Racine County
Workforce Development Center

Career Links

QUARTERLY NEWSLETTER APRIL/MAY/JUNE—2011

The Power of a Portfolio

What is a portfolio and when can I use one?

A professional portfolio is used by job seekers to document the extent of their training, experience, and accomplishments. This is an excellent way to highlight your skills and talents to a prospective employer. Presenting a well made portfolio in an interview can set you above the rest during the hiring process. Portfolios can also be used in a job fair, for college admissions, or for free lance work.

What should be included in a Portfolio?

- Table of Contents – which reviews the order of materials
- Cover Letter
- Resume
- References
- Letters of Recommendation
- Writing Samples
- Appropriate work samples such as brochures or flyers you have designed
- Honors and Awards
- Diplomas, Degrees, or Certifications

Materials Needed:

- Three ring binder – preferably black
- Clear plastic protector sheets used to hold your materials
- Divider sheets used to separate each section of the portfolio

Presenting your Portfolio:

Before you show your portfolio take time to flip through your pages to be sure all information included is relevant. Determine what materials would be appropriate and industry specific. Remove anything else that is not relevant to the situation. Keep in mind some employers may not be interested in viewing your portfolio so never force it upon the interviewer, they want to talk to you and get to know you first.

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Job Fairs - Tips for a Successful Experience

BEFORE

- Research the companies that interest you. Learn who they are and what they do.
- Create a list of employers you'd like to meet with at the job fair.
- Plan your strategy. Visit the booths that interest you most to least, and visit in that order.
- Prepare and practice your introduction. This statement should be 30 seconds to one minute long. This should include information such as: your name, work experiences and education.
- Resumes—Prepare a strong resume and bring a sufficient amount with you on resume paper.
- Dress professionally. Treat this event just like you would any job interview.

DURING

- Relax, smile, and greet each prospective employer with a firm handshake.
- Do be sure to make eye contact, and listen carefully to the information the employer is giving you.
- Be sure to ask for the employer/recruiters business card. This can be used for follow up purposes.
- Thank the employer/recruiter for their time.

AFTER

- Follow up with a Thank you letter (this should be sent to each recruiter/employer you met with).

SOURCE: http://www.wisconsinjobcenter.org/jobfairs/jobseekertips.htm

Save the Date: Don't Miss These Fairs!

Racine Community Career Fair

Date/time: Tuesday, April 12, 1-5 pm
Location: Gateway Technical College, Racine Lake Building
1001 S. Main Street, Racine, WI

Kenosha County Job Fair

Date/time: Tuesday, May 17, 12:30-3:30 pm
Location: Kenosha County Center
19600 75th Street, Bristol, WI

Featured Position:
Employment, Recruitment, and Placement Specialists

Description & Tasks

- Seeks out, interviews, and screens applicants to fill existing and future job openings.
- Searches application files, notifies selected applicants of job openings.
- Contacts employers to verify referral results. Records and evaluates data.

Skills Required

- **Active Listening —** Gives active attention to others, takes the time to fully understand the points being made, and asks the appropriate attention.
- **Monitoring –** Assesses the performance of self, and others within the organization.
- **Critical Thinking—**Uses logic and reasoning to identify strengths/weaknesses of solutions, conclusions, and approaches to problems.
- **Complex Problem Solving**—Identifies problems, reviews related information about the situation, and develops/evaluates possible solutions.

Education

- Bachelors Degree required in various fields such as: Human Resources Administration/Management, Training and Development, or Compensation and Benefits.

Employment Trend and Wages

Average Wage — $21.96 *2008 Employment — 5,450*
Projected Growth — 19% *2018 Forecast — 6,490 job openings*

Source: http://worknet.wisconsin.gov/worknet/occspot.aspx?occ=131071&area=SW#earnings

Dress to Impress

Whether you are job hunting or currently employed, making a lasting impression is critical. Learn how to project a positive image during the interview and beyond. This workshop offers tips on dressing, interviewing, and staying motivated.

This workshop is offered:

Friday 04/01/11	9am - 11am	Racine, Classroom D
Thurs. 06/23/11	9:30am—11:30am	Racine, Classroom C

Racine County Workforce Development Center
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Racine, WI 53403

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The Facts, Only the Facts!

This workshop will review decision making, the development of more ideas and fewer mistakes. Attend this workshop to explore the power of critical thinking and good decision making.

This workshop offered:

Tuesday	05/03/11	1 pm to 3 pm	Racine, Classroom C
Tuesday	06/28/11	1 pm to 3 pm	Racine, Classroom C

Racine County Workforce Development Center Holiday Closings

Good Friday — Friday, April 22nd

Memorial Day— Monday, May 30th