

Employment-Related Services

Job Search/Application Tools:

- Resume Writing
- Cover Letters
- References
- Interviewing

Job Search Assistance:

- The basics on job searching
- Networking for new opportunities
- Researching employers for interviews
- Advanced job searching techniques
- Using age to advantage in searching
- Researching salaries

Career Exploration/Development:

- Career Counseling
- Career Development Strategies
- Career Exploration
- Career Exploration Tools
- Free Online Training Resources

Assessments:

- WorkKey Pretests (to qualify for NCRC)
- Soft Skills Training
- Career Cruising (Career Exploration)
- Personality and work fits

Job Center of Wisconsin/DWD Resources:

- Establishing Job Center of Wisconsin (JCW) account
- Labor Market on JCW and Wisconomy
- Exploring other resources on JCW
- Fidelity Bonding and/or Work Opportunities Tax Credit

Career Counseling:

- Counseling related to challenges related to employment
- Resources for remaining positive in the face of challenges

LinkedIn:

- Starting up a LinkedIn account
- Enhancing LinkedIn account and learning of its powerful applications