

The workshop will begin shortly. You may not hear anything until the start of the workshop.

Attendance is Auto-Recorded - Please do not say “Present, Here, or Type your name”



IowaWORKS

Essential Tools for Job Seekers



Setting YOU up for Success



Sound

- **Everyone** is **muted**, and participant's **video cameras** are **disabled**

Attendance is Auto-Recorded

- **Please do not** say "Present, Here, or Type your name"

Closed Captions

- Mac/Windows users, the notification is typically at the **bottom of the screen**
- iOS/Android Devices – **Have Zoom App downloaded on your device**. Once logged in, select Settings icon. Toggle "Closed Captioning" to "On"

Q&A

- Questions **may get lost** in the chat!
- This is the **BEST** option to get your questions answered
- If questions are not answered immediately, we may be presenting it later. **It is still best to have your question in the Q&A**. This feature will notify you if we answer live, or if someone responds directly to you

Chat

- **Please** do not be disrespectful
- **Please** keep chat **positive**
- **Please do not** spam the chat
- **Chat is for interacting with your fellow participants and responding to questions**

Introduction

- Overview of the One-Stop Center's services, workshops, programs, and core partners
- Review tools needed to find your next job/career
- Learn tips for a successful job search





Job Search & Career Development Services

- Work Registration ([IowaWORKS.gov](https://iowaworks.gov))
- Skills Assessment
- Job Referrals and Leads
- Help with Job Search and Applications
- Career Exploration
- Assistance with Resume and Cover Letters
- Interviewing Skills (In-person & Virtual)



Job Seeker Services

- Unemployment Services
- Basic Computer Classes
- Office Proficiency Assessment
- Job Readiness Workshops
- Meet & Greets / Hiring Events
 - In-person & Virtual
- Rosetta Stone



National Career Readiness Certificate

Nationally recognized assessment-based credential issued at four levels;

- Platinum, Gold, Silver, and Bronze.

Certificate can be added to your resume

100% free / No cost to Iowa residents



Areas Tested:

- Workplace Documents
- Graphic Literacy
- Applied Mathematics

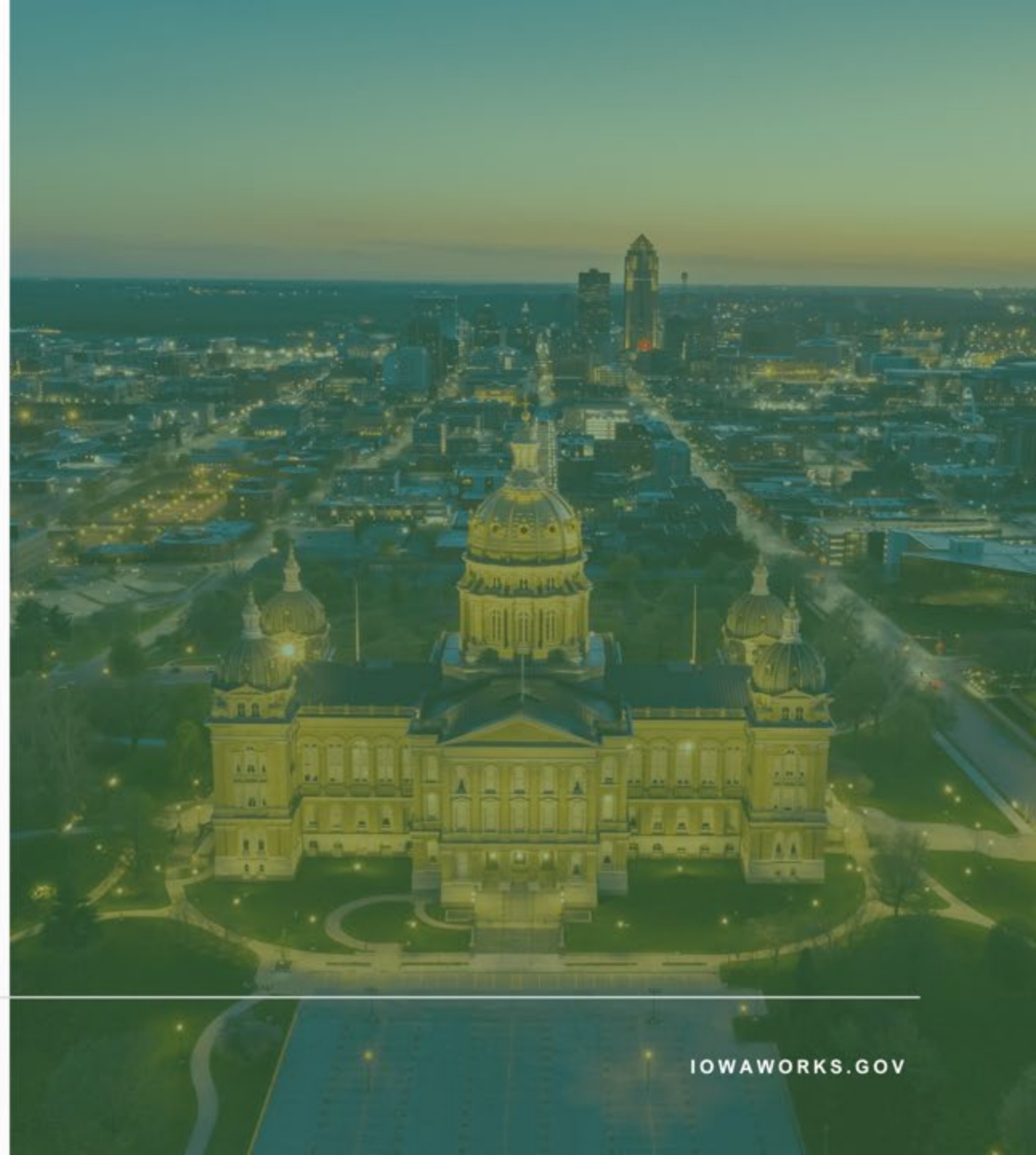
NCRC





Iowa*WORKS* Can Help You

- Title I: Adult, Youth and Dislocated Worker
- Title II: Adult Basic Education
 - English Language Learner
 - High School Equivalency - HiSET
- Title III: Wagner-Peyser
- Title IV: Vocational Rehabilitation (IVRS)





Title I - Adult, Dislocated Worker, and Youth Programs (WIOA)

- Assist people to gain self-sufficiency through upskilling
- Post-secondary education or experiential learning
- One-on-one career planning, identify a career goal, reduce barriers
- All programs:
 - Must be citizen or eligible to work in the US
 - Reside in the service area
 - Registered with Selective Service if required

