

## Tri-Cities One-Stop Career Center Self-Directed Resources

<i>Your job search process....</i>				
<p><b>1. Focus</b></p> <ul style="list-style-type: none"> <li>Job Title(s)</li> <li>Skills Needed</li> <li>Salary Range</li> <li>Labor Market</li> <li>Am I Marketable?</li> <li>Positive Attitude?</li> </ul>	<p><b>2. Job Search/Network</b></p> <ul style="list-style-type: none"> <li>Informational Interviewing</li> <li>Target companies</li> <li>Intentionally grow your network</li> <li>Follow up job leads</li> </ul>	<p><b>3. Resume &amp; related</b></p> <ul style="list-style-type: none"> <li>Master Resume</li> <li>Learn to customize</li> <li>Master Application</li> <li>References List</li> <li>Accomplishment statements</li> </ul>	<p><b>4. Interview</b></p> <ul style="list-style-type: none"> <li>How am I the Solution?</li> <li>Why should an employer hire me? Is there anything that would make the employer hesitate?</li> <li>Practice salary negotiation and tough interview questions</li> </ul>	<p><b>Want to participate in our staff-facilitated workshops? Need to meet with a career counselor?</b></p> <p>Discuss your needs with WIA staff and request to view the Tri-Cities WIA Orientation presentation for next steps.</p>
<i>Resources in the Tri-Cities One-Stop ready to help....</i>				
<p><b>Job search/Job loss individual stress counseling</b> to help focus and to develop a productive job search outlook.</p> <p><b>EastBay Works Online Career Services</b>, such as <a href="#">Career Tips</a> and <a href="#">Career Explorer</a> to identify your interests, transferable skills, work values.</p> <p><b>Resource Library</b> with books and periodicals on industries, current job news, and more.</p> <p><b>So, What's Next</b> workbook, Chapters 1-3, 7. The information and exercises will help you start focusing and planning out your strategy.</p>	<p><b>EastBay Works Online Job Seeker Services</b>, such as <a href="#">Find Job Openings</a> and <a href="#">Job Market Trends</a> to research current market trends and find real-time job postings. Take advantage of the <a href="#">Virtual Recruiter</a> to help you with locating current job postings.</p> <p><b>Resource Library</b> with various titles on how to conduct and plan a job search.</p> <p><b>So, What's Next</b>, Chapters 3-6, 10, 11. Valuable job search skills are discussed including time management, research, communication, and expanding your network.</p>	<p><b>EastBay Works Online Career Services</b>, such as <a href="#">Resume Builder</a> to help structure an online resume and <a href="#">Letter Builder</a> to help you craft your cover letter.</p> <p><b>Resource Library</b> with various titles on how to write a resume, including several with examples to show what good resumes look like.</p> <p><b>So, What's Next</b>, Chapters 7-10. The exercises will help you identify your qualifications with specific examples.</p>	<p><b>SUCCESSFUL INTERVIEWS</b> handout to help you prepare. <i>Research</i> the company before your interview. <i>Practice</i> each practice question aloud several times, with someone if possible, until you can respond clearly and naturally. If you need to, write out the answers. Make sure you have some <i>follow up questions</i> for the employer.</p> <p><b>So, What's Next</b>, Chapters 7, 11-12. Clarifying questions and how to treat prepare for a phone interview are just 2 valuable topics covered.</p>	<p><b>Additional resources available to you:</b></p> <ul style="list-style-type: none"> <li><b>Resource Library</b> which includes information on community and other resources.</li> <li><b>MS Office 2007 tutorials.</b> Booklet and CDs may be checked out from WIA staff.</li> <li><b>Office equipment</b> for job search use, such as computers, internet access, phone, and typewriter. Fremont One-Stop also offers copier and fax machine.</li> <li><b>Typing Tutorial.</b> Newark One-Stop only. Please contact WIA staff.</li> </ul>