

TIP SHEET

MAXIMIZE YOUR PARTICIPATION

We see many workers participate to varying degrees in the Dislocated Worker Program. Those who benefit the most seem to share some common characteristics that help them maximize these services. We share these tips because we know they work for many people and perhaps they will work for you as you go through this career transition.

Attitude

1. Put everything you can into your participation in the program so you can get the most out of it. Adopt the attitude of curiosity and see what you can learn about yourself, about the job market, and about the job search process.
2. Feel the fear and do it anyway is the name of a very good book by Susan Jeffers that shows us how to push through the fears that may stop us or slow us down from engaging in job search activities. Yes, this may be a very scary time for you and that is understandable. Fear is just the feeling that we won't be able to handle what life throws at us next. The reality is you can handle it even if it is unsettling.
3. One attitude that may be a barrier for you is a feeling of "entitlement." This is the feeling that because I am going through a bad experience, the universe (or the Dislocated Worker Program) OWES me. This attitude will put people off, and will prevent you from fully benefiting from the services. Entitlement is an attitude that springs from a "victim" reaction. "I have been treated unfairly, so somebody owes me something." Employers don't hire candidates who adopt a victim stance.
4. Adopt an attitude of experimentation. What new things can I try? What new things can I learn? Who can I meet? What training would get me ahead? This can be an opportunity to try on different ideas, just like you try on clothes before you buy. "I am interested in being a pharmacy technician, but I don't know if it is the right job for me." Go to your local pharmacist and interview them, ask if you can job shadow for a few hours. Try it on. See what they actually do.

Research

5. Use as many resources as possible, such as the Internet (WWW.ISEEK.ORG), books, or videos, to learn about the jobs that are available in today's economy. What are the skills, education and other requirements to get and perform that job?
6. Before entering a training program, make sure it is a good fit for you. Talk to the school personnel, graduates of the program or others who can offer information and advice.

Counseling

7. Assessment is an important first step in identifying what you need most from this program. Your counselor can help you determine your most important needs: job search skills, job skills training, resume, interviewing skills, support services, etc.

8. We also offer a Career Assessment Workshop that provides self-assessments of Career Interests, Work Values, and Transferable Skills.

Counselor Contact and Communication

9. Contact your Vocational Counselor by telephone or email at least once a month. We want to know how you are doing and how we can continue to help.
10. If you complete a training credential, give your counselor a copy of the certificate.
11. Let your counselor know when you get your new job. We want to celebrate your success with you, and we need to track successful outcomes.

Workshops

12. We provide Job Search Preparation Workshops to help you become knowledgeable and confident in your job search activities. Take advantage of these opportunities to learn and gain self-assurance.

Workshop Descriptions:

Career Assessment

This workshop helps you assess your current skills, career interests and work values to provide the valuable information you need to decide on an employment goal. It also shows you how to gather key information on the current job market.

Resume Development

Learn the "Do's and Don'ts" about resumes. Discover the best resume format for your job goal. Identify your special skills. Complete a worksheet with all the information needed for a quality resume.

Job Search Strategies

Develop skills necessary for a successful job search. Learn current employment trends, informational interviewing and the hidden job market. Learn to market yourself on the telephone, fill out job applications, negotiate when offered a job, access job lines and Internet resources.

Your Interview Edge

Learn how to prepare for an interview, what questions you may be asked, and what answers will give you the edge in the interview. Gain hands-on skills and experience in job interviewing.

Mature Worker Search Strategies

We may be over 40, but we're not over the hill. Learn issues over-40 workers face in job search and how to address them effectively with employers.

Mastering Internet Job Search

Learn the websites for job leads, how to post your resume online, how to email your resume, and how to complete online applications on company websites. This hands-on workshop shows you the ropes for using the internet for your job search.

LinkedIn Overview

Learn what everyone is talking about with LinkedIn and social networking tools like Facebook and Twitter. Learn what mistakes to avoid, and how to take advantage of these powerful tools in your job search.