



Guide to Employment

Guide to Employment

Name: _____

Date: _____

Our goal at the Employment Connection is to provide you with the tools you need to succeed!

Included in this Guide to Employment are 10 steps to help you and the Employment Connection staff identify where you are in your job search and the services that will assist you with reaching your employment goal. This Guide is your tool, and is yours to keep.

Completing this guide is strongly suggested because:

- It identifies steps to make you more marketable to employers.
- It gives you tips on how to be the preferred candidate in a competitive job market.



“Providing the TOOLS you need to Succeed”

If you need help with any part of the guide you may contact a staff member for assistance or self –register for any of the recommended workshops included in the Guide to Employment.

You are encouraged to bring the Guide to Employment with you to your meetings with Employment Connection staff and to all workshops and classes that you attend.

Quick Reference:

Identifying your needs	Step 1 (Page 4)
Available workshops	Step 1 (Pages 5 & 6)
Setting up an email account	Step 2 (Page 7)
Resumes and Cover Letters	Step 3 (Page 7)
Register with statewide employment system	Step 4 (Page 8)
State of Ohio Labor Market Information	Step 5 (Pages 8 & 9)
Documents needed for staff assistance	Step 6 (Page 10)
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STEP 1: Getting Started: Identifying Your Needs

Everyone's main priority is to find the right job. However, sometimes there are other issues that must be addressed first. This section will identify how we can best assist you. Some of this can be done prior to meeting with Employment Connection staff who can help you!

Check off items you need help with or information on

Identifying short term career goals		Scholarship / Training	
Developing an Employment Action Plan		Day Care	
Improving math, reading and writing skills		Health benefits**	
Special Needs/ Accommodations		Cash Assistance or Food Stamps**	

**Helpful info:

- For information on Cash Assistance or Food Stamps or Health benefits: Call (216) 987-7000 or go to <http://www.cuyahogacounty.us/>.

On left side of screen, click on Social Services, and then click on Employment & Family. On left side of screen, click on the link you need. Clicking on Find Neighborhood Service Center will give you direct phone numbers to each location.

- Healthy Start provides free health insurance for eligible low income families and their children under the age of 19. Some parents and pregnant women may also be eligible. Call (216) 987-7346 to access the Healthy Start Hotline. Staff is available to take applications over the phone, Monday through Friday 9:00 am to 9:00 pm. Or, go to www.healthystart.cuyahogacounty.us.

- Free income tax preparation assistance and information on the Earned Income Tax Credit is available. Call 211 or 436-2000 or go to www.refundohio.org.

- For assistance with other needs, including housing and transportation, go to 211/First Call for Help by typing: <http://www.uws.org> and search their database, or call 436-2000/dial 211.

What's next? Go to Step 2, or bring this to an Employment Connection office, ask the staff person about Step 1. Or, go to page 5 of the Guide to see what workshops are available.

These workshops listed below are available to you now, they are open access, meaning no prerequisites required! You can sign up on your own, or see a staff person for specific information.

Workshops and services you are interested in—some may be recommended for you	Interested in attending	Staff recommends	Notes
▶ Resume Development Workshop			
<input type="checkbox"/> Resume Workshop			
<input type="checkbox"/> Resume Writing			
▶ Applications Plus			Can be accessed on line at www.employmentconnection.us
▶ Employment Applications			
<input type="checkbox"/> Labor Market Information			
<input type="checkbox"/> Senior Strides: Services for Older Adults			
▶ Job Search Letters			Can be accessed on line at www.employmentconnection.us
▶ Interviewing Skills			
▶ Interview Techniques			Can be accessed on line at www.employmentconnection.us
<input type="checkbox"/> Internet Job Search			
<input type="checkbox"/> Career Assessment Inventory			
<input type="checkbox"/> Computer Basics (Lab)			
<input type="checkbox"/> Introduction to the Internet			
▶ Financial Aid Workshop			
<input type="checkbox"/> GED Preparation/Adult Basic Literacy Education			
▶ English for Speakers of Other Languages (ESOL)			
<input type="checkbox"/> Educational Enhancement (GED Practice Test)			
▶ Employment & Family Services (EFS) Benefits Workshop			

KEY: ▶ Instructional Workshops

Hands On Workshops

Class Enrollment System

You may enroll in some workshops and classes using the course scheduling database at www.EmploymentConnection.us. If you have difficulty accessing this site, or using the class enrollment feature, Employment Connection staff will be able to assist you. Some classes require orientation first; see a staff person for details.

