

# W E L C O M E to the Jefferson County Workforce Center



 Serving the Tri-County Region

The **Jefferson County Workforce Center** has all the resources necessary to identify and land the right position – for you. And you won't be alone, our Career Services Team can help you with any phase of the process – from measuring your skill set to acing the final interview!

Our **Career Resource Center** has the tools for your job search: computers, fax machines, copiers, email, and more. Here you'll find free workshops to guide you, free software to teach you, and knowledgeable staff to answer your questions.

## Hours and Policies

Monday - Friday 7:30 am - 5:30 pm

(closed on holidays)

Computer use is limited to 2 hours per session.

Computers shut down at 5:00 pm.

## Location

Laramie Building, 3500 Illinois Street in Golden, Colorado

## Current Jobs

Want to learn more about jobs that are currently available? Register online at [www.connectingcolorado.com](http://www.connectingcolorado.com).

## Unemployment Insurance

web: Please contact the Colorado Department of Labor at [www.coworkforce.com/UIB](http://www.coworkforce.com/UIB).

phone: For all UI benefits or claims questions, call the Customer Contact Center at 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area).



**Your Job Search Guide** contains the following resources and services:

Self-Assessment Resources

Career Assessment Resources

Job Search Tools Checklist and Career Resource Center Map

Resume and Cover Letter Examples

Monthly Workshop Schedule

Policies

# 303-271-4700

# jeffcworkforce.org

*Serving Jefferson, Gilpin and Clear Creek Counties*



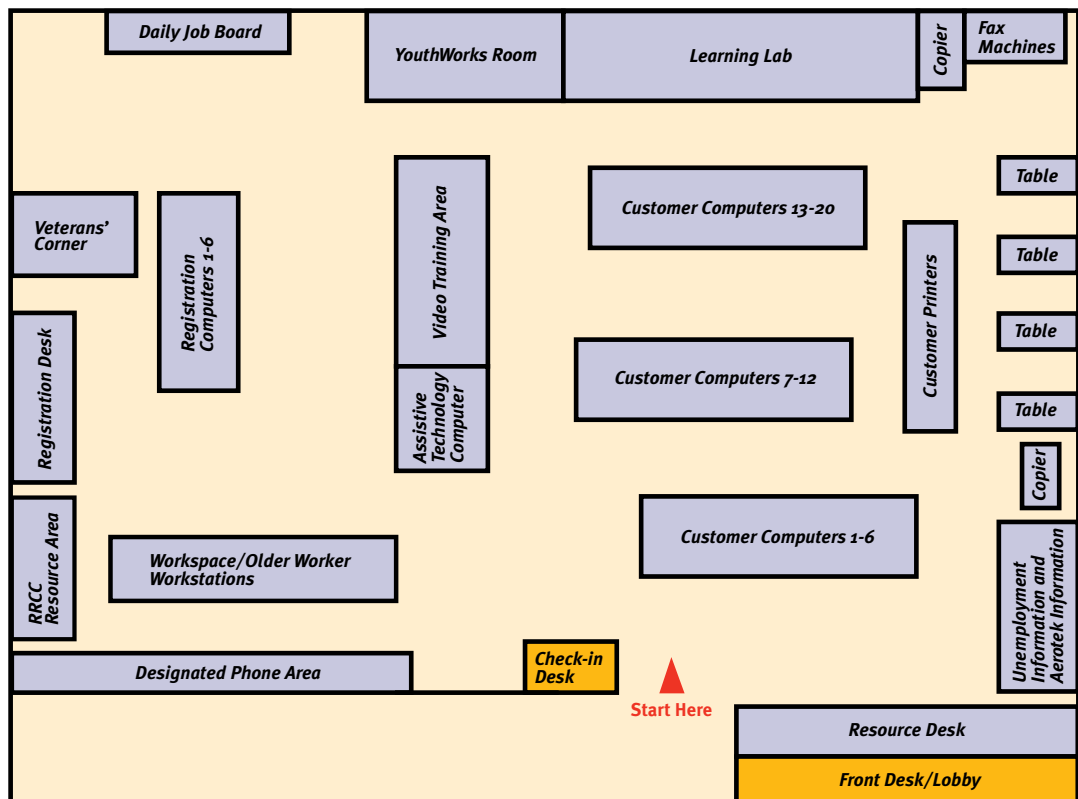
Jefferson County Workforce Center is part of Colorado's network contributing to economic vitality by providing business and employment solutions. Funded through federal tax dollars, most of our services are free to employers and job seekers. Jefferson County Workforce Center is an equal opportunity program; auxiliary services are available upon request to individuals with disabilities.

