

October

MONDAY 1 1:00-3:00 WIOA ORIENTATION K 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	TUESDAY 2 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	WEDNESDAY 3 8:00-12:30 WORKKEYS TEST B 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G 9:00-12:00 RESUME H	THURSDAY 4 8:30-11:30 GED TESTING F 8:30-11:15 PRE-GED PREP G 9:00-12:00 INTERVIEWING H	FRIDAY 5 11:00-12:00 CAREER CRUISING A
MONDAY 8 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	TUESDAY 9 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	WEDNESDAY 10 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G 10:00-12:00 RESUME & INTERVIEW BASICS H MANUFACTURING HIRING EVENT ECLIPSE CENTER—BELOIT 2:00 PM—4:00 PM	THURSDAY 11 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	FRIDAY 12
MONDAY 15 3:00-4:30 WIOA ORIENTATION K 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	TUESDAY 16 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	WEDNESDAY 17 8:00-12:30 WORKKEYS TEST B 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	THURSDAY 18 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	FRIDAY 19
MONDAY 22 1:00-3:00 WIOA ORIENTATION K 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	TUESDAY 23 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	WEDNESDAY 24 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G 10:00-12:00 RESUME & INTERVIEW BASICS H	THURSDAY 25 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	FRIDAY 26
MONDAY 29 1:00-3:00 WIOA ORIENTATION K 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING G	TUESDAY 30 8:30-11:15 GED PREP CLASS F 8:30-11:15 PRE-GED PREP G	WEDNESDAY 31 8:30-11:15 GED PREP CLASS F 8:30-11:15 ESL CLASS G 12:00-3:00 FLEX LEARNING 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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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!
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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 12:00-2:00 by appointment only
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How to follow up a Resume Submission — <https://www.theladders.com/career-advice/how-to-follow-up-resume-submission>

How soon is too soon to send an e-mail or make a phone call after a resume submission? When does persistence become annoyance?

Watch the 'close date'

Bruce Powell, managing partner of human-resources consultant [IQ PARTNERS Inc.](#), advises job seekers to note the close date on the job posting. "Don't call or follow up before the posting has even closed," he said. If there is a posting deadline, Powell said, wait a week after the deadline to follow up to give the company a chance to sort through resumes and schedule [interviews](#).

No 'close date?'

If the job posting doesn't provide a clear close date, HR experts and career coaches generally agree that one week after applying is an appropriate amount of time to wait before you follow up.

What to ask when/if you call or write

According to Powell and Heather Krasna, a career services professional and author of "[Jobs That Matter: Find a Stable, Fulfilling Career in Public Service](#)," good questions to ask on a follow-up call or e-mail might include:

- Have any decisions been made yet?
- Is it OK to follow up in another week if you haven't heard anything yet?
- What's the time frame for the job-requisition process?
- What's the time frame for the hiring process?
- What technical qualifications is the company seeking?

How not to be annoying, part 1: No constant calling


If the job posting doesn't stipulate "no calls," [recruiter](#) Lorne Epstein welcomes calls, given that it shows interest and a genuine desire to get the job. But ah, the annoying factor: He says one call is good enough, and the caller should definitely ask how to follow up before doing it again.

How not to be annoying, part 2: No unwanted calls

Calling to follow up in itself can lift your [resume](#) to the top of the pile, Krasna said, given how few people take the time to call about jobs they've applied for. With that said, it's a capital offense to call when the job listing states "No calls."



November

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How to Handle Short-Term Jobs in your Work History— <https://www.theladders.com/career-advice/how-to-short-term-jobs-resume>

Adding structure to your job search can be a key component to helping you succeed, especially when you've had short-term jobs. The company was called Shortstop Ltd. You worked there for only three months. Now it's a blip on your work history, and you're wondering: Should you leave it on your [resume](#), or should you leave it off and be stuck with a work-history gap?

In general, the rules of thumb for short job stints are these, according to Steve Burdan, a certified professional resume writer who works with Ladders:

- If a given job lasted less than six months, you can leave it off of your resume.
- If a given job fits into your recent past, i.e. the past year or two, and it lasted six to 12 months, you must put the job description into your Work History section.
- For jobs that lasted six to 12 months and are buried in your past work chronology, leave them off.
- If a job last at least 12 months, you should put it on your resume.

Beyond the rules of thumb, however, are qualifiers and exceptions:

- **Use years only in work history**
- **Avoiding the 'job-hopper' label**
- **Special cases: Contract Work, Relevant but dated experience, multiple jobs with the same employer**

Resume truth or consequences

Does leaving off short jobs constitute lying? No. Such editing is at the opposite end of the truth spectrum from lying, which boils down to making things up. In fact, leaving short stints off a resume is not only permissible truth-wise, it helps to transform the document into a lean and mean marketing tool.