Additional Available Workshops: Prerequisites apply; you must speak with an Employment Connection staff to enroll! You can also check out available workshops in our quarterly calendar.

Check off the workshops and services you are interested in—some may be recommended for you	You are interested in attending	Staff recommends	Notes
▶ Tips for Job Seekers			
<input type="checkbox"/> Senior Strides: Managing the Job Market			
▶ OTAP- a workshop for veterans			
<input type="checkbox"/> TABE/Work keys testing			
<input type="checkbox"/> Introduction to Word 2003			
<input type="checkbox"/> Introduction to Computers			
<input type="checkbox"/> Computer 101 Workshop			
<input type="checkbox"/> Computer Basics for Resume Writers			
▶ Networking Workshop			
<input type="checkbox"/> On-Line Application Lab			
▶ Targeting Workshop			
▶ Interpersonal Communications			
<input type="checkbox"/> Mock Interviewing Workshop			
▶ Telephone Techniques Workshop			
<input type="checkbox"/> Practice Interviewing			
<input type="checkbox"/> Introduction to Computers			
<input type="checkbox"/> Data Entry			
<input type="checkbox"/> Computer 101 Workshop			
<input type="checkbox"/> Introduction to Word 2003			
<input type="checkbox"/> Intermediate Word 2003			
<input type="checkbox"/> Introduction to Excel 2003			
<input type="checkbox"/> Intermediate Excel 2003			
<input type="checkbox"/> Introduction to Power Point 2003			
▶ Career Workshop			

KEY: ▶ Instructional Workshops Hands On Workshops

What's next?	<i>Sign up for workshops (Step 1), or Go to Step 2, or if you are interested in orientation, go to Step 6.</i>
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STEP 2: Creating a Free Email Account

An account is useful because many employers recommend or require that you send your resume by email. If you have limited experience on the computer or Internet, refer to the Employment Connection calendar for free workshops. Staff can also help you in the resource room. Here are some helpful hints for your email account:

- Go to any of the internet pages indicated in the box, and click on the area where they tell you to register for your free account (on Yahoo it's a picture of an envelope at the top of the screen), then just follow the steps
- You will need to make up an ID and a password– keep them in a safe place.
- Keep your user ID business-like. Example, use your last name, first initial, and zip code.
- Do not check boxes to receive offers and promotions– this is a sure way to receive loads of junk mail
- To access your mail in the future, go to the homepage, click where it says “mail”, and enter your user name and password.

Free email service is available from:

www.hotmail.com
www.juno.com
www.yahoo.com

To learn more about setting up an email account and conducting an Internet job search, the following workshop(s) is/are recommended:

Introduction to Computers and Introduction to the Internet

___ Workshop attended Date: _____ Account set up Date: _____

Email address _____

Remember to record your password in a safe place so that you will be able to access your email account daily.

What's next? *Sign up for workshops (Step 1), Go to Step 3, or if you are interested in orientation, go to Step 6.*

STEP 3: Resume and Cover Letters

All Job seekers need a current resume and cover letters that highlight skills and accomplishments and specifically target the type of work being sought.

If you are writing your first or updating your resume or cover letter, or if you just want a professional opinion, Employment Connection can assist you. Attend the Resume Development Workshop and the Job Search Letters Workshop. Workshops are listed on the monthly calendar.

Attach your resume and a sample cover letter to this packet to have for future meetings with Employment Connection staff. Continue to Step 4 to learn how to post your resume on OMJ.

___ Resume Development Workshop attended Date: _____

___ Job Search Letters Workshop attended Date: _____

___ Resume sample attached _____ Sample letter attached

What's next? *Remember to sign up for workshops (Step 1), or Go to Step 4, or if you are interested in orientation, go to Step 6.*

STEP 4: Ohio Means Jobs

Register with Ohio Means Jobs (OMJ), the on-line state system that will help employers find you! You can do this before you visit an Employment Connection location. Visit www.ohiomeansjobs.com



Ohiomeansjobs is Ohio's Internet system for job searching and matching.