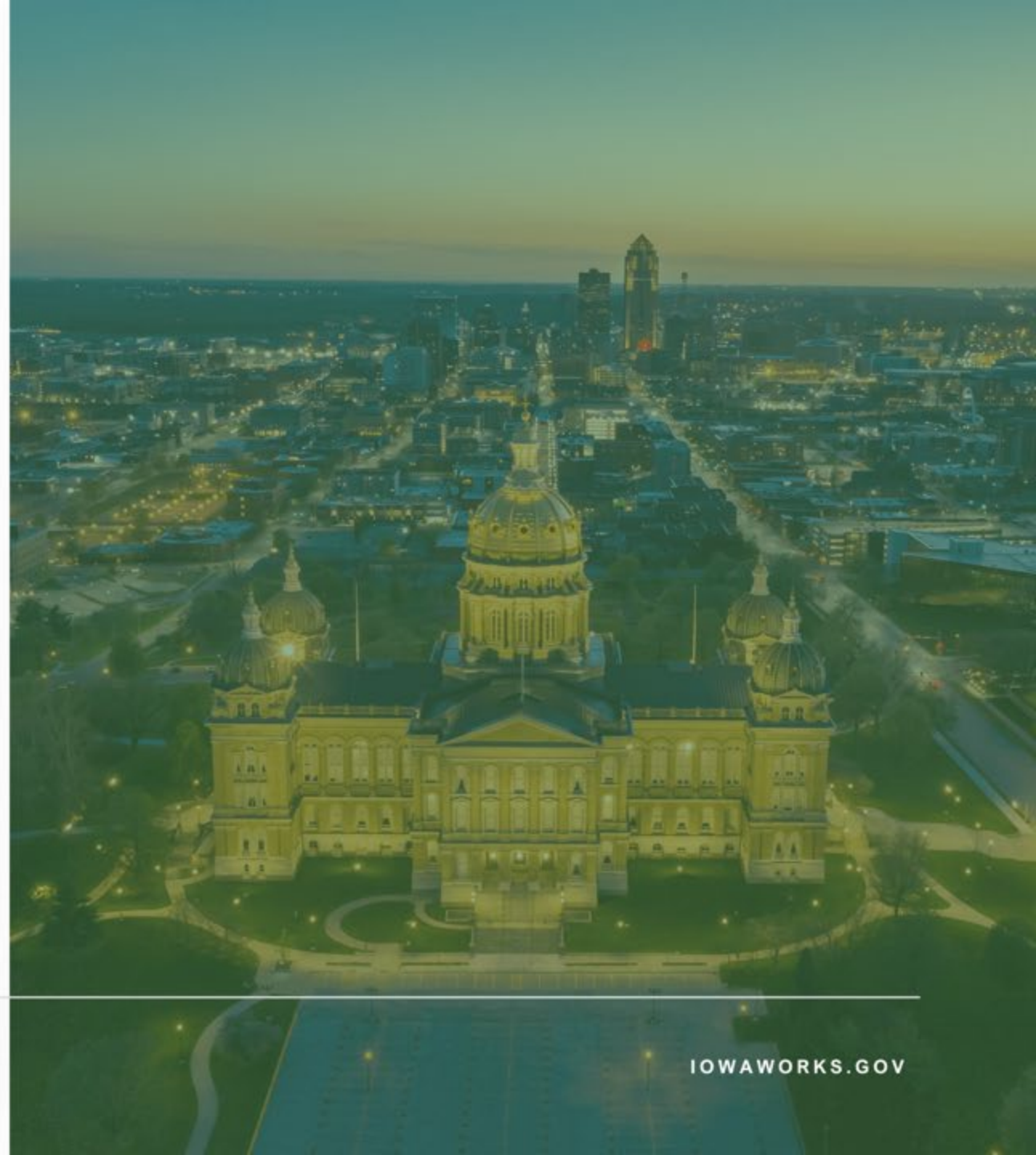


Title I - Adult Program Eligibility

Adult Program eligibility:

- Low income and basic skills deficient
- Needs assistance becoming self-sufficient

Title I Career Planner will have more details on eligibility





Title I - Dislocated Worker Program Eligibility

- Terminated, laid off, or has received notice of termination or layoff
- Eligible for unemployment or has exhausted unemployment benefits
- Unlikely to return to previous occupation





Title I - Youth Program

Youth In-School:

- 14 – 21 years old
- Low-income AND:
 - Basic skills deficient
 - Attending ELL classes
 - Justice-involved
 - Foster care or aged out
 - Pregnant or parenting
 - Documented disability

Youth Out of School

- 16 – 24 years old
- Not attending any school
- Basic skills deficient
- Attending ELL or HiSET classes
- Justice-involved
- Homeless
- Foster care or aged out
- Pregnant or parenting
- Documented disability

Title I - What makes a good enrollment?

- Eligible for programing
- An active participant in the enrollment process
- Consistent communication
- Live and work independently
- Motivated to change
- Needs assistance to reach career goals





Title I - Services Available

On-the-job training

Work experience programs

Individualized career planning

Assessments

Individual Employment Plan

Tuition assistance

Supportive services:

- Transportation
- Tools
- Books
- Childcare



Title II - Adult Basic Education

English Language Learner:

- Designed to move beginners to solid intermediate level proficiency
- Skills include listening, speaking, reading and writing

High School Equivalency (HiSET):

- Education comparable to a high school graduate
- Alternative for those who never finished high school
- HiSET replaced the GED as Iowa's method of providing high school equivalency

Both programs expect a student to attend 2-4 days a week and commit to completing homework outside of class



Title III - Wagner-Peyser

Named for the congressional act that created American Job Centers

Focused on basic employment skills:

