

# Whidbey - May 2012



(360) 675-5966

www.WorkSourceNorthwest.com

www.Go2WorkSource.com

www.twitter.com/WorkSourceNW

31975 SR 20, Suite 3 ♦ Oak Harbor, WA ♦ 98277

| MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY  | FRIDAY  |
|---|--|---|---|---|
| <ul style="list-style-type: none"> <li>♦ <b>All computer activity is monitored.</b></li> <li>♦ Please remember, the Resource Center is for job search, career exploration, training research &amp; unemployment insurance needs.</li> <li>♦ Internet access for personal use is available at the Oak Harbor Library.</li> <li>♦ Per our policy, if you've worked on a computer for two hours or more, we will ask you to take a break if customers are waiting.</li> <li>♦ Please bring a floppy disk or USB device to save your work.</li> </ul> |  | <b>2</b><br>* Applications, Resumes & Cover Letters<br><b>9:00—12:00</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b>                     | <b>3</b><br>Prepare for a Job Fair Workshop<br><b>9:00—10:00</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b>   | <b>4</b>  |
|   | <b>7</b><br><br>*UI Reemployment Orientation<br><b>8:30</b>  | <b>8</b>  | <b>9</b><br><br>* Skills & Abilities Analysis<br><b>9:00—12:00</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b>   | <b>10</b><br><br>Boeing Application Process<br><b>9:00—12:00</b><br>(MUST PRE-REGISTER)<br><br>Vet Rep On Site<br><b>9:00—4:00</b>  |
| <b>14</b><br><br>*UI Reemployment Orientation<br><b>8:30</b><br><br>Workforce Prep Orientation<br><b>3:00—4:30</b>  | <b>15</b>  | <b>16</b><br><br>* Job Search Strategies<br><b>9:00—12:00</b><br><br>Job Corps<br><b>1pm</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b> | <b>17</b><br><br>Youth Job Search Skills (16-21 years)<br><b>3:30—6:00pm</b><br>Register @<br>360-279-4990<br><br>Vet Rep On Site<br><b>9:00—4:00</b>                             | <b>18</b><br><br>Prepare for a Job Fair Workshop<br><b>9:00—10:00</b>   |
| <b>21</b><br><br>*UI Reemployment Orientation<br><b>8:30</b><br><br>Exploring Self-Employment<br><b>1:00—2:30</b>   | <b>22</b>  | <b>23</b><br><br>* Interviewing Techniques<br><b>9:00—12:00</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b>                              | <b>24</b><br><br><div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>JOB FAIR<br/>NOON-4pm<br/>ELK'S LODGE</b> </div><br><br>Vet Rep<br>(at the Job Fair) | <b>25</b>   |
| <b>28</b><br><br><b>CENTER CLOSED FOR MEMORIAL DAY</b>  | <b>29</b><br><br>*UI Reemployment Orientation<br><b>8:30</b><br><br>Workforce Prep Orientation<br><b>3:00—4:30</b> | <b>30</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b>  | <b>31</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b><br><br>Writing a Business Plan<br><b>1:00—3:00</b>   | <div style="border: 1px solid black; padding: 5px;">                         Workshops marked with * <u>may</u> count as one job search contact.                     </div> |

All workshops start on time.

Please call ahead to pre-register for classes. Park in the OH School District Parking Lot.

# Workshop Descriptions:

Helping business  
and job seekers  
succeed!

## NEXT STEPS FOR SUCCESS!

### Check This Out:

- www.WorkSourceNorthwest.com
- www.TourWorkSource.com
- www.CareerBridge.wa.gov (education & training info)
- www.Go2WorkSource.com

### Take The Following Assessments:

- CHOICES (on Resource Center computers)
- O\*Net (www.onetonline.org)

### Improve Your Skills:

- www.Learn2Type.com
- Attend Computer Classes & Open Lab Sessions
- WinWay Resume: Interview Practice Video

### Follow Up With:

- Veteran's Representative
- Unemployment Insurance:  
www.esd.wa.gov or 1-800-318-6022
- Community/Technical Colleges  
(GED, ESL, Worker Retraining, Grants)
- Community Services: \_\_\_\_\_

### Develop Job Search Tools:

- Explore careers (duties, training, wages, employers)
- Complete a generic application
- Create/update your resume
- Write a cover letter
- Obtain job appropriate e-mail address/voicemail box
- Use the Job Search Log

### Your Next Step(s)

**www.TourWorkSource.com** offers a streaming video orientation to WorkSource services and products. This website is a great place to start or return to at any time for information about WorkSource.