# JOB SEARCH TOOLS in the Career Resource Center

The Career Resource Center at the **Jefferson County Workforce Center** provides a multitude of tools for your job search. Use this as your checklist to ensure you are taking full advantage of the Career Resource Center. If you have any questions, our Resource Desk staff is available to answer all of your questions.

Job Search Tool	Where do I go in the Center?
✓ Get Started	Congratulations and Welcome! You have taken the first step in your job search.
■ Connecting Colorado Registration	Registration Computers
■ Career Decisions	Resource Desk and Learning Lab
■ Resume Tips	Sign-up at the Front Desk for a Workshop
■ Resume Development	Career Resource Center/Workshops
■ Job Search Skills	Sign-up at the Front Desk for a Workshop
■ Job Referrals	Career Resource Center Staff or from the Connecting Colorado Website
■ Job Search Strategy	Self Directed or With Limited Career Center Staff Assistance
■ Job Search Tips	Sign-up at the Front Desk for a Workshop
■ Career Assessment	Sign-up at the Front Desk for a Workshop
■ Interviewing Skills	Sign-up at the Front Desk for a Workshop
■ Recently Obtained Employment	Inform the Career Center Staff of your Achievement – Congratulations!!!!

## Career Resource Center



# JOB SEARCH/CAREER PLANNING TOOLS

Ready to start planning a career? Looking to find work fast? Either way, find the tools and the help you need at the **Jefferson County Workforce Center**. Computers, email, fax machines, copiers... even training software to prepare you for your next job. Find these and much more in our Career Resource Center.

**You can even get hands-on help with your job search!** (Just make sure you're registered with Connecting Colorado. Registration is free... visit [www.connectingcolorado.com](http://www.connectingcolorado.com) or see a Career Center staffer for help.)

## Find Open Jobs

- Colorado workforce database – [www.connectingcolorado.com](http://www.connectingcolorado.com)
- Internet job search
- Networking

## Choose the Best Occupation for You

- Occupational websites – <http://www.jeffcoworkforce.org>
- O\*Net – <http://online.onetcenter.org>
- Career Scopes
- The Handbook for Occupational Outlook
- Colorado LMI Gateway  
<http://lmigateway.coworkforce.com/lmigateway/>
- Choices Career Planner – [www.bridges.com](http://www.bridges.com)

## Learn the Requirements for Various Jobs

- Documenting relevant experiences and accomplishments
- Occupational skill assessments
- Career Voyages – <http://www.careervoyages.gov/>

## Bump up Your Skills

- Mavis Beacon Typing Tutorial
- KeyTrain – Employment Skills Tutorials
- Nuts and Bolts Workshops – Free Career Development Workshops at Jefferson County Workforce Center
- Various computer-aided training tutorials – Video Professor

## Packaging Yourself

- Job applications
- Resumes
- References
- Cover letters and thank you notes
- Interviews


## Education / Training

- High School or GED
- Vocational / Trade schools
- Community Colleges and Universities
- The Workforce Investment Act of 1998 (WIA)
- The Colorado Navigator – <http://navigator.cdle.state.co.us/>

## Services for those with Unique Qualifications

- Veterans Services
- Young adult workers – ages 14 to 21
- Boomers (born before 1965)
- Services for those with disabilities
- Services for ex-offenders



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# ASSESSMENT TOOLS in the Career Resource Center

Mozart was performing concerts at age 5, but it usually takes some time for the rest of us to find the right occupation. When you think about your future, maybe you hear a voice say, “But I don’t know what I want to do!” Well, you’re not alone. And we can help.

