIEW STREAMING	Set-up a Video Interview for staff review to improve your interview skills. Available: Monday & Friday 1pm-4:30pm Sign up at the Resource Room Desk.

45 things successful job seekers do on social media— <http://college.usatoday.com/2015/02/06/45-things-successful-job-seekers-do-on-social-media/>

1. Get Everything Squeaky Clean
2. Don't Have an Account on Everything
3. Use Your Real Name
4. Keep Your Image Professional and Consistent
5. Get Your Personal Branding Down
6. Use Your Social Accounts as Jumping Off Points
7. Bring All Your Accounts Together in One Place
8. And Put Them on Your Job Search Materials
9. Don't Use it for Professional Communications
10. Use Scheduling Tools to Stay on Top of Things
11. Get Your Profile Up to Snuff
12. Come Up With a Plan
13. (Mostly) Only Connect With People You Know
14. Send Personalized Messages to Anyone You Don't Know
15. Just Don't Connect With the Hiring Manager
16. Don't Forget the Groups!
17. Up Your LinkedIn SEO
18. *Actually* Connect With People You Don't Know
19. Reconnect With People You Do Know
20. Tap Into Your Connections—Without Annoying Them
21. Keep Your Search Under the Radar
22. Hack Your Insights Graph
23. Look Like You've Been Using It
24. Be a Thought Leader
25. But Don't Just Share Your Own Stuff
26. Show Some Personality!
27. Follow Job Search Experts
28. Follow Company Jobs Accounts
29. Follow Major Players in Your Field
30. Follow People at Your Dream Companies
31. Create Lists of All the Amazing People You Follow
32. Don't Over-Interact
33. Use the Hashtag Search Function
34. Use Other Search Tools to Dig Deeper
35. Use Keywords in Your Bio
36. Participate in Twitter Chats
37. Use Twitter to Improve Your In-Person Networking
38. Don't Hide Your Whole Profile
39. Make Professional Status Updates Public
40. "Like" the Companies You Love
41. Consider Letting Your Connections Know You're Searching
42. Get Creative
43. Get Industry-Specific
44. Use Them to Stand Out
45. Just Use Them to Help Yourself



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MONDAY 2 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 3 8:00-11:15 OPEN LAB G 8:15-10:15 PRE-GED PREP F 8:30-11:15 GED PREP CLASS F 9:00-1:00 FORWARD SERVICES B DECISION MAKING CIRCLE OF INFLUENCE TEAM WORK TEAM BUILDING	WEDNESDAY 4 8:00-12:30 WORKKEYS TEST B 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 5 8:00-11:15 OPEN LAB G 8:15-10:15 PRE-GED PREP F 8:30-11:15 GED PREP CLASS F	FRIDAY 6 11:00-12:00 CAREER CRUISING A
MONDAY 9 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	TUESDAY 10 8:00-11:15 OPEN LAB G 8:15-10:15 PRE-GED PREP F 8:30-11:15 GED PREP CLASS F	WEDNESDAY 11 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 10:00-12:00 RESUME & INTERVIEW BASICS H	THURSDAY 12 8:00-11:15 OPEN LAB G 8:15-10:15 PRE-GED PREP F 8:30-11:15 GED PREP CLASS F 9:00-1:00 FORWARD SERVICES I INTRO TO INTERVIEWING FOLLOW-UP PHONE INTERVIEWING ELEVATOR SPEECH	FRIDAY 13
MONDAY 16 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 3:00-4:30 WIOA ORIENTATION K	TUESDAY 17 8:00-11:15 OPEN LAB G 8:15-10:15 PRE-GED PREP F 8:30-11:15 GED PREP CLASS F 9:00-1:00 FORWARD SERVICES B DECISION MAKING CIRCLE OF INFLUENCE TEAM WORK TEAM BUILDING	WEDNESDAY 18 8:00-12:30 WORKKEYS TEST B 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G	THURSDAY 19 8:00-11:15 OPEN LAB G 8:15-10:15 PRE-GED PREP F 8:30-11:15 GED PREP CLASS F	FRIDAY 20
MONDAY 23 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K	TUESDAY 24 8:00-11:15 OPEN LAB G 8:15-10:15 PRE-GED PREP F 8:30-11:15 GED PREP CLASS F	WEDNESDAY 25 8:00-12:30 WORKKEYS TEST B 8:30-11:15 GED PREP CLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 10:00-12:00 RESUME & INTERVIEW BASICS H	THURSDAY 26 8:00-11:15 OPEN LAB G 8:15-10:15 PRE-GED PREP F 8:30-11:15 GED PREP CLASS F	FRIDAY 27
MONDAY 30 8:30-11:15 GED PREPCLASS F 12:00-3:00 FLEXIBLE LEARNING G 8:30-11:30 ESL CLASSES G 1:00-3:00 WIOA ORIENTATION K				

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11 Tips To Get Something Useful Out Of Job A Fair — <http://www.businessinsider.com/how-to-get-the-most-out-of-job-fairs-2014-3>



- Devise a plan for the day.** Know which employers you want to connect with ahead of time, and prioritize them.
- Dress like you would for an interview.** “If you’re not dressed professionally, that’s just one more hurdle you’ll have to overcome. Employers notice details; some complain about wrinkled ties, scuffed shoes, or inappropriate jewelry.”
- Research the companies that will be there.** “The No. 1 complaint from employers is that candidates simply didn’t take the time to learn about the company and its opportunities in advance.
- Don’t ask questions that you can find answers to online.** Jones says you should never ask: “What kind of positions are you hiring for?” or “What is your organization all about?” or any other question that can be answered with a quick Google search. Instead, mention something you read online about a new product or a new initiative.
- Remember that this is a networking opportunity.** As a job seeker, you should collect as many business cards as possible and make a good first impression.
- Be prepared to answer questions about yourself.** Be concise; you don’t have much time to make your impression before the recruiter is on to the next person
- Listen to everyone around you.** If you find yourself waiting in line to speak with an employer, make your time count.
- Be enthusiastic.** Demonstrate your interest with a firm handshake, good eye contact, a smile, and a good conversation with the company representative.

Apply online after you meet with a company rep. For the employers you target, don’t just research the company website; also access the job listings page and apply online.
Make sure you have that wow factor. Tell the employer your unique story, career accomplishments, and what sets you apart from and above all other potential candidates.
Follow up by email. Be prepared to follow up with the recruiters soon after you meet them. Ask for a business card, and send thank you emails.