Ohiomeansjobs helps match you to job opportunities. Ohiomeansjobs will send job notices directly to you.

For best results when registering at ohiomeansjobs.com:

- Once you log on, click on Register under "Job Seeker" and follow the steps.
- Write down your OHIO MEANS JOBS User Name and Password in a place where you can find it easily— you can go back to search for new jobs online
- Save resume onto Microsoft Word.

What's next? Sign up for workshops (Step 1), or Go to Step 5, or if you are interested in orientation, go to Step 6.

STEP 5: Labor Market Information

Need help deciding what area of employment is best for you? Take a look at the State of Ohio Labor Market information. Consider your top 3 career choices, and use the chart on the next page to compare them, using the Labor Market Information page below, and the Occupational Outlook Handbook.

State of Ohio LABOR MARKET INFORMATION PAGE

Go to: <http://lmi.state.oh.us/index.htm>

****Need help? Sign up for our LMI Workshop!**

What's next? Sign up for workshops (Step 1), or if you are interested in orientation, go to Step 6 or Go to Step 7.

Labor Market Information Worksheet

Answers for this section can be found in the Occupational Outlook Handbook at your local Employment Connection office. If you need help in filling out this form, enroll in the Introduction to the internet and Labor Market Information workshops.

3 JOBS YOU'RE INTERESTED IN	SALARY/YEAR OR WAGE/HR	ANNUAL OPENINGS	ARE YOU QUALIFIED?	TRAINING, EDUCATION, LICENSING NEEDED	DUTIES	OPPORTUNITY FOR ADVANCEMENT	WORKING CONDITIONS
EXAMPLE: Licensed Practical Nurse	\$15.80 to \$20.21 per hour	1,015	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate and licensing	Care for ill, injured, convalescent, or disabled persons	May lead to Charge Nurse position or future employer may pay for RN training	In hospitals, nursing homes, clinics, private or group homes
Job 1:			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Job 2:			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Job 3:			<input type="checkbox"/> Yes <input type="checkbox"/> No				

STEP 6 GETTING READY FOR ORIENTATION

Documentation for Staff Assistance

The following documents are needed to determine what additional services may be available to you. Additional documentation may be required for advanced or more intensive services. Employment Connection staff will discuss any additional documentation during your one-on-one appointment.

ALL Applicants must bring:

ITEMS	REC'D	NEED
Driver's license or State ID		
Social Security Card or Birth Certificate, U.S. passport, or certificate of U.S. citizenship		
Selective service verification or status letter (for males born after 12/31/59)		
Veteran's status/ DD214		

Laid-off/Dislocated Workers should also bring:

ITEMS	REC'D	NEED
Lay-off letter/profiling letter or ODJFS Notification of Benefits		

Displaced Homemakers must also bring the following, as applicable:

ITEMS	REC'D	NEED
Divorce or separation papers or Spouse's Death Certificate or Spouse's lay off letter or Letter from Spouse		

What's next? *Sign up for orientation at an Employment Connection location. Go on-line to www.employmentconnection.us to find the nearest location, or to complete an on-line orientation. Instructions can be found at www.employmentconnection.us on where to bring your eligibility documents!*

STEP 7: Meet with Staff to Discuss Your Job Search

Do you want to meet with Employment Connection staff? Go to www.employmentconnection.us to find out about scheduling or viewing an orientation. At or after orientation, ask to schedule a meeting with an Employment Connection staff. Prior to your meeting Complete Steps 7 and 8.

