

FEBRUARY 2015

Calendar of Events

All workshops are free and open to everyone. Please sign up in advance. Space is limited so reserve yours today!

Call us today at
802-885-2167

◆ We will be closed on
Monday, February 16th
for Presidents' Day

◆ Register with us at
www.vermontjoblink.com



VDOL CAREER
RESOURCE CENTER
56 MAIN STREET
SUITE 101
SPRINGFIELD, VT
05156

OFFICE HOURS:
MONDAY-THURSDAY
7:45 TO 4:30
FRIDAY
9:45 TO 4:30

WEEKLY WORKSHOPS

MONDAYS INTERVIEWING SKILLS 9:00 am-10:00 am

Our Interviewing Skills workshop prepares job seekers for all aspects of the interview process, from how to prepare and look your best, to how to answer difficult questions during the interview, all the way to how to best follow up after the interview is over.

WEDNESDAYS JOB READINESS 8:30 am-9:30 am

Our Job Readiness workshop is geared toward the needs of the participants. This can include finding and using local resources, keeping your job search organized, dressing, the importance of first impressions, tapping into the hidden job market, the 14 ways to look for a job, successful job applications and more!

THURSDAYS RESUME WRITING 9:00 am-10:00 am

Our Resume Writing workshop helps job seekers learn how to write an effective resume. Gain the skills and knowledge needed to create this essential tool for an effective job search.

FEATURED EVENTS

FEBRUARY 18 WIA ORIENTATION 2:00-3:00pm

If you are interested in the training options that are available through the Workforce Investment Act, sign up for our WIA Orientation today. Call us at 802-885-2167 or ask at the front desk for more information.

FEBRUARY 25 CCV CAREER READY CERTIFICATE PROGRAM INFORMATION SESSION 10:00-11:00am

Through a partnership with the Department of Labor, CCV in Springfield will be offering the Governor's Career Ready Certificate Program, starting March 18th. This **free** program will teach individuals the skills needed to be successful in the workplace, focusing on those requested by Vermont businesses. Those interested in participating in the program are urged to attend the info session, which will be held at CCV.

ATTENTION: SPECIAL NOTICE for former Vermont Circuits employees
Were you laid off from Vermont Circuits or were you employed by Masiello Employment Services at Vermont Circuits after December 2013? You may be eligible for additional resources to assist you with training and extending your unemployment benefits. There will be an informational meeting on Tuesday, February 2, 2015, at the Marlboro College Graduate Center at 28 Vernon St, Brattleboro. If you cannot or did not attend, please call the Brattleboro Department of Labor at 802-254-4555 ASAP.

What does the Career Resource Center Offer?

- ◇ Five computers, free for anyone to use for employment-related purposes
- ◇ Faxing, copying, printing, and scanning
- ◇ Trained staff to help you with your job search and career choices
- ◇ Assistance with writing resumes and cover letters
- ◇ Hiring events for local employers
- ◇ Information about training and education resources

Are you an employer interested in holding a hiring event in our office? Contact us at 802-885-2167 or labor-vjl.springfield@state.vt.us to set up a date and time!

THIS MONTH'S FEATURE: INTERVIEWING TIPS

Knowing how to interview well is one of the most important steps towards securing a job. Remember these helpful tips:

- ◆ Leave yourself plenty of time to get to your interview destination. Make sure you plan out where to park and get clear directions on where (what floor, what office, etc.) your interview is being held. Plan to arrive there at least 10-15 minutes early.
- ◆ Plan out your outfit ahead of time. Do a mock interview with a friend while wearing your interview outfit to see if it makes you feel comfortable and confident.
- ◆ If you get tripped up on a question, it's okay to ask for a minute to think about it or ask the interviewer to repeat or clarify the question. Don't fall into the trap of saying "I don't know."
- ◆ Always follow up! A phone call, or ideally, a thank you email or letter gives you another opportunity to make a good impression.

FEBRUARY 2015 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Interview Workshop 10:00-9:00 am	3 VT Circuits Trade Info Meeting at Marlboro Grad Center 12:30-4:00pm	4 Job Readiness 8:30-9:30 am	5 Resume Workshop 9:00-10:00 am	6	7
8	9 Interview Workshop 10:00-9:00 am	10	11 Job Readiness 8:30-9:30 am	12 Resume Workshop 9:00-10:00 am	13	14
15	16 President's Day OFFICE CLOSED	17	18 Job Readiness 8:30-9:30 am WIA Orientation 2:00-3:00pm	19 Resume Workshop 9:00-10:00 am	20	21
22	23 Interview Workshop 10:00-9:00 am	24	25 Job Readiness 8:30-9:30 am	26 Resume Workshop 9:00-10:00 am	27	28

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