**Veterans' Rep:** Priority service for Veterans and eligible spouses.

**Workforce Preparation Orientation:** Learn about employment and assistance programs for eligible youth, adults, and dislocated workers. Eligibility and funding for employment and training options are explained.

**Job Corps Orientation:** Learn about program and admission process for vocational training for 16-24 years old.

**Exploring Self Employment-How to Start Your Own Business:** Learn the steps in starting a business in WA State; different types of business organizations; how to do research; what lenders look for, etc.

**Writing a Business Plan:** Intended for those without a business background and wish to learn the Small Business Administration steps to writing a business plan.

**Workshop schedules are subject to change.  
Call 360-675-5966 to preregister.**

**WorkSource** is an equal opportunity provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.

TDD (800) 833-6388



Workshops listed may be taken in any order and may count toward a UI work search requirement. It is the claimant's responsibility to know how job search requirements change with the length of their UI Claim. Please contact the UI Claims Center at 1-800-318-6022 to confirm workshop credit for job search.

| SKILLS AND ABILITIES ANALYSIS   |
|---|
| Job seekers continually face change and choices. Learn to identify, demonstrate, and package with confidence, your skills and personal qualities in ways meaningful to employers.   |
| JOB SEARCH STRATEGIES   |
| Find employers in your area and create a targeted job search strategy. Learn ways to find the best job search methods as a key to your success. Learn how to research your labor market, develop networks, and conduct informational interviews.  |
| APPLICATIONS, COVER LETTERS & RESUMES   |
| Convey to a prospective employer who you are, what you know, and what you have to offer them. Learn how employers read applications and how to meet their expectations. Learn what resume and cover letter format best displays your skills, knowledge and abilities in order to attract employers and obtain more interviews. Explore how to organize your skills and abilities and communicate them in writing. |
| INTERVIEWING TECHNIQUES   |
| Handling an employment interview is a necessity for any job seeker. Learn valuable interviewing tips and practice answers to frequently asked – sometimes difficult – questions in a supportive, realistic environment.   |
| UNEMPLOYMENT INSURANCE REEMPLOYMENT ORIENTATION   |
| The Unemployment Insurance Reemployment Orientation is a mandatory activity that provides information to Unemployment Insurance (UI) Claimants on reemployment services and job search requirements. The intent is to help claimants return to work as soon as possible. Participation is required by federal and state law.  |

# Whidbey - June 2012



(360) 675-5966

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| 4   | 5<br><br>*UI<br>Reemployment<br>Orientation<br><b>8:30</b> | 6<br><br>* Applications,<br>Resumes & Cover<br>Letters<br><b>9:00—12:00</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b>              | 7<br><br>Vet Rep On Site<br><b>9:00—4:00</b>   | 8      |
| 11<br><br>*UI<br>Reemployment<br>Orientation<br><b>8:30</b><br><br>Workforce Prep<br>Orientation<br><b>3:00—4:30</b>  | 12   | 13<br><br>* Skills &<br>Abilities Analysis<br><b>9:00—12:00</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b>                          | 14<br><br>Boeing Application<br>Process<br><b>9:00—12:00</b><br>(MUST PRE-REGISTER)<br><br>Vet Rep On Site<br><b>9:00—4:00</b> | 15     |
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| 25<br><br>*UI<br>Reemployment<br>Orientation<br><b>8:30</b><br><br>Workforce Prep<br>Orientation<br><b>3:00—4:30</b>  | 26   | 27<br><br>* Interviewing<br>Techniques<br><b>1:00—4:00</b><br><br>Vet Rep On Site<br><b>9:00—4:00</b>                               | 28<br><br>Vet Rep On Site<br><b>9:00—4:00</b><br><br>Writing a Business<br>Plan<br><b>1:00—3:00</b>                            | 29     |

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| APPLICATIONS, COVER LETTERS & RESUMES   |
| Convey to a prospective employer who you are, what you know, and what you have to offer them. Learn how employers read applications and how to meet their expectations. Learn what resume and cover letter format best displays your skills, knowledge and abilities in order to attract employers and obtain more interviews. Explore how to organize your skills and abilities and communicate them in writing. |
| INTERVIEWING TECHNIQUES   |
| Handling an employment interview is a necessity for any job seeker. Learn valuable interviewing tips and practice answers to frequently asked – sometimes difficult – questions in a supportive, realistic environment.   |
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