



					FRIDAY 1 11:00-12:00 CAREER CRUISING A
MONDAY 4 1:00-3:00 WIOA ORIENTATION K	TUESDAY 5	WEDNESDAY 6 9:00-1:00 FORWARD SERVICES H RESUME COVER LETTERS	THURSDAY 7	FRIDAY 8	
MONDAY 11	TUESDAY 12	WEDNESDAY 13 10:00-12:00 RESUME & INTERVIEW BASICS H HIRING EVENT ROCK COUNTY JOB CENTER 1:00 PM—4:00 PM	THURSDAY 14 9:30-1:30 FORWARD SERVICES I TIME MANAGEMENT CONFLICT RESOLUTION	FRIDAY 15	
MONDAY 18 3:00-4:30 WIOA ORIENTATION K	TUESDAY 19	WEDNESDAY 20 8:00-12:30 WORKKEYS TEST B	THURSDAY 21	FRIDAY 22	
MONDAY 25 1:00-3:00 WIOA ORIENTATION K	TUESDAY 26	WEDNESDAY 27 10:00-12:00 RESUME & INTERVIEW BASICS H	THURSDAY 28	FRIDAY 29	

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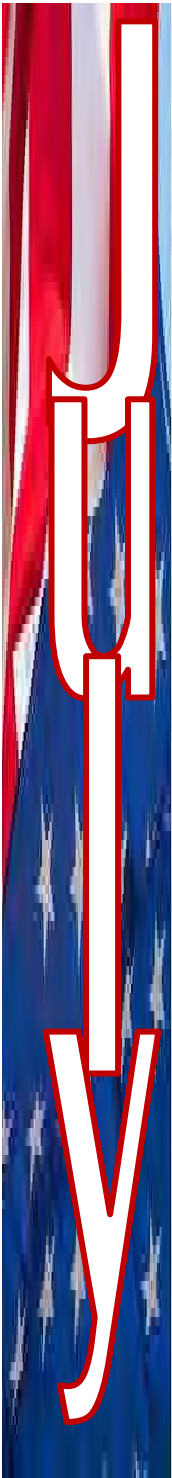
ONLINE WORKSHOPS JOBCENTEROFWISCONSIN.COM	OFFERING WORKSHOPS ON RESUME, INTERVIEWING, NETWORKING, JOB SEARCHING WITH TECHNOLOGY, WORKPLACE SKILLS https://jobcenterofwisconsin.com/presentation/jobseekers/onlineworkshopsummary.aspx
RESUME / INTERVIEW BASICS	INTENDED FOR PEOPLE WHO CURRENTLY HAVE A RESUME (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.
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CHOICE, CHANGE & ADJUSTMENT 101	WHERE DO I GO FROM HERE? UNDECIDED ABOUT YOUR FUTURE? LEARN HOW TO USE YOUR SKILLS, ABILITIES, CAREER TOOLS AND RESOURCES TO REVEAL “OTHER” JOBS OR CAREERS, TRANSITION EASIER & CHOOSE YOUR EDUCATION PROGRAM. A LICENSED CAREER COUNSELOR WILL BE AVAILABLE TO ASSIST. PART 2, CAREER ASSESSMENT & PLANNING 201 IS SCHEDULED AT THE CLASS ABOVE.



What to Wear to a Job Interview — <https://www.monster.com/career-advice/article/what-to-wear-job-interview>

The old uniform Carr, who hosts a podcast titled “Beyond the Business Suit,” notes that the standard “interview uniform” for both men and women—a conservative dark business suit with dress shoes or heels—began to lose favor somewhere between 2008 and 2010. She pegs the change to the rise of the tech industry. This sector has made a mantra out of being anti-corporate, right down to a culture that encourages jeans and T-shirts. In tech, even the offices aren’t really offices anymore. They’re lofts or other open floor plans, which combine commercial and industrial, at least aesthetically. The idea is to foster a culture of collaboration and camaraderie—and theoretically, comfortable dress will support these notions. Besides, who wants to play Ping-Pong in a three-piece suit? Thanks to tech’s influence, most other industries have been going more casual, and so the idea of a job candidate arriving for an interview in formal attire can seem like kind of a disconnect.

