

# Resource Room Closed December 31st

Agencies available 12/31/2018:

Human Services, Forward Services



<b>Resource Room Closed December 31st</b> Agencies available 12/31/2018: Human Services, Forward Services		<b>WEDNESDAY</b> 2	<b>THURSDAY</b> 3	<b>FRIDAY</b> 4 11:00-12:00 CAREER CRUISING A 1:00-4:30 INTERVIEW STREAM B
<b>MONDAY</b> 7 1:00-4:30 INTERVIEW STREAM B	<b>TUESDAY</b> 8 9:00-12:00 Job Search Essentials D	<b>WEDNESDAY</b> 9 10:00-12:00 RESUME & INTERVIEW BASICS D	<b>THURSDAY</b> 10 9:00-12:00 INTERVIEWING K	<b>FRIDAY</b> 11 1:00-4:30 INTERVIEW STREAM B
<b>MONDAY</b> 14 3:00-4:30 WIOA ORIENTATION D 1:00-4:30 INTERVIEW STREAM B 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	<b>TUESDAY</b> 15 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	<b>WEDNESDAY</b> 16 10:00-12:00 <b>GETTING A STATE JOB</b> B 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	<b>THURSDAY</b> 17 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	<b>FRIDAY</b> 18 1:00-4:30 INTERVIEW STREAM B
<b>MONDAY</b> 21 1:00-3:30 WIOA ORIENTATION D  <b>RESOURCE ROOM CLOSED</b>	<b>TUESDAY</b> 22 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	<b>WEDNESDAY</b> 23 10:00-12:00 RESUME & INTERVIEW BASICS D 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	<b>THURSDAY</b> 24 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	<b>FRIDAY</b> 25 1:00-4:30 INTERVIEW STREAM B
<b>MONDAY</b> 28 1:00-3:30 WIOA ORIENTATION D 1:00-4:30 INTERVIEW STREAM B	<b>TUESDAY</b> 29 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	<b>WEDNESDAY</b> 30 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G 12:00-4:00 GED TESTING F	<b>THURSDAY</b> 31 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	

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

CHECK OUT THE BACK FOR WORKSHOPS DESCRIPTIONS!

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

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<b>RESUME / INTERVIEW BASICS</b>	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!
<b>RESUME REVIEW</b>	GET YOUR RESUME REVIEWED FREE OF CHARGE! ASK AT THE RESOURCE ROOM DESK!
<b>CAREER CRUISING</b>	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. <b>PRE-REGISTER FOR THE WORKSHOP BY CONTACTING CASEY DOBSON AT: 608-741-3507</b>
<b>FORWARD SERVICES WORKSHOPS</b>	OFFERING WORKSHOPS ON RESUME BUILDING, SPEED INTERVIEWING, OVERCOMING BARRIERS AND BUILDING MOTIVATION, PROFESSIONALISM, IMPORTANCE OF A POSITIVE ATTITUDE, BUDGETING.
<b>WIOA ORIENTATION</b>	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. <b>PRE-REGISTRATION IS REQUIRED BY CALLING 741-3513 / 3514 / 3507 / 3463 / 3512 / 3511</b> SERVING GRANT, GREEN, IOWA, LAFAYETTE, RICHLAND & ROCK COUNTIES.
<b>BTC CLASSES</b>	STOP BY ROOM G FOR INFORMATION ON CLASSES OFFER BY BTC (BLACKHAWK TECHNICAL COLLEGE) <b>TABE testing: Tuesdays 12:00-3:00 — New Student Orientation: Tuesdays and Thursdays 12:30-2:30 by appointment only</b>
<b>ONLINE WORKSHOPS JOBCENTEROFWISCONSIN.COM</b>	OFFERING WORKSHOPS ON RESUME, INTERVIEWING, NETWORKING, JOB SEARCHING WITH TECHNOLOGY, WORKPLACE SKILLS <a href="https://jobcenterofwisconsin.com/presentation/jobseekers/onlineworkshopsummary.aspx">HTTPS://JOBCENTEROFWISCONSIN.COM/PRESENTATION/JOBSEEKERS/ONLINEWORKSHOPSUMMARY.ASPX</a>
<b>INTERVIEW STREAMING</b>	RECORD AN INTERVIEW FOR REVIEW BY STAFF TODAY!
<b>GETTING A STATE JOB</b>	NAVIGATE TO A STATE JOB—LEARN MORE ABOUT: • STATE AGENCIES • EMPLOYEE BENEFITS • SEARCHING THE APPLICATION SITE • CAREER POSSIBILITIES • HOW TO MATCH YOUR SKILLS TO SPECIFIC STATE JOBS • TIPS FOR A MORE EFFECTIVE RESUME AND COVER LETTER <b>***MUST HAVE A WISC.JOBS ACCOUNT PRIOR TO ATTENDING THE WORKSHOP.</b>

**The rules for job searching are different in January—** <https://www.monster.com/career-advice/article/job-search-january>

It's the busiest time of the year for job searches. This is how to get ahead of the competition.