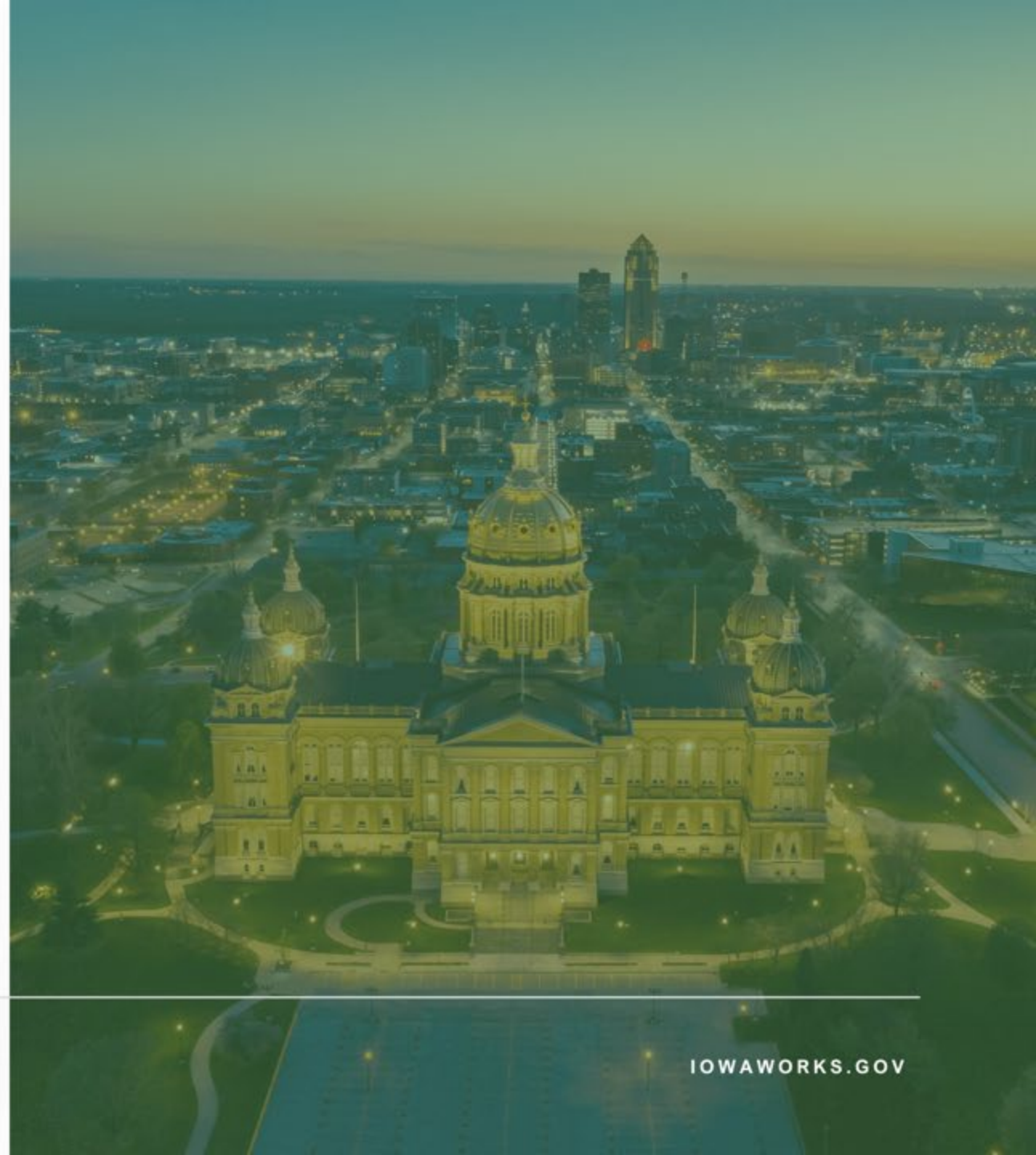
- Veterans Services
- Career pathway research
- Resume and interview skills
- Unemployment assistance
- Iowa*WORKS*.gov - Iowa's largest job bank

Wagner-Peyser services available to all with minimal application process



Title IV - Vocational Rehabilitation

- Known as Voc-Rehab or IVRS
- For those who require assistance to get or maintain employment
- Includes both Iowa Vocational Rehabilitation Services and the Iowa Department for the Blind





Title IV - Iowa Vocational Rehabilitation Services

- Must have a mental or physical impairment which is an impediment
- Needs services to obtain, maintain, or advance in employment
- Can provide job placement, training or other job services
- Social Security benefits counseling
- Job coaching, transportation assistance, vehicle and workplace modifications
- Technological aids and devices



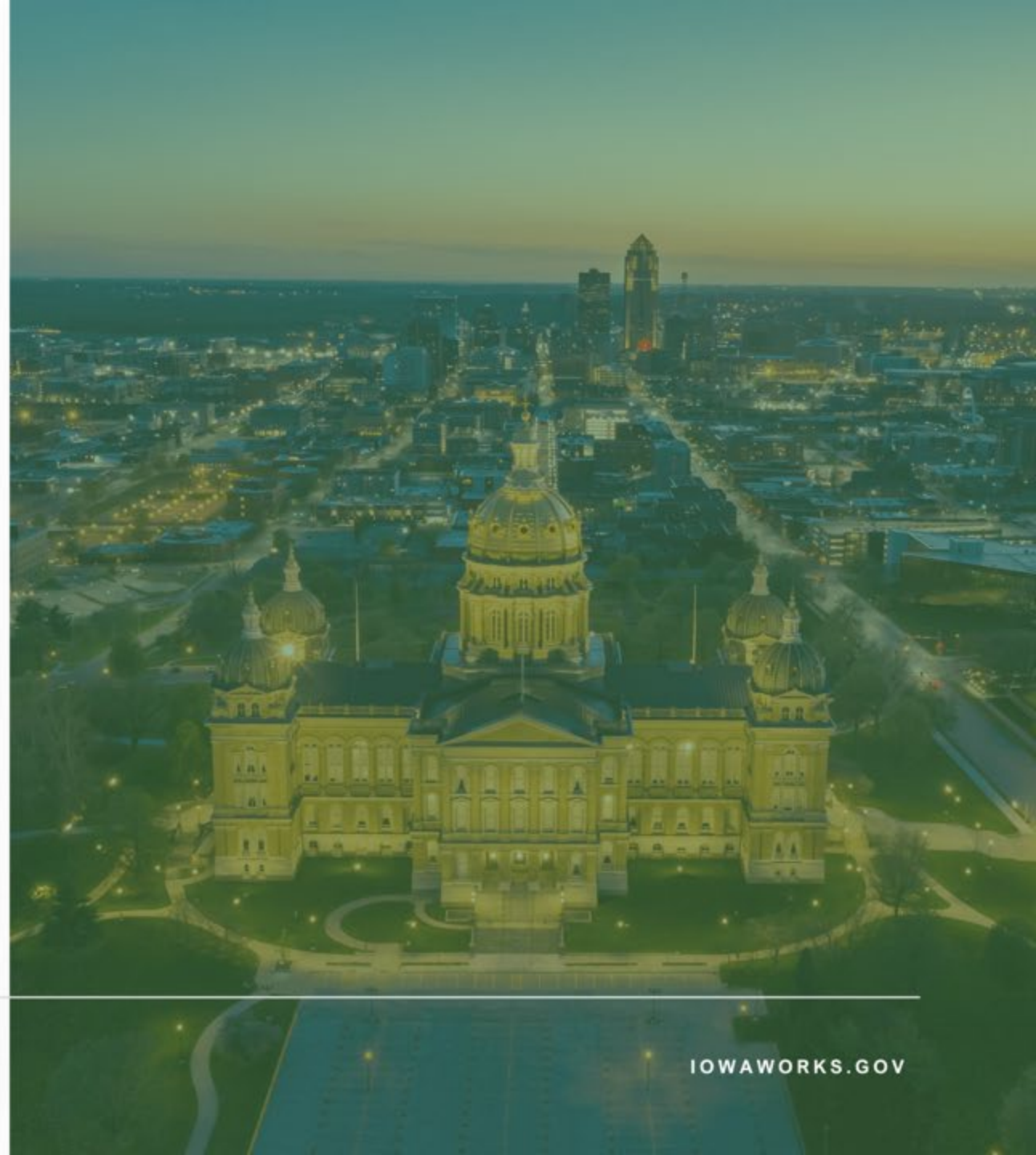
Title IV - Iowa Department for the Blind