The new uniform “I’m seeing women opt for things like a dress and blazer, or a pencil skirt, blouse and blazer over the traditional matching business suit now,” Carr says. Men, she says, are now more commonly wearing blazers and button down shirts to interviews and sometimes—gasp—they’re entering interview rooms without ties! But what you should wear to your job interview really depends on the job you’re applying for, the company culture, and the industry at large. Kim Zoller, CEO of Image Dynamics, a Dallas-based company that coaches executives on image, tells a story of working with Vans, a shoe and clothing company made popular by skateboarding culture of the 1990s. Zoller, said she was told in advance of a meeting with Vans bosses—a de facto job interview—not to wear a suit. “You have to know your audience,” Zoller says. “We were told, ‘If you come in wearing a suit, they’re going to think you don’t know who they are.’” Zoller and Carr agree that the best policy is to dress for the interview at least one notch more formally than the people who already work for the company. (Once you get the job, you can let your hair down, Carr says). If you’re unsure how people at the company dress, feel free to ask the recruiter or manager you’ve been in contact with. They’ll probably appreciate your initiative. While Carr thinks a suit is rarely necessary today (only for industries like law, finance, or government), Zoller’s take is that a suit can be OK. You just have to own it, and not get too stiff, she says. “The days of dark suits, white shirts, and very conservative ties for men are over,” she says. “But that doesn’t mean you can’t spruce it up a bit.” The suits being made today are cooler, she says, and there are plenty of edgier stylistic choices you could make to even make a simple suit more interesting: a skinny tie, a pocket square, or a shirt with a bold (but tasteful) pattern. Just make sure to keep it professional. Carr and Zoller note that you you’re going to be judged on “the whole you” in a job interview setting, and this will ultimately include what you wear. “If an employer has five candidates that are all equally qualified in terms of skill, the employer is going to look at how the individuals present themselves,” Carr says. “Employers in an interview setting do judge a book by its cover,” adds Zoller. “And many times, they’re not going to read the book if they don’t like the cover.”



MONDAY 2 1:00-3:00 WIOA ORIENTATION K	TUESDAY 3		THURSDAY 5	FRIDAY 6 11:00-12:00 CAREER CRUISING A
MONDAY 9	TUESDAY 10	WEDNESDAY 11 10:00-12:00 RESUME & INTERVIEW BASICS H HIRING EVENT ECLIPSE CENTER—BELOIT 2:00 PM—4:00 PM	THURSDAY 12 9:30-1:30 FORWARD SERVICE I TIME MANAGEMENT	FRIDAY 13
MONDAY 16 3:00-4:30 WIOA ORIENTATION K	TUESDAY 17	WEDNESDAY 18 8:00-12:30 WORKKEYS TEST B 8:30-12:30 FORWARD SERVICE H RESUME COVER LETTERS	THURSDAY 19	FRIDAY 20
MONDAY 23 1:00-3:00 WIOA ORIENTATION K	TUESDAY 24	WEDNESDAY 25 10:00-12:00 RESUME & INTERVIEW BASICS H	THURSDAY 26	FRIDAY 27
MONDAY 30 1:00-3:00 WIOA ORIENTATION K	TUESDAY 31			

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How to Ace a Phone Interview — <https://www.forbes.com/sites/deborahljacobs/2014/05/27/how-to-ace-a-phone-interview/#434d8d226177>

- Do your homework.** Thoroughly research the company and the interviewer, just as if you were preparing to meet in person. Expect some variation on the question, "What do you know about us?"
- Create a comfortable environment.** If you don't have a lot of experience with phone.
- Listen first.** Usually, the interviewer will set the stage.
- Then talk.** When we are in front of someone, we can send and receive visual cues. On the phone, we must make a good impression purely with our voices.
- Create a positive ending.** If you really want the job, end the call on a positive note. Say something to the effect of, "Thanks for the call. I like what I heard and from this information, I am confident I could fill the role."



AFTER THE PHONE INTERVIEW

- Send a thank-you note.** Let half a business day go by and then send a brief note (no longer than one screen shot). This email should come on the same day, but not immediately after, the call.
- Be patient.** You won't necessarily get a reply email to your thank-you note. Follow up one week later, and again after two weeks.
- Face reality.** We are all up against stiff odds. (one typical shortlist is three candidates).

Once you've followed all these steps, move on to other things. Remember: Somewhere out there is a job for you. You just have to find it.