



Career Links

QUARTERLY NEWSLETTER

OCTOBER/NOVEMBER/DECEMBER—2010

Interview Questions Employers are NOT Allowed to Ask

A job interview is a very important time to express your skills, experiences, and eagerness for employment. What's often over-looked are the interview questions that your future employer should not ask you. The questions listed below are considered unlawful. As the applicant, you have the right not to answer these questions.

How old are you?

- State law prohibits discrimination against persons age 40 and older. However, an age inquiry could be made to ensure a person is old enough to work for the position being filled.

Are you married? Maiden/Spouses name?

- An employer cannot discriminate against a person by being married, single, divorced, separated, or widowed.

Do you have any disabilities or health issues?

- According to the Americans with Disabilities Act, any inquiry at the pre-employment level that would require an applicant to disclose a disability is unlawful. A bona fide job offer must be made before and employer can request this information.

Are you pregnant? Do you have children?

- Inquiries about a child can indicate tardiness or absenteeism to some employers.

What Religion do you practice?

- Inquiries about religious practices are a sensitive issue. Employers are required to accommodate an employee's religious beliefs or practices in regards to dress, grooming, and scheduling.

Know your rights. When deciding if a question is unlawful, remember that the question asked should be able to provide the employer relevant job related information. If it is unclear, the question should not be asked.

For additional information and illegal interview questions contact:

State of Wisconsin Department of Workforce Development –
Equal Rights Division – Civil Rights Bureau at: (608) 226-6860 or
<http://dwd.wisconsin.gov>

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High Growth Occupation

Financial Analyst

Description & Tasks

- Analyzes financial information to produce forecasts of business, industry, and economic conditions for the use of making investment decisions.
- Assembles spreadsheets, draws charts, and graphs used to illustrate technical reports.

Skills Required

- **Time Management** — Manages ones own time and the time of others.
- **Mathematics** – Thorough understanding of math to solve problems.
- **Critical Thinking**—Uses logic and reasoning to identify strengths/weaknesses of solutions, conclusions, and approaches to problems.

Education

- Bachelors Degree and a considerable amount of on the job training is required.

Employment Trend and Wages

Average Wage — \$19.99

2008 Employment — 2,370

Projected Growth — 26.7%

2018 Forecast — 2,740

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

ProTech JOB SEEKER Networking Group

Are you a job seeker looking for a professional career opportunity? Would you like to network with peers? Are you interested in learning how to improve your interview skills, updating your resume or learning how to write great cover letters?

There is an excellent Networking group at the Workforce Development Center at 1717 Taylor Avenue that is reserved **for professional and technical workers who have an associate degree or higher level of education**. ProTech meets every Monday from 9:00 a.m. to Noon. Sessions are held in classrooms located on the first floor of the center. Enter the building through the north entrance.

The mission of ProTech is to provide job-search support in a structured group setting. Sessions provide peer-to-peer networking and facilitator guidance in addition to the opportunity to improve interview, resume writing and salary negotiation skills. Speakers are carefully chosen and present such skills to the group as how to “mine” a publication for hidden jobs, specific information on health care options while you are unemployed, and identifying your transferrable skills to a new career.

New attendees are always very welcome and no registration is necessary to attend.

Virtual Job Fair

(October 4-17, 2010)

Looking for your next career? You've come to the right place! Virtual Job Fair is an easy-to-use, two week-long event where local businesses showcase employment opportunities, from entry-level to management. And the best thing is that you can search for your next job from the privacy and convenience of your own computer, 24 hours a day during the Virtual Job Fair.

When you register and login you will be able to:

- Read company profiles
- Review a wide variety of job postings
- Search for jobs in a specific field/industry
- Apply to a job posting with one click
- Secure your future career!

Virtual Job Fair Orientation Sessions:

Tuesday	10/05/10	10:30—11:00 am & 1:00 –1:30 pm	Classroom C
Wednesday	10/06/10	10:30—11:00 am & 1:00 –1:30 pm	Classroom C
Thursday	10/07/10	10:30—11:00 am & 1:00 –1:30 pm	Classroom C
Friday	10/08/10	8:30—9:00 am & 10:30—11:00 am & 1:00 –1:30 pm	Classroom C
Tuesday	10/12/10	10:30—11:00 am & 1:00 –1:30 pm	Classroom C
Wednesday	10/13/10	10:30—11:00 am & 1:00 –1:30 pm	Classroom C
Thursday	10/14/10	10:30—11:00 am & 1:00 –1:30 pm	Classroom C
Friday	10/15/10	8:30—9:00 am & 10:30—11:00 am & 1:00—1:30 pm	Classroom C

Computer labs will be open to all job seekers wanting to visit the Virtual Job Fair. There is a capacity of 14 people per room and will be first come, first serve.

Computer labs available:

Room 1302

Tuesdays	11:00 am to 3 pm
Wednesdays	11:00 am to 3 pm
Thursdays	11:00 am to 2 pm

Classroom A

Tuesdays	11:00 am to 3 pm
Wednesdays	11:00 am to 3 pm
Thursdays	11:00 am to 3 pm
Fridays	9:00 am to 3 pm

Exploring Growth Occupations Day

Spend the day exploring occupations that are growing! Key information about labor market trends, training, and skill requirements needed to be successful in each field will be covered.

Workshops offered on December, 3rd:

What Are Green Jobs?	8:30 am to 10:00 am	Classroom C
The I.T. Track	10:15 am to 11:15 am	Classroom C
Advanced Manufacturing	11:30 am to 12:30 am	Classroom C
Health Care Occupations	1:30 pm to 2:30 pm	Classroom C



Racine County Workforce
Development Center
1717 Taylor Avenue
Racine, WI 53403

Website:
www.wdc.racineco.com

Crash Course in Job Searching Full Day Session—December 13th 8:30 am to 4:30 pm in Classroom B

This full day workshop will help you jump start your job search on the right foot! First things first, find out how to identify your skills and relate them to the competitive job market. Second, discover how to unveil the "Hidden Job Market" with unique job search strategies. Third, learn what it takes to create a professional resume that gets results. Fourth, discover ways to conduct an effective interview and make a positive impression with potential employers. Finally, learn how to develop professional cover letters to complement your resume and after the interview thank you notes to make a lasting impression.

Racine County Workforce Development Center Holiday Closings

Thanksgiving — Thursday, November, 25th
Day of Thanksgiving—Friday, November, 26th
Christmas Eve—Thursday, December, 23rd
Christmas Day—Friday, December, 24th