- For those who are blind, legally blind or visually impaired
- Can provide career counseling and guidance
- Training assistance, job placement, accommodations
- Assistive technology, braille displays, screen reader software, magnifiers
- Other assistance, tailored to the customer



Other Partner Services

- Registered Apprenticeship
- SNAP E&T
- SCSEP
- Ticket to Work
- GAP Tuition Assistance





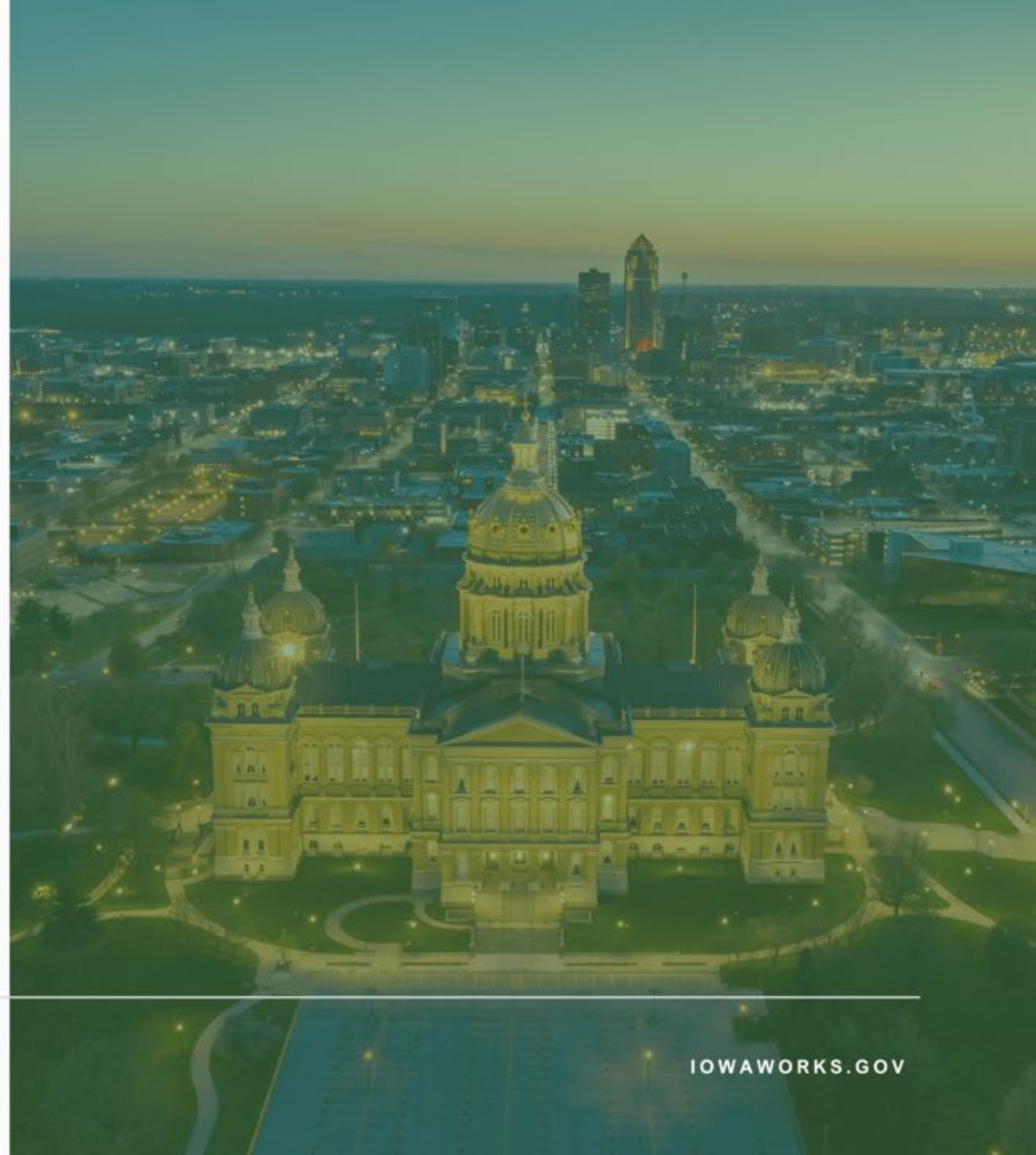
Registered Apprenticeship

Who can be an apprentice?