**January marks the busiest job search month of the entire year.**

**The right time is right now—**Last year, the top job search day was January 4, with six out of the top 10 search days of 2017 occurring in January (the other four days were in February). It's apparent that a lot of people equate a new year with a new career.

Don't let this data discourage you from applying—but do use it to develop a job-search strategy. The more things are in your control, the better you'll feel about your job search.

Send your resume soon(er)

Generally you should apply to a job by close of business the day you see the listing—but this month, try to get your materials in within the hour of seeing the listing. Stressed? Don't be.

**Take a breath.**—One part of the job search that you can control is your application materials. Recruiters review resumes upon submission, and if you postpone your submission in order to create the ultimate cover letter or update your resume, you're potentially losing out on an opportunity. This is always true, but it's especially true in times of high application volume (like now). If you wait to apply, your prospective employer may be already in the midst of the interviewing process by the time you apply. Don't delay when you see a job listing you like; you snooze, you lose.

Assume the recruiter is actively looking to fill the role; and take that same fervor to fuel your search as you pursue new opportunities. Make sure your resume and cover letter reflect your most recent accomplishments, promotions, and skills.

**Be on auto alert**—Another thing you can control is your stress level. Get the jobs to come to you by signing up for new job alerts from Monster so you don't have to fear you're missing something good. (Plus that way you don't have to fret about getting caught job searching during the day on your work computer and having an awkward convo with your boss or coworker.) Let Monster help you do the heavy lifting and take some of the pressure off. Good luck out there!



# February 2019

<b>MONDAY</b> 4 1:00-3:30 WIOA ORIENTATION D 1:00-4:30 INTERVIEW STREAM B 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	<b>TUESDAY</b> 5 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	<b>WEDNESDAY</b> 6 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	<b>THURSDAY</b> 7 8:15-12:00 GED TESTING F 8:30-11:15 PRE-GED PREP G	<b>FRIDAY</b> 8 11:00-12:00 CAREER CRUISING A 1:00-4:30 INTERVIEW STREAM B
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<b>INTERVIEW STREAMING</b>	RECORD AN INTERVIEW FOR REVIEW BY STAFF TODAY!

## 5 Tips to Avoid Job Scams— <https://money.usnews.com/money/blogs/outside-voices-careers/2013/11/13/5-tips-to-avoid-job-search-scams>

- 1. Be skeptical and know the most common job scams.** As with anything, if a job description seems too good to be true, it probably isn't an authentic opportunity. Jobs offering a lot of money for very little effort on your part are likely fronts for people who hope to collect information from you. "The most common job scams tend to focus on a few specific types of jobs," Sutton Fell notes. "Those include data entry, stuffing envelopes, rebate or forms processing, wire transfers or money movement, shipping management, craft assembly and pyramid sales schemes." If you see those types of ads, your best bet is to steer clear.
- 2. Verify job listings before you apply.** New job scams often use a real company's name to advertise their scam. They attract job seekers who see job postings for G.E. and Google and don't realize they are fake jobs the company did not post. Sutton Fell suggests: "When you find job listings on outside sites, it's easy to go to the main career page of the company and check their own website's listings to see if the job is really being offered by them. If you can't find it on the company's career page, it might be a scam." You may also want to be skeptical if no company name is listed at all.
- 3. Learn how to spot scammy behavior.** When is the last time a real company contacted you out of the blue and offered you a job? People mining the Internet for information, who prey on job seekers, might conduct job interviews over instant messaging programs and could make a job offer quickly. Another tell-tale sign that you may be caught in a scam is that the hiring manager asks for your decision immediately. "This creates a sense of urgency that if you don't act on it, you may lose the job to someone else," Sutton Fell explains. "Once they've lured you in, they'll ask you for money – either to purchase job supplies like software or training materials, or to start a direct deposit account for your paycheck. You'll almost never see a reputable employer engaging in these practices."
- 4. Be cautious about where you're job searching online.** Most major job boards don't pre-screen job listings before publishing, so don't assume a job is legitimate because it's listed on a major site. Look for sites that do pre-screen their postings. Before applying, research the company and conduct a Google search to learn about its reputation. You may find stories of other people being scammed, which will save you time, money and headaches later.
- 5. Trust your gut.** Job scammers believe that job seekers must be desperate and count on them to be vulnerable. Sutton Fell notes: "Even though you're anxious to get hired, don't let your guard down and leave yourself open to scam artists taking advantage of you." She also points out some key signs of fake job postings: including lots of capital letters, excessive punctuation, including dollar signs and exclamation points. These scams usually don't offer details about the job and may request sensitive information, such as your bank account details and social security number.

