

Job Seeker Resources

ValleyWorks Career Center

www.valleyworks.cc

The Merrimack Valley's *One-Stop* for Employment and Career Services

The ValleyWorks Career Center (VWCC) is a One-Stop career center, providing a wide range of services to job seekers and businesses, youth to adults in the Merrimack Valley. As a comprehensive career center, you'll find a wide range of services and resources designed to help job seekers quickly and easily secure their first job, find a new job or research other career opportunities, and allow businesses to identify and recruit qualified, skilled workers to enhance their workforce. Youth can also find a broad set of programs designed to help them obtain their GED while obtaining skills in a variety of occupations.

With accessible resources ranging from a Job Corps office to staff from the Department of Elementary and Secondary Education (DESE) office all available under one roof the VWCC is the One-Stop for all your career development and employment needs. Whatever your needs, career counseling, labor market information and assistance are available to you to help you meet your short-term and long-term employment goals.

How to become a Career Center Member?

1. Visit one of the ValleyWorks Career Center locations
2. Complete the Full Membership Form - bring a resume
3. Attend the Career Center Seminar presentation of available job seeker services
4. Receive a Career Center Membership Card



Lawrence - Site

Heritage Place
439 South Union Street, Building 2, Suite 106
Lawrence, MA 01843
Phone: (978) 722-7000
Fax: (978) 722-7090
TTY: (978) 722-7088

Haverhill - Site

192 Merrimack St.
Haverhill, MA 01930
Phone: (978) 469-7800
Fax: (978) 469-7844
TTY: (978) 469-7859

Facility Hours

M, T, *W, TH, F: 8:00 AM - 4:30 PM

(2nd & 4th Wednesday of each month our locations open at 10:00AM - 4:30PM)

Unemployment Claims Department

Services are available from 8AM to 4PM, (M, T, *W, TH, F).

*Except for the 2nd & 4th Wednesday of each month services are available from 10AM to 4PM.

(Due to the increasingly high volume of customers filing for Unemployment Insurance benefits, hours of operation for UI are subject to change without notice. We apologize for any inconvenience).

Job Seeker Resources

The VWCC offers a full range of job search services designed to help you quickly and easily secure your first job, find a new job or research other career opportunities, view Current Job Openings, Recruitments, Special Events, Job Fairs, Speakers and Workshop Calendar at www.valleyworks.cc.

Services:

| | |
|--|---|
| Career Center Seminar/Orientations | Job listings and databases, Internet Job Search |
| Career Counseling | Job Matching |
| Career Service Advisor/Representatives | Newspapers, magazines and other periodicals |
| Computer and Internet access | On-site/Off-Site employer recruitment |
| Computerized Labor Market information/statistics | Self-Paced Learning Services |
| Employment Service Representatives | Skills Start Program |
| Fax, copy machines and telephone | Youth Career Counselor/Youth Success Coach |
| Information and referral to state, federal and private resources | Youth Work-Ready Program |

Events:

• Recruitments • Special Events • Job Fairs • Speakers

Workshops:

Workshops are offered on a rotating schedule for the most up-to-date information on events, workshops and other ValleyWorks Career Center news check our Website - www.valleyworks.cc or consult our staff. You must pre-register for workshops. Contact Membership Desk to register & pay fees (*if required - Blue Title Denotes Fee-Based Service*). Some workshops requires a prerequisite, check course description at www.valleyworks.cc click the Workshop tab. Please call the Membership Desk if registered & you cannot attend. In the event of inclement weather, please call the center 978.722.7000 ext 8888. Plan to arrive on time for all workshops, **late-comers will not be admitted** to a workshop session. *ValleyWorks Career Center may change facilitator and reserves the right to cancel any workshop with insufficient enrollment.*

Workshops include but not limited to:

| | | | |
|--------------------------------|--------------------------------|------------------------------|--------------------------------|
| •An Overview to Training | •ABC's to an Easier Job Search | •Cover Letters | •ESOL—Rosetta Stone English |
| •Intro to Computers | •Intro to MS Excel | •Intermediate MS Excel | •Intermediate MS Word |
| •Insider Info On Popular Jobs | •Interviewing Techniques | •Job Search Club | •Marketing Your Maturity |
| •Microsoft Publisher | •Mock Interviewing | •Myers Briggs Type Indicator | •Negotiating Job Offers/Salary |
| •Online Job Application | •Power Point Basic | •Resume Assistance | •Resume Basic |
| •Resume Critique | •Resume Writing Beyond Basics | •Self-Directed Search | •Self-Paced Learning Services |
| •Small Business Administration | •Workforce Readiness Workshop | •Work Ready Youth Workshop | |

Networking for Professionals:

Join this group if you have a professional attitude about your career and are focused on moving your career & job search forward. All job seekers are welcome. Every Monday from 1:00 pm to 3:30 pm at the Lawrence ValleyWorks Career Center located at 439 South Union Street, Bldg 2 Suite #106, Lawrence MA. Please register in advance at the Membership Desk in Lawrence or Haverhill or call 978-722-7000. Registration is required to attend.

Veteran Services:

Provide you with one-on-one job search assistance. Help you organize your job search. Assist with the steps necessary to begin your job search such as: Resume assistance, interviewing skills, and other workshops. Help develop your job leads/market research. Assist with referrals to other Veteran Services. Identify training needs and refer you to training resources. To meet with your LVER, become a member of a Career Center and bring a copy of your DD-214 to verify your Veteran Status.

Contact Information: • Lawrence Veteran Rep - Eric Nelson at (978) 722.7053 • Haverhill Veteran Rep - Bryhn McLeod (978) 469.7811

Youth Job Services:

Young adults will find special employment services through the Youth Department. This Department provides career counseling, referral to training and educational services, work experience opportunities, and workshops. To learn more about these services, customers aged 14-21 years old should attend the Youth Welcome Session. Call (978)722-7000 or see the front desk staff at ValleyWorks Career Center to register.