- Adults and Students
- Any Iowan interested in a new career path or learning new skills
- Willing to try one of hundreds of meaningful eligible programs

Fast facts:

- \$77,000 average starting salary for an apprentice after program completion
- 92% of apprentices remain employed after completing their program
- 9,954 total apprentices in Iowa FY 2023





SNAP E&T

- Purpose: To help individuals receiving SNAP benefits obtain employment
 - Supervised job search
 - Training
 - Education activities

- Features
 - No cost to participants
 - Occupational/vocational skills training and education
 - Job search skills training
 - Job retention services
 - Support services
 - case management and coaching support



SNAP E&T

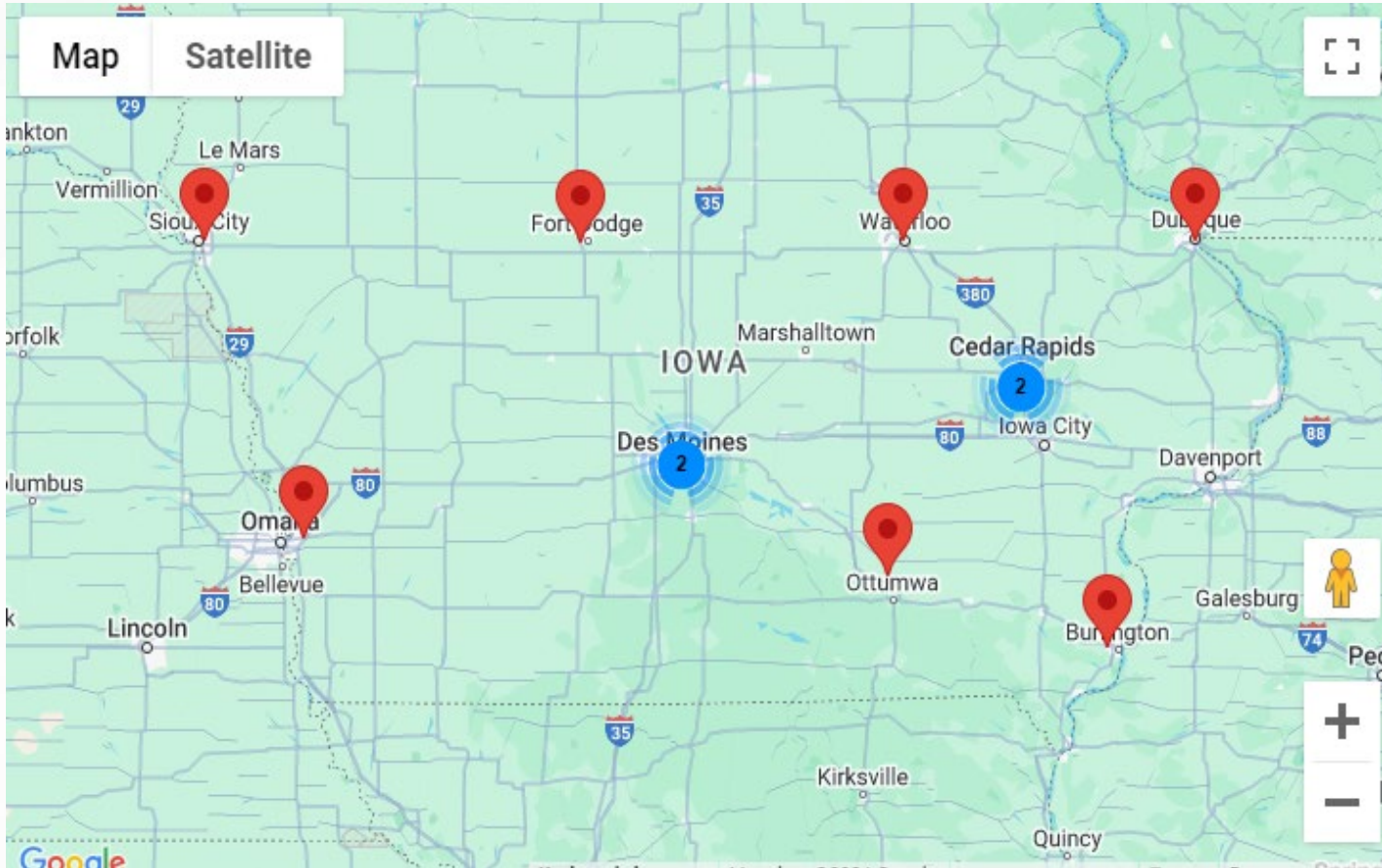
Eligibility

- Receiving SNAP or pending eligibility determination
- 18 or older
- Reside in one of the E&T service areas
- Wants a job or better job, or job search assistance
- Physically or mentally able to work now or within the next year

Benefits

- Access to education and training programs
- Access to supportive services while in training
- Gain skills for good employment
- Achieve economic self-sufficiency
- Receive case management to reach milestones

SNAP E&T Service Areas



- IowaWORKS offices
 - Dubuque
 - Ottumwa
 - Sioux City
 - Fort Dodge
 - Waterloo
- Goodwill of the Heartland
- Central Iowa Shelter and Services
- Des Moines Area Community College
- Southeastern Community College
- Hawkeye Community College
- Kirkwood Community College
- Iowa Western Community College
- The HELP Center – Available Virtually Statewide
- CodeX Academy – Available Virtually Statewide



SCSEP

- Senior Community Service Employment Program (SCSEP)
 - Job training program for older Americans (55+)
 - Low-income, unemployed seniors
 - Work experience, averaging 20 hours per week
 - Bridge to unsubsidized employment
 - Duration up to 48 months



Ticket to Work

Federal program for SSDI or SSI recipients who want to work

Employment networks offer support during the process

Try work without risk of losing benefits



GAP Tuition Assistance

Tuition assistance for short-term training programs for in-demand occupations

Eligibility

- Ability to complete a certificate program
- Ability to enter a post-secondary program for credit
- Ability to gain and maintain full-time employment
- Eligible to work in the United States