Right here in the **Career Resource Center**, we have the assessments and tutorials available so you can gear up and start working, or get a better job.

There are three parts to the process:

- **Self-Assessment** – measuring the skills and aptitudes you have now
- **Career Assessment** – looking at your unique interests, personality, and values – and matching those to possible careers
- **Career Futures** – after identifying a potential career field, researching the projected demand and pay  
(Also known as *Labor Market Information* – a big name, but pretty simple stuff)



## Self-Assessments

How well do you absorb what you read? Can you type more than 60 words per minute? Are you a master at math? Use these **self-assessments** to identify and measure skills that employers look for. Find out if you’re ready for work, or ready to learn more.

**WorkKeys** – provides students and job seekers with a ranked assessment of skills needed in the workplace, while employers use *WorkKeys* to match your skills to their positions.  
(Remember to sign up to in advance for *WorkKeys*.)

**GED** – an academic assessment that measures reading, mathematics, and language ability.

**TABE** – if you’re considering testing for a General Education Diploma (GED), this assessment can help you prepare.

**Mavis Beacon** – fun software to improve and test your typing skills. You can even print out a certificate of your accomplishment.

**KeyTrain** – provides an online, interactive learning system – where you can measure and build the skills common to all jobs based on the *WorkKeys* employment system.

## Career Assessments

To make an informed career decision, first you need to learn about... you. *Your* interests, *your* personality, *your* values – these are the keys to making great choices. Wondering what questions to ask yourself? Don’t worry... the questions are in the assessments. Just choose the answers that feel best – for you.

- Get more out of your current work
- Market your skills for a great job, or
- Choose a new career path

**Choices Career Planner** – this online system matches potential career paths to your interests, personality, and values. Based on your choices, it’ll guide you through a vast network of work and training options. After building up your very own career portfolio, save it for access from any internet connection. It’s fast, easy, and almost fun.

**Career Scopes** – this computer-based system helps adults identify careers by measuring their aptitudes and career interests. Also allows users to map out any education they might need for a particular job.

**Career Decision Maker** – an on-paper assessment, ready to match your interests with available careers.

# CAREER FUTURES & TUTORIALS

## Labor Market Information – *the future of your career*

Explore the requirements, employment outlook, salaries, and particulars for thousands of occupations. Search by growth outlook, by industry, by your interests... however you like.

### Career Voyages

<http://www.careervoyages.gov/>

Information on thousands of careers, with video clips

### O\*Net

<http://online.onetcenter.org/>

User friendly—helps identify salaries and transferable skills

### Colorado LMI Gateway

<http://lmigateway.coworkforce.com/lmigateway/>

Career futures and employment opportunities in Colorado

### Occupational Outlook Handbook

<http://www.bls.gov/oco/>

Researched and compiled by the Bureau of Labor Statistics, offers insights as to earning potential, work environment, outlook for hiring, and expansion. Also lists needed skills and other job requirements.

**If you need assistance, talk with one of the Career Center staffers. That's what they do!**

**303-271-4700**  
**jeffcworkforce.org**

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## Tutorials – *build your work skills*

Keytrain (*Tutorial and Assessment*)

Video Professor CD ROMs

MS Office (Word, Excel, and Power Point)

Mavis Beacon

Win Way Resume Wizard

E-Colorado Portal

[www.e-colorado.org/announcements.aspx](http://www.e-colorado.org/announcements.aspx)

Career Voyages

[www.careervoyages.gov](http://www.careervoyages.gov)