Racine County Workforce Development Center

Career Links

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Inside this issue:

Racine/Kenosha Job Fairs	2
Upcoming Wisconsin Job Fairs	2
Job Fair Tips	3
Using The Internet As A Key Career Resource	4
Career Opportunity	5
Hot Occupations	6

Inspirational Quote:

Success is never final and failure never fatal. It is the courage that counts.

~ Unknown

Winterize Your Soft Skills

Knowing yourself when interviewing or when you are developing a resume is an important factor in your job search. One question you may be asked in an interview is "What are your skills?" If you are not ready to answer this question you may be eliminated from the candidacy pool. An employer wants you to know what your skills are and how they will be utilized in their organization. When promoting your skills, be certain to recognize the specific soft skills the company is requiring, then build your resume around those specific skills. It is easy to identify what those soft skill may be, just by reading what is listed in the job description.

According to the U.S. Department of Labor, **soft skills** is defined as a sociological term which refers to the cluster of personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees. Soft skills complement hard skills, which are the technical requirements of a job.

Examples of soft skills:

- Problem Solving
- Communication
- Team Player Skills
- Conflict Management
- Interpersonal Skills
- Planning
- Organization
- Leadership and Motivation Skills
- Initiative
- Emotional Intelligence

"Emotional competence is the single most important personal quality that each of us must develop and access to experience a breakthrough. Only through managing our emotions can we access our intellect and our technical competence. An emotionally competent person performs better under pressure."

--Dave Lennick, Executive VP, American Express Financial Advisers

For more information about soft skills contact a career counselor at 262.638.6429 or visit us on the web at www.wdc.racineco.com.

Racine/Kenosha Job Fairs

Annual Career Expo

This Job Fair is aimed at job seekers holding at least an Associate's degree. This is truly a regional fair, with job-seekers and employers not only from Racine and Kenosha Counties, but from Milwaukee, Waukesha, Walworth, Washington and Ozaukee Counties also. In previous years, this event has been highly rated by both candidates and employers. Job seekers: professional dress is recommended.

Where: **Roma Lodge, 7130 Spring Street, Racine, WI**
When: **Wednesday, March 19, 2008 - 1:00p.m.- 6:00p.m.**
Contact: **Anne Spieker at (262) 638-6640 anne.spieker@goracine.org**

Spring Job Connection Job Fair

This Job Fair is for entry-level, mid-level or hourly positions.

Where: **Roma Lodge, 7130 Spring Street, Racine, WI**
When: **Wednesday, April 2, 2008 - Noon-4:00p.m.**
Contact: **Karen Dabalack at (262) 638-6645 karen.dabalack@goracine.org**

Transportation will be provided between the Racine County Workforce Development Center and the Roma Lodge.

Kenosha County Job Fair

This is an ideal opportunity for skilled workers in need of employment!

Where: **Kenosha County Job Center, 19600 75th Street, Bristol, WI**
When: **Tuesday, February 5, 2008 - 12:30p.m.-4:00p.m.**
Contact: **Rebecca Freund at (262) 697-4610**

Upcoming Winter/Spring Job Fairs

Workforce Development Regional Manufacturing Job Fair, Menomonee Falls

Date/time: Monday, February 4, 12pm-4 pm
Location: Schwabenhof Restaurant/Hall,
N56 W14750 Silver Spring Drive, Menomonee Falls
Contact: Staci Eggert-Dziedzic, 262/695-7882

Veteran's Job Fair, Wausau

Date/time: Thursday, February 7, 11 am - 4 pm
Location: VFW Hall,
288 River Dr., Wausau
Contact: Gary Albrecht, 715/261-7726

CareerFest 2008, La Crosse

Date/time: Tuesday, March 4, 11 am - 5 pm
Location: La Crosse Center South Hall,
300 Harborview Plaza, La Crosse
Contact: Karol Parr, 608/785-9440.

Waupaca County Job Fair, Waupaca

Date/time: Thursday, March 13, 10 am - 4 pm
Location: Waupaca Recreation Center,
407 School St., Waupaca
Contact: Chris Schultz, 715/258-8832, or David Thiel, 920/982-1582.