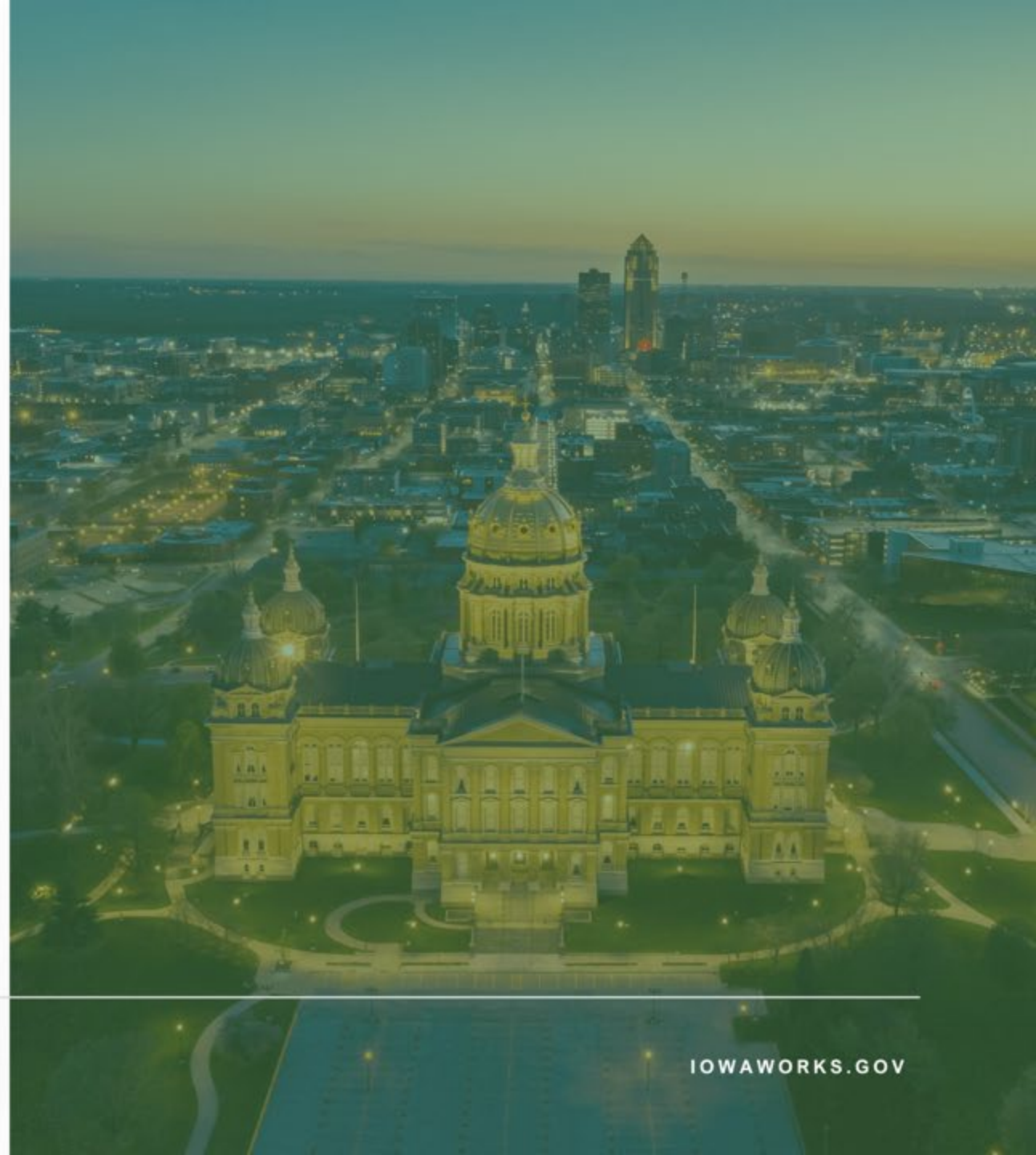
Eligible Costs

- Tuition and fees
- Support services
- Required books and equipment



GAP Tuition Assistance

- Eligible High-demand program sectors
 - Information Technology
 - Healthcare
 - Advanced manufacturing
 - Transportation and logistics
 - Any other industry deemed in-demand by a regional advisory board



Veteran Priority of Service



Veterans and their spouses are eligible for priority of service. This may include:

- Reserved computer workstations
- Early-entrance to job fairs for Veterans and spouses

If you or your spouse served in the U.S. Military, please let us know as you check-in to our Center. Thank you for your service!

Office of Veteran Workforce Services

VETERANS HELPING VETERANS!

Home Base Iowa (HBI):

A program that connects veterans, transitioning service members, and their spouses with the resources and services that meet their specific needs in the State of Iowa.

Jobs for Veterans State Grant (JVSG):

The Jobs for Veterans State Grant provides federal funding, through a formula grant, to 54 State Workforce Agencies to hire dedicated staff to provide individualized career and training-related services to eligible veterans and eligible persons and help employers fill their workforce needs with job-seeking Veterans that have met the specific requirements.





