

NOVEMBER 2015

Calendar of Events

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

Call us today at
802-885-2167

◆ The Resource Center will be closed on November 11th, 26th, and 27th

◆ 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

TUESDAYS RESUME WRITING 9:00-10:00 am

This workshop is designed to help job seekers learn how to write an effective resume. Participants will gain the skills and knowledge needed to create this essential tool for an effective job search.

WEDNESDAYS JOB READINESS 8:45-9:30 am

Job Readiness is a workshop that incorporates a rotating series of topics, ranging from job search skills, interviewing and resume writing techniques, time management, workplace skills, and more!

THURSDAYS INTERVIEWING SKILLS 10:00-11:00 am

Our Interviewing Skills workshop prepares job seekers for all the aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to follow up after the interview.

FRIDAYS COMPUTER BASICS 10:00-11:00 am

This workshop is designed for those who are new to using computers, introducing participants to the basic components of a computer and how to conduct a simple job search.

FEATURED EVENTS

NOVEMBER 16th LEDDY GROUP HIRING EVENT 10:00 am-12:00 pm

Come in to meet with a representative from Leddy Group Staffing Services. Leddy Group provides staffing services to employers in the local area. Please stop by for an on-the-spot interview!

NOVEMBER 18th COWORX HIRING EVENT 9:00 am-1:00 pm

CoWorx Staffing Services is recruiting for Sturm Ruger, a firearms manufacturer in Newport, NH. Over 50 positions are available! Please stop by to fill out an application and meet with a CoWorx representative.

NOVEMBER 13th & 25th WIOA ORIENTATION 2:00-3:00pm

If you are interested in the training options that are available through the Workforce Innovation and Opportunity Act, sign up for our WIOA Orientation! Call us at 802-885-2167 or ask at the front desk.

Events listed are subject to change. Please call ahead of time if you plan on attending an event.

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@vermont.gov to set up a date and time!

THIS MONTH'S FEATURE: the Workforce Innovation & Opportunity Act - Training Options through VDOL

The Workforce Innovation and Opportunity Act (WIOA) is an employment and training program funded by the U.S. Department of Labor. It serves to help eligible individuals access the tools they need to manage their careers through information and quality services and to help businesses find skilled workers.

Types of training available through WIOA for eligible participants can include:

Work Experience - an opportunity to “try out” a job through a short-term Vermont Department of Labor-supported work experience at a local business.

Occupational Skills Training - this short-term training is conducted in a classroom setting, designed to help you gain the occupational skills needed to perform a specific job and meet the technical needs of the workplace. This training is available through partnerships with many area schools and usually includes a certificate upon successful completion.

On-the-Job Training - an OJT can help you acquire the knowledge and skills needed to be successful at a specific job. You are hired by an employer and the Vermont Department of Labor reimburses the employer some of the costs associated with your training.

If you are interested in participating in WIOA or learning more about it, you are welcome to attend our [WIOA Orientation](#), held every second and fourth Wednesday at 2:00 pm in the Springfield Career Resource Center; this month the orientations will be held on Friday, November 13th (re-scheduled due to Veteran’s Day) and Wednesday, November 25th.

Please give us a call at 802-885-2167 if you would like to sign up!

NOVEMBER 2015 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Resume Workshop 9:00-10:00 am	4 Job Readiness 8:45-9:30 am	5 Interview Workshop 10:00-11:00 am	6 Computer Basics 10:00-11:00 am	7
8	9	10 Resume Workshop 9:00-10:00 am	11 CLOSED Veteran's Day	12 Interview Workshop 10:00-11:00 am	13 Computer Basics 10:00-11:00 am WIOA Orientation 2:00-3:00 pm	14
15	16 Leddly Group 10:00 am-2:00 pm	17 Resume Workshop 9:00-10:00 am	18 Job Readiness 8:45-9:30 am CoWorx 9:00 am-1:00 pm	19 Interview Workshop 10:00-11:00 am	20 Computer Basics 10:00-11:00 am	21
22	23	24 Resume Workshop 9:00-10:00 am	25 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	26 CLOSED Happy Thanksgiving!	27 CLOSED	28
29	30					

Hiring events are highlighted in **bold**. Events listed are subject to change. Please call ahead of time if you plan on attending an event.