

# Rutland VDOL workshops and orientations

advance registration strongly encouraged unless otherwise noted.

**Work Search Group:** Job leads and networking workshop. Participants share work related information about themselves; their skills, what type of work they are seeking, want 3<sup>rd</sup> shift, has to be in town, etc...VDOL staff and participants share job leads. **Advance registration NOT required.**

**Leddy Group:** Local Temp agency meets with individuals to go over basic requirements of employment with the agency. One solid year of work history and two professional references required to be eligible for employment.

**WIA Youth Orientation:** Orientation to training program for youths between 14 and 21.

**VT Health Connect:** Navigator available to assist in signing up, changing plans or resolving issues with VT Health Connect health insurance plans. **Advance registration NOT required.**

**WIA Adult Orientation:** Orientation to training program for income eligible adults.

**Resume Workshop:** Go over the do's and don'ts of 3 styles of resumes and a cover letter. Also talk about what resources are available to create a resume.

**Interview Workshop:** Explain how the interview works, step by step, and how to prepare for one; dressing, what to bring and what not to bring to an interview, sample questions you might be asked and what question you should ask. Mock interviews are available.

**Online Application Part 1:** Go over what information you need for filling out an online application and review where you would like to apply online during Part 2 workshop.

**Online Application Part 2:** Use the computers in resource room and fill out an online application of your choice (bring the information from the 1<sup>st</sup> class in).

**Hiring Events:** Employers list jobs with VDOL and reserve space in the office to meet with job seekers, do work related testing, review resumes, and interview for specific positions.

## Staff (802)786-5837:

**Jessica:** Job leads, job referrals, resume preparation, application completion, including online applications.

**Sam:** Disabled veterans case manager and Job leads, job referrals, resume preparation, application completion, including online applications.

**Andrea and Bridget:** ABAWD/3SquaresVT case managers, work search group.

**Shane and Stacey:** Adult WIA case managers.

**Ann:** Youth WIA case manager.

**Sean Dowling:** WorkForce Development Supervisor

**Wendy Morse:** Regional Manager