Job Search Suggestions by:

 Current List, Job Number, and either Keyword, Job Title, Location or Occupation.

Current List Job Search - Go to website: www.valleyworks.cc. To review the current openings listed with ValleyWorks Career Center, click on the **Job Search** tab, located top right of screen. Then click on the logo, ValleyWorks Career Center Jobs, to review current openings. Record the JOB # for each Job Title of interest. Click the back arrow, located top left of screen, twice. To review opening details follow the **Job Number Search** instructions. The current opening list is updated weekly.

Job Number Search - Go to website: www.valleyworks.cc. Click on the link: **Job Seekers: Perform a Job Search**. Then click on the Find Jobs tab, located top left of screen. Enter the Job # in the blank area Search by Job Number to review the job details from your current search. To review the next Job #, click on the New Search tab, located at the bottom of screen. Enter the Job # in the blank Search by Job Number area and continue review of job details. To return to the Home Page, click on the back arrow twice, located top left of screen.

Keyword, Job Title, Location, or Occupation Job Search - Go to website: www.valleyworks.cc. Click on the **Job Seekers: Perform a Job Search** link. Search openings by filling in one or all of the three categories, and then click the Search button. Click on the blue **Job Title** to review the details and application process. Click the tab Return to List, to continue review of current search. To revise search click on the Modify Search tab, filling in one of the three categories, click the Search button to continue. To return to the Home Page, click on the back arrow twice, located top left of screen.

Dress for Interview

Neat & Clean Appearance

First Impressions Matter



Things To Avoid

T-shirts

Un-combed Hair

Sneakers

Unusual Hair Styles/Colors

Platform Shoes

Undergarments Showing

Excessive Makeup

Excessive Jewelry

Tank Tops/Halters

Jeans/Shorts

Un-kept Clothing

Funky Boots

Chewing Gum

Backpacks

Un-kept Facial Hair

Poor Personal Appearance

Tattoos

Revealing Clothing

Hats/Caps

Flip-flops

Body Piercings

Strong scent perfume or cologne

Cell Phones, Ear Phones, iPods

Top Unbuttoned

Tight Clothing

Poor Personal Hygiene

Bringing Children

How to Make the Most of a Job Fair!

Benefits of a Job Fair

- Talk face to face with professionals who are difficult to reach
- Save time and expense of mailing your resume
- Meet with other job seekers and network in your profession
- Focus your energy on companies that are actively seeking new employees
- Make a good impression in a way that a resume cannot - with a smile and a handshake

Why do companies participate?

- To be seen - visibility - PR - Marketing vehicle
- To attract good applicants / Hiring for openings
- To educate the public on its mission and purpose
- Building up applicant pool for future openings

Before the Job Fair

- Research Companies
- Know who you want to connect with at the Job Fair
- Be open to opportunities

During the Job Fair

- Dress and act professionally. You may be meeting your new boss for the first time and you do not want your first impression to be anything less than professional. Your purpose is to make a good impression and create an opening for further contact.
- Talk to someone at each booth. Use your preparation knowledge during this approach - use your (30 to 60-second commercial and ask questions you have prepared that demonstrate knowledge of your field.
- Do not be shy - if the rep does not handle the opening directly, ask for referral.
- Take business card/company materials
- Ask them what their next step is - May you follow up, when and how should you follow up?
- THANK them for their time
- Take reminder notes of your conversation.

Follow up after the Job Fair

- Send thank you note
- Send resume and cover letter to the companies that interest you and did not speak with. Call to follow up with the companies you met with - refer to notes!

The Three Types of Job Fair Interviews

It's important to understand the most common types of interviews that take place at a job fair since your approach should be different with each. As you watch and listen from the side, you will be able to determine which type of interview is being conducted and to modify your approach accordingly. The following are the three basic types.

Screening Interview

This interview usually lasts no more than two to three minutes and is usually conducted by employers whose main interest is gathering resumes and initial impressions before making decisions as to whether they will move to the next step. Your strategy should be to quickly point them to the key areas in your background that reflect their needs. This is the time to use your **Thirty-Sixty Second Elevator Pitch**, keeping it short and succinct. Ask for a business card and inquire as to the next step. The Thirty-Second Elevator Pitch is the basic introduction of who you are and what you are seeking. It will form the basis of your introductory message when networking, your opening statement in telephone contacts with employers, and the foundation of your "Tell me about yourself" answer in interviewing.

Mini-Interview

This interview usually lasts five to ten minutes and is conducted at the employer's booth, usually (although not always) seated, rather than standing. Be prepared to give a full introduction of your background and quickly position yourself as someone who is a good fit in relation to that employer's needs. Make sure all your answers position you as the candidate who meets the employer's needs. Ask for a business card and inquire as to the next step and if you may follow up.

Full Interview

The full interview if there is one being conducted. Be prepared for full-length interview twenty minutes or more. Be aware that you may actually be interviewed by technical or line managers. Make sure you are prepared for the interview. At the end of the interview, if you are truly interested, inform the interviewer of your interest and inquire as to the next step. Assume that he or she is also interested. Just make sure you know what the next step will be and follow up.

Interview Follow Up

- Thank all of the contacts met during the Job Fair
- Follow-up with employment leads and employers
- Act on the next steps with speed and appropriateness
- Proof read all communications
- Address employers' issues and concerns
- Send a Follow-up within two business days
- Update and Follow-up with your references

Still have concerns!

Visit ValleyWorks Career Center meet with a professional staff.