



## SPRINGBOARD NEWSLETTER

### March 2008



### FROM THE DESK OF G-P'S PEER OUTREACH WORKERS

Hello All,

We have been very busy; many of you have done an excellent job getting ready for the next chapter in your lives. Many have come in to our offices to seek advice and are now enrolling in college or applying for employment.

We commend you all. This is why we survived as long as we did, because each one of you was unique and great at what you did here at Georgia Pacific. Please continue to come in. We enjoy seeing all of you. Our hours of operation are now 8am – 4pm Monday through Friday. Talk to you all soon.

Peer Outreach

Juan Garcia – (360) 752-6713  
Loni Wiebe – (360) 676-7216

### INDIVIDUAL TRAINING PROPOSAL CLASS

The I.T.P Drop-in sessions on Wednesday afternoons from 3:00-4:30 have been a great success. This work session helps people fill out the paperwork needed to enroll in school and get the Commissioner Approved Training (CAT), meaning no more job searches.

You may thank Erika Smith for this brilliant idea. By doing this, she has freed up more time for general questions for our Drop-In Sessions held Friday afternoons from 2-4pm.

### Spring Quarter Start Dates

**Bellingham Technical College**  
April 7<sup>th</sup>

**Whatcom Community College**  
March 31<sup>st</sup>

**Skagit Valley College**  
April 1<sup>st</sup> - NO FOOLING!

### EMPLOYMENT OPPORTUNITIES

**Kimberly Clark** in Everett is seeking Georgia Pacific employees for the following positions: Journeyman Electricians, Journeyman Instrument, Journeyman Millwright, Journeyman Pipefitter, Finishing Mechanic, and Production Workers. Work Schedule is the same 4 on 4 that we used here in Bellingham and there are park-and-ride options from Whatcom County to Everett. For more information, call us at the office.

Juan Garcia – (360) 752-6713  
Loni Wiebe – (360) 676-7216

Visit [www.Go2WorkSource.com](http://www.Go2WorkSource.com) to access the most current job listings and hiring event information. Here are a few, go online for details:

#### IT Recruiting Event

March 13<sup>th</sup> – WorkSource Renton, Renton – Pre-registration required!

#### Janicki Industries Hiring Event

March 13<sup>th</sup> – WorkSource Whidbey, Oak Harbor – 10:00am-2:00pm – Don't miss it!

#### Public Safety Job Fair

April 12<sup>th</sup> - Paine Field, Everett

### CIVIL ENGINEERING PROGRAM

WorkSource staff discovered in their meetings with former G-P workers that several were interested in the Civil Engineering Technician program offered through Bellingham Technical College (BTC). Unfortunately, the Civil Engineering Tech program at BTC begins Fall Quarter.

### WorkSource Can Help You With:

**TRADE ACT TRAINING PROPOSALS**  
Wednesdays 3:00-4:30pm

Erika Smith (WorkSource) and Dave Knapp (Bellingham Technical College) will be available to help you complete your training packet and answer questions.

General information about BTC's admissions, application process, training programs and financial resources will be provided.

**GENERAL ASSISTANCE AND QUESTIONS**  
Fridays 2:00-4:00pm

[www.WorkSourceNorthwest.com](http://www.WorkSourceNorthwest.com)  
[www.Go2WorkSource.com](http://www.Go2WorkSource.com)

This would have left the G-P Workers in limbo for months and may have interfered with their ability to meet Unemployment Insurance job search requirements.

Through a high-level collaborative effort by WorkSource partners, BTC has increased their capacity and will now offer a new Civil Engineering class starting Spring Quarter! Thank you BTC!

In addition, WorkSource staff worked with local business, the colleges, and a labor market economist to ensure the two year Civil Engineering Tech program was approved for Trade Act and other training support dollars.



**Jess Carrico & Jay Foster**  
Students at Bellingham Technical College

## HCTC REPORT

Two HCTC meetings were held the week of Feb. 25<sup>th</sup>. These meetings outlined the process for those interested in applying for the Health Care Tax Credit. Here are the basics: If you filed an Individual Trade Determination, received a Trade determination certificate, and have filed for at least one week of Unemployment Insurance (UI), you should have received a HCTC packet (if you didn't - call Loni).

