



# WELCOME TO The Career Center

**HANDOUT # 7**



“In the middle of every difficulty lies opportunity.”

**draft**

Albert Einstein

# Why you are here today?

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Finding a job is a full-time commitment. The Career Center Seminar is your opportunity to learn about the full array of services, events and programs available at all Massachusetts One-Stop Career Centers and how the services at the centers can help you:

- Prepare to find your next job
- Explore options to upgrade your skills and/or change career
- To access specialized services
- Connect to community resources

## How the Career Center will help prepare you to find your next Job!

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- Knowledgeable and experienced staff
- Proven results
- Support system of counselors and peers
- Access to valuable tools, resources and services
- Connections with employers

# Job Search On-Site Resources

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- Personal Computers
- Internet Access
- Fax Machine
- Telephone
- Copier
- Industry/Occupation Information
- Job Listings

# Job Search On-Site Resources



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- **Career and Job Search Information**
  - **Staff Assistance**
  - **Workshops**
  - **Job Matching**
  - **On-Site Employer Recruitments**

Please note that although most of the Career Center services are free, some Career Center services may have fee and/or eligibility requirements.

# Job Search Workshop Topics



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- **Computer and Internet Basics**
  - **Resumes**
  - **Cover Letters**
  - **Interviewing**
  - **Career Exploration**
  - **Labor Market Trends**
  - **Networking**
  - **And others ! (check Career Center calendar)**

# Workshop Registration



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- Please sign up in advance for all workshops to reserve a seat.
  - Calendars available at career center.
  - Workshops begin promptly at scheduled time.
  - Please arrive 15 minutes prior to start of workshop (late arrivals may not be admitted).
  - As a courtesy to other jobseekers, *please give 24 hour notice if unable to attend a workshop.*

## How the Career Center can help you explore upgrading your skills and/or changing careers!

- Skills/educational assessment
- On-site computer workshops
- Labor market research (where the jobs are)
- Information on starting your own business
- Funding opportunities (Pell Grants/ WIA)

## How the Career Center can help you access specialized services!

- Veteran Services
- Unemployment Insurance
- Trade Adjustment Assistance
- Services to customers with disabilities
- Youth Services
- Work Opportunity Tax Credit (WOTC)

**Eligibility requirements apply**



## VETERANS' SERVICES

The MA Workforce Development System and Career Centers recognizes the importance to acknowledge the sacrifices of the men and women who have served in the U.S. armed forces and their eligible spouses as our "Heroes at Home".



# Veterans' Services

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- All our Veteran Customers and Eligible Spouses are entitled to receive Priority of Service across most Career Center programs and services.
- Veterans' Services Representative on-site
- Individual assistance available
- Access to other Veterans' Services & Benefits

# Unemployment Insurance

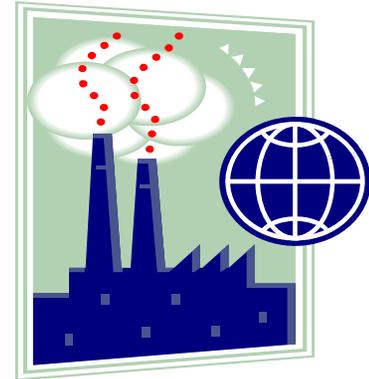
- UI specialist available on-site
- Call center number 1-617-626-6800 or 1-877-626-6800
- On-line service available
- Work Search Requirement
- Training Opportunity Program (Section 30)
- Direct Deposit
- Tax withholdings
- Medical Security 1-800-908-8801

[www.mass.gov/dua](http://www.mass.gov/dua)

# Customers with Disabilities

- Adaptive equipment available
- Individual assistance
- Referral to other agencies

## Trade Adjustment Assistance (TAA), Trade Readjustment Allowances (TRA)



- If your job has been adversely affected by foreign competition or production or the service you provided moved overseas, you may be eligible for benefits including:
  - Financial assistance for job training
  - Extension of Unemployment Benefits
- Strict deadlines apply for obtaining some of the benefits under the TAA Programs. For additional info and/or to obtain a listing of TAA certified companies ask a CC staff person immediately about these benefits.

# How the Career Center can help you connect to community resources!

- Fuel Assistance
- Transitional Assistance
- Food Pantry
- Food Stamps

# Career Center Policies



- Arrange for child care prior to your visit.
- No food or drink in the Resource Room or Computer Lab.
- If you cannot keep an appointment for a scheduled workshop, please call to reschedule.
- Computers, telephones and fax are for job/educational search purposes only.
- Cell phones should be turned off or muted.

# Customer Feedback



The Career Center is here to serve you! We appreciate all your feedback as it will assist us in improving our services. However, if you believe that you have been denied service or treated in an unfair or inappropriate manner, you have the right to file a complaint.

Procedures for filing a complaint are outlined in the summary package given to you.

# Next Steps

- Complete job search inventory and begin action plan to address needs for job search, upgrading skills, specialized services and accessing community resources
- Complete and return membership form
- Sign up for initial assessment
- Bring job search inventory to initial assessment

**LET US KNOW WHEN YOU GET A JOB!**

# On-line Web Resources

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- [www.mass.gov/jobquest](http://www.mass.gov/jobquest)
- [www.mass.gov/dwd/cis](http://www.mass.gov/dwd/cis)
- [www.jobcentral.org](http://www.jobcentral.org)

Your summary packet includes a list of commonly used on-line resources and websites