List three Jobs You Have Applied For Recently*

1	COMPANY NAME	PHONE NUMBER	PERSON CONTACTED	
	ADDRESS	CITY	STATE	ZIP
	POSITION APPLIED FOR		DATE	
	ACTIVITY: <input type="checkbox"/> Filled out application <input type="checkbox"/> Had an interview <input type="checkbox"/> Emailed or mailed resume and cover letter			
	OTHER ACTIVITY			
	FOLLOW-UP ACTIVITY <input type="checkbox"/> Called company to arrange for interview <input type="checkbox"/> Sent thank-you note after interview			
	ADDITIONAL FOLLOW-UP ACTIVITY			
	ADDITIONAL COMMENTS			
2	COMPANY NAME	PHONE NUMBER	PERSON CONTACTED	
	ADDRESS	CITY	STATE	ZIP
	POSITION APPLIED FOR		DATE	
	ACTIVITY: <input type="checkbox"/> Filled out application <input type="checkbox"/> Had an interview <input type="checkbox"/> Emailed or mailed resume and cover letter			
	OTHER ACTIVITY			
	FOLLOW-UP ACTIVITY <input type="checkbox"/> Called company to arrange for interview <input type="checkbox"/> Sent thank-you note after interview			
	ADDITIONAL FOLLOW-UP ACTIVITY			
	ADDITIONAL COMMENTS			
3	COMPANY NAME	PHONE NUMBER	PERSON CONTACTED	
	ADDRESS	CITY	STATE	ZIP
	POSITION APPLIED FOR		DATE	
	ACTIVITY: <input type="checkbox"/> Filled out application <input type="checkbox"/> Had an interview <input type="checkbox"/> Emailed or mailed resume and cover letter			
	OTHER ACTIVITY			
	FOLLOW-UP ACTIVITY <input type="checkbox"/> Called company to arrange for interview <input type="checkbox"/> Sent thank-you note after interview			
	ADDITIONAL FOLLOW-UP ACTIVITY			
	ADDITIONAL COMMENTS			

****Recommended for meeting with Employment Connection Job Search Staff**

STEP 8:
Preparation for Job Search Assistance

Prior to your meeting with an Employment Connection staff member, be prepared to answer the following questions in Step 8, complete Step 7, and bring this packet and your resume to the appointment.

- How far are you willing to travel (time or miles) to get to your new job?

- What is your target date for returning to work?

- Are you seeking full time or part time employment?

- If full time, are you working or considering working part time while conducting your job search?

- Do you require a job that provides health care benefits?

- What is the minimum salary or hourly rate that you will accept?

- Do you take public transportation or do you have access to a dependable vehicle?

- Will you require child care when you become employed?

- Are there any other barriers to employment that need to be resolved?

- Additional comments or concerns you would like to discuss with the Employment Connection staff:

Job Search Methods:

List three sources you use in your job search:

1) Newspaper


2) _____

3) _____

What's next? Sign up for workshops (Step 1), continue to meet with Employment Connection staff.

STEP 9: EMPLOYMENT!!

When you become employed tell us! Send to an Employment Connection staff person the completed form below so we can share in your success!

	<h3>New Employment Placement Data Form</h3>
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Member Data

FIRST NAME	LAST NAME	M.I.	SOCIAL SECURITY NUMBER	
STREET ADDRESS		CITY	STATE	ZIP
PRIMARY PHONE NUMBER ()		CELL OR ALTERNATE PHONE NUMBER ()		
EMAIL ADDRESS:				

Employer/Placement Data

EMPLOYER/STAFFING AGENCY NAME		PHONE NUMBER ()	SUPERVISOR NAME	
STREET ADDRESS		CITY	STATE	ZIP
JOB TITLE		START DATE	END DATE, IF APPLICABLE	
HOURS/ WEEK	HOURLY WAGE <u>OR</u>	ANNUAL SALARY	JOB ORDER #	
BENEFITS (Circle all that apply)				
Medical Insurance Dental Life Insurance Disability Insurance 401 K Pension Plan Profit Sharing				
LIST ANY ADDITIONAL BENEFITS				

General Data

Do you plan to continue your job search? YES NO

Is this position temporary? YES NO

How did you learn about your new position? Circle all that apply.

Posting at Employment Connection
OhioMeansJobs
Internet job search
Staffing or temporary agency

Newspaper ad
Recruiter Fair
Through a friend or relative
Networking

Other: _____

MEMBER SIGNATURE _____ DATE _____

Staff Name	Date Received
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STEP 10 - TELL US ABOUT US !!

1. On a scale of 1 to 10, with 1 being difficult and 10 being easy, how would you rate your ease in following the "Guide to Employment"?

2. Were any of the steps confusing or unclear: YES or NO (please circle)

If yes, please explain:

3. Would you recommend this Guide to your family or friends? YES or NO (please circle)

If No, please explain.

4. What information did you find most helpful?

5. What information did you find least helpful?

***Please take this survey sheet and return it to an Employment Connection staff person.
Thank you!***