You potentially qualify for the HCTC program to pay 65% of your COBRA or Washington Basic Health plan. In order to qualify, you must be receiving a monthly benefit from TRA, ATAA, or UI benefits. Additional required documents are listed in your HCTC packet.

G-P Peer Outreach is working with the State of Washington to learn how and when to fill out both the GAP program applications and your Health Care Tax Credit application. Loni and Juan will be able to assist when the time comes to fill out these forms.

### RESPONSES TO QUESTIONS RAISED AT HCTC MEETINGS:

- Q.** I received my packet, when do I fill out my monthly HCTC registration form?
- A.** As soon as you receive a bill from COBRA you will fill out your registration and send it to the IRS.
- Q.** When do I fill out my GAP application?
- A.** At the same time you fill out your HCTC registration, you will include a copy of your bill and 35% of the premium, we will get it to Erika and she will send it to the State of Washington.
- Q.** I have been making my COBRA payment since January; can I receive retroactive GAP payments?
- A.** Potentially. Contact Loni.
- Q.** I have Retiree medical. Can I get HCTC?
- A.** No.



HCTC Meeting at WorkSource

G-P employees who attended a HCTC meeting will be contacted with next step information. If you were unable to attend, contact Juan or Loni to get on the HCTC e-mail list. If you know that you will not be taking advantage of the HCTC program, return the HCTC packet to the G-P office.

Please take the time to read through your HCTC packets and begin to gather the required supporting documents. Visit the IRS website at [www.irs.gov](http://www.irs.gov) for more HCTC information.

Andrea May from Whatcom Alliance for Healthcare Access (WAHA) participated in the HCTC meetings and provided great information on alternatives to COBRA health insurance. We would like to thank Andrea and encourage anyone to contact her with questions about coverage options.

Andrea May - (360) 788-6594



- Choosing between COBRA or other insurance
- Choices for dependant coverage
- Information about pre-existing conditions and wait periods

WAHA is a non-profit community service that offers information and assistance getting health insurance and access to healthcare services.

WAHA is working closely with GP workers and can help you sort out your options for health insurance such as:

- COBRA information
- Help paying the COBRA premium
- Children's Health Insurance Program
- Basic Health

- Health Savings Accounts (HSAs)
- High-deductible Health Plans
- Coordinating coverage amongst several insurances

Andrea May - (360) 788-6594

## NETWORKING DO'S AND DON'TS by Katharine Hansen

These simple rules will help you achieve success in job-hunting by using Networking as a strategic tool:

- **Do** realize why networking is so important. Only 5 to 25 percent of jobs are advertised. You can find out about all the unadvertised openings only through talking to as many people as possible and telling them you are looking for a job.
- **Do** think creatively about where to find network contacts. You can find people to add to your network almost anywhere.
- **Don't** go anywhere without copies of your resume or networking cards. Be sure you can access it easily if you meet someone who could pass your resume along to a hiring manager.
- **Don't** be afraid to ask for help. Most people are flattered to be asked for assistance and advice with your job search.
- **Do** join a professional organization related to your field. Professional organizations were cited as the top venue for networking.
- **Do** volunteer. Volunteer work was cited in the survey as the No. 2 way to make network contacts.
- **Do** find a mentor. A mentor - that one person who can guide you, help you, take you under his or her wing -- can be the most valuable kind of network contact.
- **Do** come up with a system for organizing your network contacts, whether a spreadsheet on your computer, a file box of index cards, a three-ring binder, or whatever works for you.
- **Do** keep on networking even after you've found a job. You never know when you might need your network contacts again.



**Joe Harwager & Shawn Day**  
B'ham employees now working in Wauna

## BETTER MANAGE YOUR EXPENSES

Finances can be a source of stress and anxiety for you and your family during periods of unemployment.