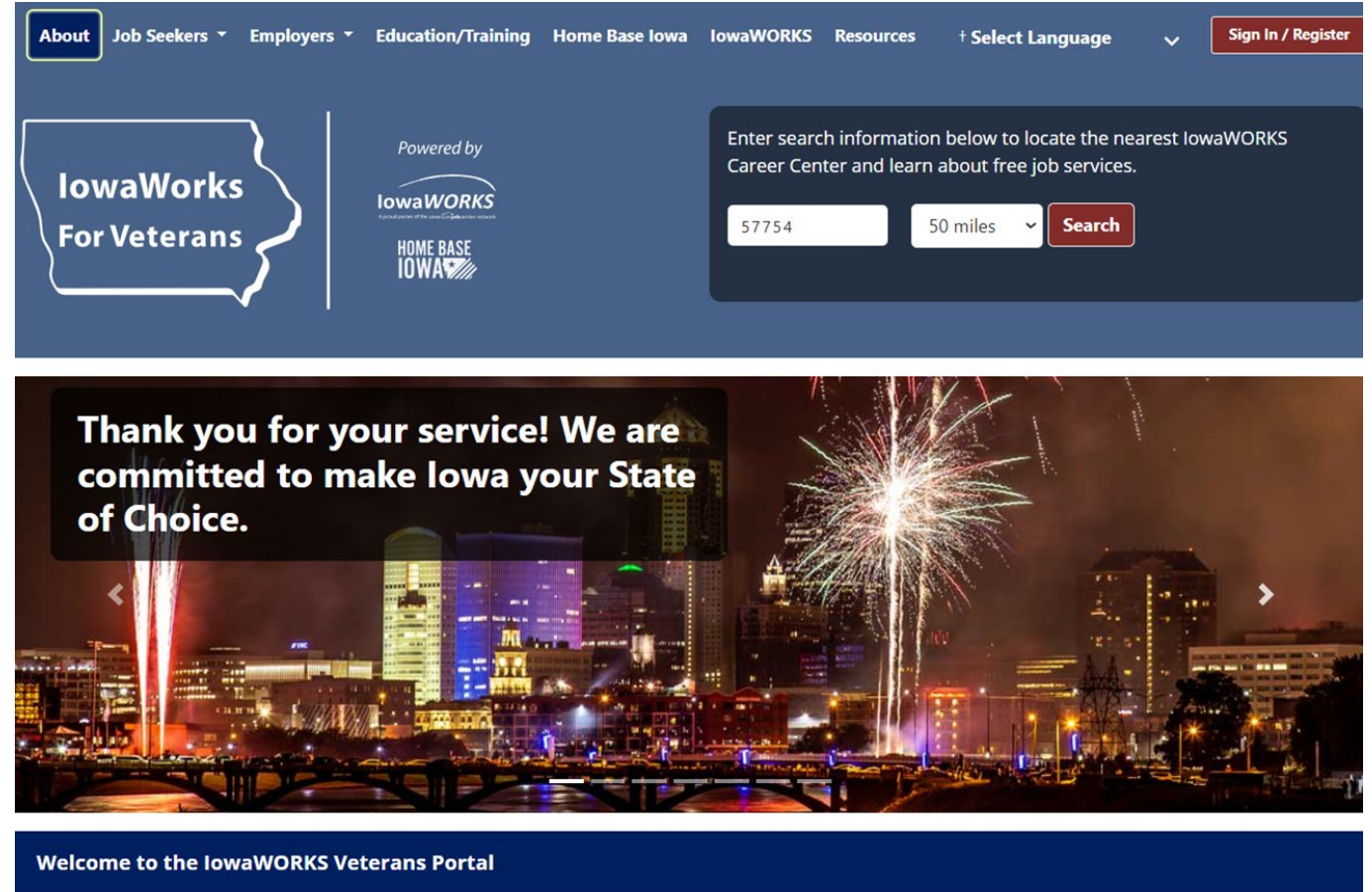
Office of Veteran Workforce Services

Individualized services to include:

- ★ Comprehensive and specialized assessments of skill levels and services needs;
- ★ Development of an individual employment plan;
- ★ Resume assistance;
- ★ Career planning;
- ★ Short-term prevocational services that may include communication skills, interviewing skills, and other employment readiness items;
- ★ Referrals to Veteran-specific supportive services

Office of Veteran Workforce Services

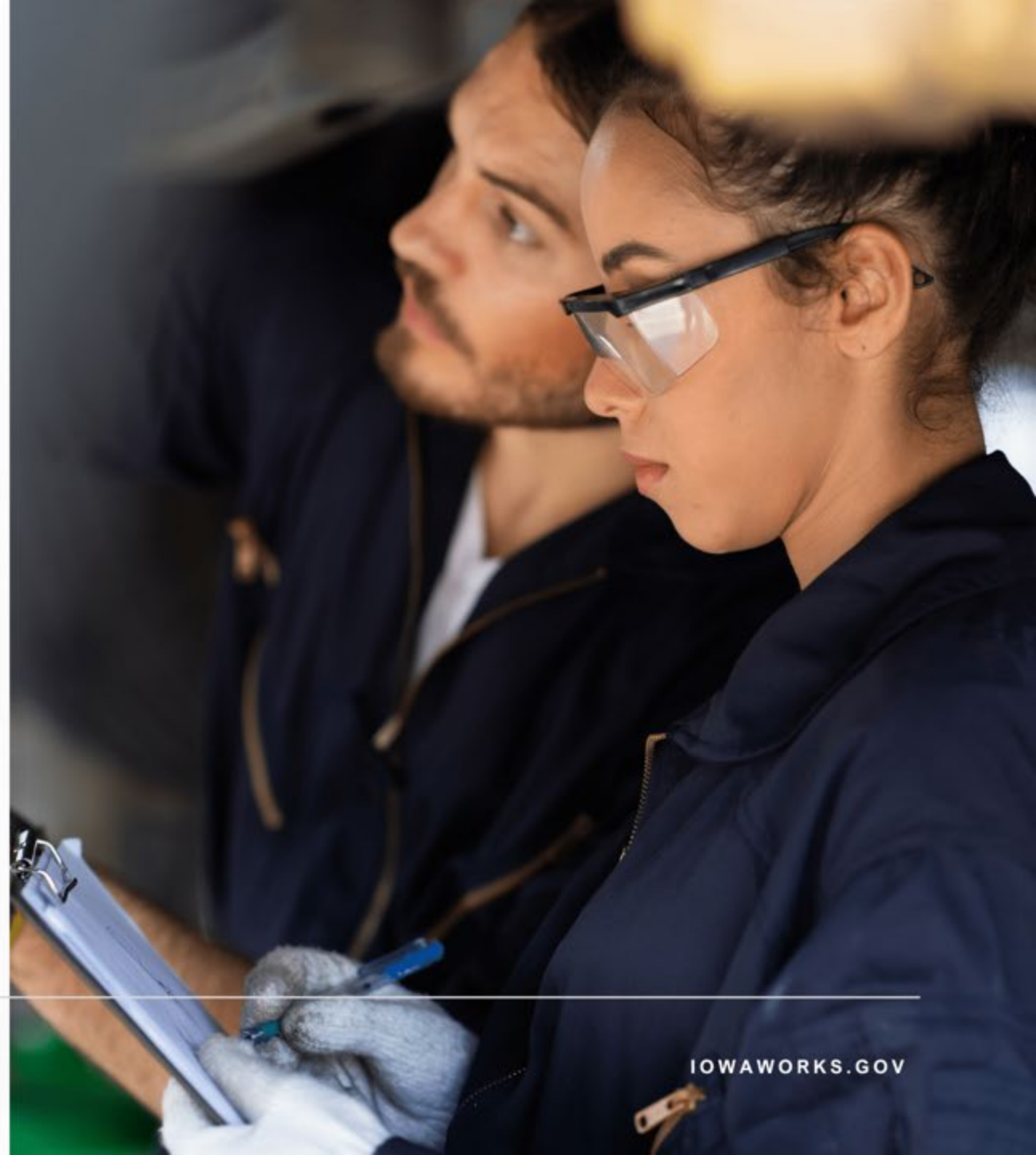
Please visit the IowaWORKS for Veterans Portal at:
www.iowaWORKSforveterans.gov
to learn about the Office of Veteran Workforce Services and other Veteran resources.





EMERGE

- Justice-Involved Citizens
- Workshop covers
 - O*Net Interest Profiler
 - Understanding You
 - The Job Hunt
 - Employer Incentives
 - What's My Next Step





Getting Started on the Right Foot

- Create a Professional email address
- Set up a professional voicemail
- Have a resume saved on a flash drive with you and ensure all your dates of employment
- Edit your resume for each job you apply for
- Keep track of any passwords and logins you create
- Always send a cover letter when you have the option to
- Demonstrate your knowledge and interest to the employer



Applications and References

Follow the directions, anything with

➤ * is required information

Watch out for autofill/ auto-complete mistakes

Look for a confirmation email that your application has been received

Have 3 references- managers/supervisors/coworkers to present if they ask for them

➤ Do not include on resume



Most Common Interview Mistakes

1. **Not being prepared!**
2. Being late
3. Dressing inappropriately
4. Lying about items during the interview/resume
5. Using negative comments when describing a former boss or place of employment
6. Displaying a bad attitude
7. Chewing gum
8. Fidgeting, poor posture
9. Talking too much
10. What mistakes have you encountered?

