

MAY 2016

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!

◆ Register with us online at
www.vermontjoblink.com

◆ We will be closed for
Memorial Day on
Monday, May 30th



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 weekly job search group, covering topics such as job search skills, professional behavior, networking, finding and using local resources, achieving workplace success, time management, assessing your interests, and much more! Call ahead to learn the topic of the week!

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.

FEATURED EVENTS

MAY 16th DOLLAR GENERAL HIRING EVENT 10:00-1:00 pm

Dollar General in Springfield, VT is looking to hire a Store Manager. Bring your resume and stop in between 10:00 and 1:00 to have a one-on-one interview with a representative! Please see Job Order #399856 on vermontjoblink.com for more information about this great opportunity.

MAY 11th & 25th WIOA ORIENTATION 2:00-3:00 pm

Interested in VDOL's training programs? Looking for opportunities to take classes, earn a certificate, or train on the job? Come to the Workforce Innovation & Opportunity Act Orientation for more information about options you may qualify for! Call us at 802-885-2167 or ask at the front desk to pre-register.

MAY 27th COMPUTER BASICS WORKSHOP 10:00 am-12:00 pm

This monthly 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. The workshop begins with a presentation on computer basics and will conclude with an opportunity for participants to practice what they learned in the Resource Center with guidance from staff.

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? Please contact us at 802-885-2167 to set up a date and time!

THIS MONTH'S FEATURE: Jobs For Independence

If you get 3SquaresVT, you may be eligible for JFI - a free job readiness and training pilot program! JFI is a voluntary program where three thousand 3SquaresVT participants will be randomly assigned to either a "control" group or a "treatment" group to receive employment and training services from the Vermont Department of Labor and other area agencies.

We can help you even if you:

- ◆ Don't have stable housing
- ◆ Have a mental health challenge
- ◆ Are struggling with substance abuse or are in recovery
- ◆ Have a criminal record

What help is available?

If you are selected for the program, we could help you:

- ◆ Resolve issues that may be keeping you from work (e.g., criminal record, mental health, substance abuse, or unstable housing)
- ◆ Find a new or better job
- ◆ Gain work skills and knowledge
- ◆ Pay for things you need to work like car repairs and work clothes
- ◆ Earn the Governor's Career Ready Certificate at the Community College of Vermont
- ◆ Achieve industry-recognized certification (for example: a CDL or IT Software)

If you're interested in this exciting program and would like to see if you qualify, please contact **SEVCA**, your local community action agency, at 802-722-4575 or 1-800-464-9951.

MAY 2016 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	7
8	9	10 Resume Workshop 9:00-10:00 am	11 Job Readiness 8:45-9:30 am WIOA Orientation 2:00-3:00 pm	12 Interview Workshop 10:00-11:00 am	13	14
15	16 Dollar General 10:00-1:00 pm	17 Resume Workshop 9:00-10:00 am	18 Job Readiness 8:45-9:30 am	19 Interview Workshop 10:00-11:00 am	20	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 Interview Workshop 10:00-11:00 am	27 Computer Basics 10:00 am-12:00 pm	28
29	30 OFFICE CLOSED	31 Resume Workshop 9:00-10:00 am				

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