Track expenses for a month; knowing where your money is going is essential to creating a realistic budget. Other things you can do to stay on top of your finances include:

- *Start with entertainment.* How much do you spend on video rentals, cable TV, movies, sports, hobbies, toys, and lottery tickets? Cut back until you find a new job.
- *No credit cards.* Pay with cash or check only. Swiping a card is too easy and you are building debt that will increase rather than decrease your anxiety.
- *Stay away from the malls.* Retailers spend billions of dollars on eye-catching marketing gimmicks – because they work. If you have to go, work off a list and bring the exact amount of cash needed.
- *Stay away from restaurants.* Americans spend a huge amount of money on restaurants, vending machines, and fast food. Save money by eating at home more often. The best part? No tip required.
- *Plan a weekly menu for your meals.* Clip coupons and create a grocery list before you head to the store. Snack before you go to the store so that you don't make "hungry" purchase decisions.
- *Think economical.* Reduce your electricity bill by turning off lights and electronics when you're not using them. Only use the washer, dryer, and dishwasher if you have a full load. Set the thermostat to 68 degrees and put on a sweater.

Article adapted from Surviving a Layoff by Harry Dahlstrom, Dahlstrom & Company, Inc. 2007

## TERRIFIC NEWS!

The Trade Act Certification now includes our security team. Current and recent employees of Securitas have

been approved for Trade Act eligibility.

They will be given the same opportunities for retraining and extended Unemployment benefits.

They stuck it out to the end when they could have picked up and moved on which shows the same dedication and commitment as our G-P employees.

Thank you **Lori Province** for all your hard work that made this possible!

## TOUGH INTERVIEW QUESTIONS

Employers want to get a good feel for your skills, abilities, and attitude, and interests in a short amount of time. Make sure you are prepared for those 'tough' interview questions. Here are sample questions:

- Tell me about yourself.
- Why do you want to work for this company?
- Why should we hire you?
- What did you like least about your last job?
- What are your three greatest strengths? Weaknesses?
- What have you been doing since you left your last job?
- Describe a situation in which your work was criticized and how you responded?
- What salary do you have in mind?
- How do you define success for yourself?

WorkSource provides workshops and resources to help you perform your best at an interview.

## UPCOMING C-STOP TRAINING

Skagit County  
March 8 (8am–5pm)  
26 Union Hall next to I-5 AutoWorld  
Registration required before 3/7/08.

Whatcom County  
March 29, April 5, April 12, May 10  
(8:00am-5:00pm)  
Bellingham Technical College

C-Stop Class Cost= \$80  
**Class cost may ONLY be covered with pre-authorization from a WorkSource counselor.**

## STRUGGLING TO COPE

Job loss and unemployment are among life's most traumatic events. Some may experience depression while trying to cope and move on.

Sometimes people turn to alcohol or drugs to "self-medicate". Any relief is only temporary.

If you or a friend is feeling out of control due to depression or substance abuse, please get professional help. Help may come in the form of counseling, treatment programs, or self-help groups. Here are a few local resources:

### MENTAL HEALTH

North Sound Mental Health Admin.  
(888) 693-7200

NAMI of Whatcom County  
(360) 671-4950

Interfaith Community Health Center  
(360) 676-6177

### SUBSTANCE ABUSE

Alcoholics Anonymous  
(360) 734-1688

National Addiction Assistance Line  
(800) 559-9503

Substance Abuse Services  
(360) 647-7577

## SAD NEWS

February was a tough month for all of us in the Georgia Pacific family.

We've lost two co-workers since Mike Smith's passing in January:

### Mike Mykra

Division C, and WISHA Trainer  
passed 2/1/08

### Rick Schmidt

Division B, and Coremaker  
passed 2/18/08

**Our sincere condolences to their families.**

**KEY:** ■ Regularly Scheduled Events at WS Whatcom    ■ G-P Specific Events    ■ G-P Deadlines    ■ Other Events of Interest