Job Searching and Social Media

According to a recent survey by Career Builder,
90% of employers are using social media to
evaluate candidates.

79% of employers have rejected a candidate
based on their social media content.

It is critical to create, develop and
monitor your image online.

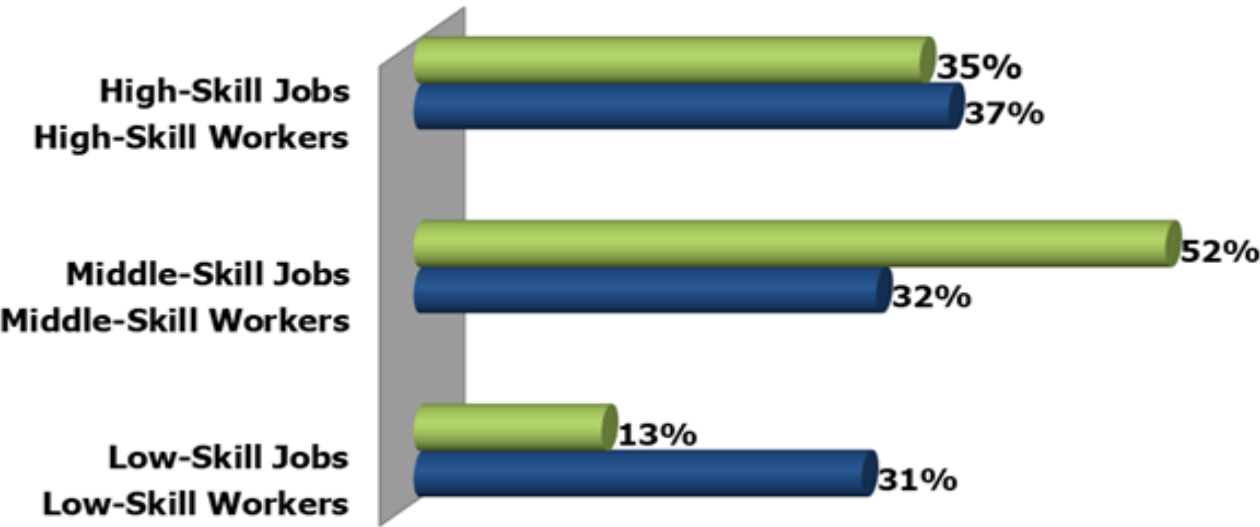




Iowa Skills Jobs vs. Labor

Iowa is Experiencing a Middle-Skill Job Gap

Iowa's Jobs & Workers by Skill Level, 2020-2021



Sources: 2020 Occupational Employment and Wage Statistics, Labor Market Information Division, Iowa Workforce Development. 2021 Current Population Survey, U.S. Census Bureau.

Skills Assessment and Guidance

- Assess the gaps you have in your skills set and determine what is specifically needed to bridge the gap so that you can access the right opportunities for success!
- IowaWORKS can help you explore both providers and funding opportunities needed to obtain education and training.





Skills Assessment and Guidance

What specific skills or credentials are you currently lacking that have proven to be a barrier in your job search?

- High School or High School Equivalency
- English Language Proficiency
- Career Specific Skills / Credential / Certification
- Technology Skills

Maximize Your Potential Workshops

Maintain a Positive Attitude

What is happening to me?

How do I handle stress?

What do I need to do to move forward?

Get a new outlook on your job search!

Maximize Your Potential

Develop a Career Plan & Research Industry Trends

What are the skills needed for the job that you want?

Do you need additional training to achieve your employment goal?

What occupations are high in demand in Iowa and Nationwide?

Assess your current skills / Create a plan / Discover tools to put the plan into action and succeed.

What skills training or education do I need to work in the industry?

Maximize Your Potential

Create a Great Resume

Which type of resume is better for you?
(Chronological? Functional? Or
Combination?)

How to write Skills / Qualification
Summary?

How to tailor resume to specific job?

This workshop gives you the opportunity
to craft a great Resume

Maximize Your Potential

Conduct a Job Search

Learn about:

Effective Job Search Methods

Universal Application

Application Tips (Online and paper applications)

Personality Test and other Assessments (Best Practices)

Maximize Your Potential

Interview 101

Interviewing why is it so hard?

What questions will they ask?

How do I answer those questions?

STAR (Situation, Task, Action, Result)

How do I dress?

How do I follow up? When do I follow up?

How do I prepare for a virtual interview?



**Questions or
comments?**

**Thank you for
attending today's
Workshop!**





Iowa*WORKS* Workshops

- ❖ Bring Your A-Game – Part 1 & Part 2
- ❖ Completing Your Weekly Certifications
- ❖ Conduct a Job Search
- ❖ Create a Great Resume
- ❖ Develop a Career Plan & Research Industry Trends
- ❖ EMERGE Virtual Workshop
- ❖ Essential Tools for Job Seekers
- ❖ Interview 101
- ❖ Maintain a Positive Attitude
- ❖ Military Members Power Hour
- ❖ Mock Interview Workshop
- ❖ Navigating Ageism in Your Job Search
- ❖ Next Level Resumes & Cover Letters
- ❖ Registered Apprenticeship
- ❖ Smart Planning for Your Money - Series
- ❖ State of Iowa Job Applications
- ❖ Virtual Job Club
 - ❖ Building Success in Iowa*WORKS*.gov
 - ❖ Business Panel
 - ❖ Job Fairs
 - ❖ LinkedIn
 - ❖ Negotiating a Successful Job Offer
 - ❖ Power of O*Net
 - ❖ Who Would You Hire?
- ❖ Workshops in Spanish
 - ❖ Essential Tools
 - ❖ Interview & Negotiate



Iowa**WORKS** Centers

Watch for
our survey as soon
as the workshop
ends.

We value your
feedback!

BURLINGTON

Phone: 319-753-1671

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CEDAR RAPIDS

Phone: 319-365-9474

Email: CedarRapidsIowaWORKS@iwd.iowa.gov

COUNCIL BLUFFS

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Email: CouncilBluffsIowaWORKS@iwd.iowa.gov

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