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b>  Job Club 9:00-11:30  Workforce Prep Orient 10:30-11:30  Skills and Abilities Analysis 1:30-4:30	<b>4</b>  Perfecting Applications 9:00-12:00  <i>Home Care Registry Open Interviews 9:00-1:00</i>  Effective Resumes & Cover Letters 1:30-4:30	<b>5</b>  Re-employment Orient 8:15-11:45  Re-employment Orient 1:15-4:45  <b>G-P Trade Act Training Proposal Help 3:00-4:30</b>	<b>6</b>  Dislocated Worker Orient 8:30 – 9:30  Re-employment Orient 9:15-12:00  Re-employment Orient 1:15-4:45	<b>7</b>  Interviewing Techniques 9:00-12:00  Job Search Strategies 1:30-4:30  <b>G-P Drop In Session and ITA Help 2:00-4:00</b>  <b>REGISTRATION DEADLINE For 3/8 C-Stop Class (Skagit)</b>
<b>10</b>  Job Club 9:00-11:30  Skills and Abilities Analysis 1:30-4:30  Workforce Prep Orient 3:00-4:00	<b>11</b>  Perfecting Applications 9:00-12:00  <b>Word Processing Class 1 8:30-12:00</b>  Effective Resumes & Cover Letters 1:30-4:30  <b>IT Recruiting Event WorkSource Renton Registration Required.</b>	<b>12</b>  Re-employment Orient 8:15-11:45  <b>Word Processing Class 2 9:00-12:00</b>  Re-employment Orient 1:15-4:45  <b>G-P Trade Act Training Proposal Help 3:00-4:30</b>	<b>13</b>  Dislocated Worker Orient 8:30 – 9:30  Re-employment Orient 9:15-12:00  <b>Word Processing Class 3 9:30-12:00</b>  Re-employment Orient 1:15-4:45  Senior Employment Connection 5:00-7:00  <u>Open Late - 7pm</u>  <b>Janicki Hiring Event WorkSource Whidbey</b>	<b>14</b>  Interviewing Techniques 9:00-12:00  <b>Word Processing Class 4 9:00-12:00</b>  Job Search Strategies 1:30-4:30  <b>G-P Drop In Session and ITA Help 2:00-4:00</b>
<b>17</b>  Job Club 9:00-11:30  Workforce Prep Orient 10:30-11:30  Skills and Abilities Analysis 1:30-4:30  <b>TRADE ACT PROPOSAL SUBMISSION DEADLINE Submit to Erika Smith on or prior to this date to start Spring Quarter '08</b>	<b>18</b>  Perfecting Applications 9:00-12:00  <b>Word Processing Class 5 9:00-12:00</b>  Effective Resumes & Cover Letters 1:30-4:30	<b>19</b>  Re-employment Orient 8:15-11:45  <b>Word Processing Class 6 9:00-12:00</b>  Re-employment Orient 1:15-4:45  <b>G-P Trade Act Training Proposal Help 3:00-4:30</b>	<b>20</b>  Dislocated Worker Orient 8:30 – 9:30  Re-employment Orientation 9:15-12:00  <b>Word Processing Class 7 9:30-12:00</b>  Re-employment Orientation 1:15-4:45	<b>21</b>  Interviewing Techniques 9:00-12:00  <b>Word Processing Class 8 9:00-12:00</b>  Job Search Strategies 1:30-4:30  <b>G-P Drop In Session and ITA Help 2:00-4:00</b>  <b>Road Less Graveled (BTC)</b>
<b>24</b>  Job Club 9:00-11:30  Skills and Abilities Analysis 1:30-4:30  Workforce Prep Orient 3:00-4:00	<b>25</b>  Perfecting Applications 9:00-12:00  <b>Word Processing Class 9 9:00 – 12:00</b>  Effective Resumes & Cover Letters 1:30-4:30	<b>26</b>  Re-employment Orient 8:15-11:45  Re-employment Orient 1:15-4:45  <b>G-P Trade Act Training Proposal Help 3:00-4:30</b>	<b>27</b>  Dislocated Worker Orient 8:30 – 9:30  Re-employment Orient 9:15-12:00  <b>MSUP Proctored Open Lab 9:30-12:00</b>  Re-employment Orient 1:15-4:45  Senior Employment Connection 5:00-7:00  <u>Open Late - 7pm</u>	<b>28</b>  Interviewing Techniques 9:00-12:00  Job Search Strategies 1:30-4:30  <b>G-P Drop In Session and ITA Help 2:00-4:00</b>  <b>REGISTRATION DEADLINE For 3/29 C-Stop Class (Whatcom)</b>
<b>31</b>  Job Club 9:00-11:30  Workforce Prep Orient 10:30-11:30  Skills and Abilities Analysis 1:30-4:30	 <b>Basic Word Processing computer class starts on Tuesday, March 11<sup>th</sup>. Advanced sign-up is required, please call 676-3212.</b>			