Workforce Development Ozaukee/Washington County Spring Job Fair, Mequon

Date/time: Tuesday, March 18, 1pm-4 pm
Location: Ozaukee County WDC,
MATC North Campus (Cafeteria),
5555 W. Highland Road, Mequon
Contact: Staci Eggert-Dziedzic, 262/695-7882

2008 Spring Job Fair on the Fox, Oshkosh

Date/time: Wednesday, March 19, 2pm-6 pm
Location: Kolf Sports Center (UW-Oshkosh Campus),
785 High Ave., Oshkosh
Contact: Jamie Page-Stadler, 920/424-2181

Spring Job Fair, Rhinelander

Date/time: Wednesday, March 26, 10 am - 3 pm
Location: Rouman Cinema,
1205A Lincoln St., Rhinelander
Contact: Dean Schultz, 715/365-2692

Central Wisconsin Spring 2008 Job Fair, Wisconsin Rapids

Date/time: Wednesday, April 2, 10 am - 3 pm
Location: Mid State Technical College,
500 32nd St. N., Wisconsin Rapids
Contact: Tania Hamus, 715/423-2511

Wausau Area Job Fair, Wausau

Date/time: Wednesday, April 16, 9 am - 2 pm
Location: Northcentral Technical College,
1000 Campus Dr., Wausau
Contact: Ray Rogers, 715/261-7739

Workforce Development Waukesha County Spring Job Fair, Pewaukee

Date/time: Wednesday, April 30, 9:30 am - 2 pm
Location: WCTC Service Bldg. Gymnasium,
800 Main Street, Pewaukee
Contact: Staci Eggert-Dziedzic, 262/695-7882

Fond du Lac Job Fair/Manufacturing Technology Job Fair, Fond du Lac

Date/time: Tuesday, May 6, 10 am - 3 pm
Location: Moraine Park Technical College,
235 N. National Ave., Fond du Lac
Contact: Michele Mailand, 920/929-3941

Job Fair Tips

BEFORE THE JOB FAIR

- Research the companies that interest you. Learn who they are and what they do. Check company websites for information.
- Create a prioritized list of employers you'd like to meet with at the job fair.
- Plan your strategy. Visit the booths that interest you most when your energy level is up and you are at your best. Do not wander or roam. Present yourself with a purpose. Don't be shy- be prepared!
- Prepare and practice your introduction. You should be able to state in less than one minute your name, work experiences and education in a manner that is natural. Practice this out loud to feel more comfortable in your presentation to the employer.
- Resumes- prepare a strong resume and bring a sufficient amount with you. These resumes must be crisp and clean. Carry in a portfolio if possible. If you are uncertain of the quality or content of your resume, visit your local Workforce Development Center or Job Center for professional assistance.
- Dress- Dress for Success! Dress professionally. Treat this event just like you would any other interview. Avoid strong cologne, gum chewing and do not smoke beforehand. Be well groomed.

- **Research Companies**
- **Prepare Your Resume**
- **Dress Professionally**

DURING THE JOB FAIR

- Greet each potential employer with a firm handshake and smile. Make eye contact and introduce yourself. Be polite!
- Listen carefully to what the recruiter is saying. The room will be noisy and busy. Try not to become distracted. Focus, Focus, Focus! (Don't let the promotional freebies on the table distract you and do not grab at them).
- Try to remember the recruiters' name. Glance at a nametag. Try to get a business card from each recruiter. Save and use this for follow up purposes.
- Thank each recruiter for their time.

AFTER THE JOB FAIR

- Follow up with a thank-you letter. Send a letter to each employer you spoke with. Try to send out within 3 days after the event. It is okay to enclose a resume with your thank you letter. This may draw additional attention to your name once again.

Retrieved information from:
http://www.employmentguide.com/careeradvice/Job_Fair_Advice.html

Using The Internet As A Key Career Resource

The key to a successful job hunt or career decision is developing and utilizing available information to your advantage. The internet is a gold mine for all types of information, including career related issues. The following are suggestions for sites that are some of the better ones out there.

JOB SEARCH

To find job openings locally or across the nation, Indeed.com is the best site. Indeed is a meta-search engine that returns job postings from many different employment sites rather than exclusively from the site you are currently visiting: http://www.indeed.com/

CAREER INFORMATION

At the following sites you can find virtually all the information required to successfully find a new job or career - job search methods, interviewing techniques, resume and cover letters creation, job and industry outlooks, self-assessments, salary information, career planning, and much more:

- Jobhuntersbible – this site was developed by Richard Bolles, the author of "What Color is Your Parachute?" (the book is sometimes referred to as the "bible" of the job search): http://www.jobhuntersbible.com/
- The Riley Guide: http://www.rileyguide.com/
- Careerbuilder/ MSN: http://careers.msn.com/
- Wiscareers (information specific to Wisconsin). New users will have to register using the code, cdc-c877: www.wiscareers.wisc.edu
- WorkNet (information specific to Wisconsin): http://worknet.wisconsin.gov/worknet/homejs.aspx?menuselection=js
- O*Net Online: http://online.onetcenter.org/
- Career Voyages (targets growing industries to identify the jobs of the future): http://www.careervoyages.gov/

ON-LINE TESTS AND ASSESSMENTS

http://www.authentichappiness.sas.upenn.edu/

CAREER ADVICE

Marty Nemko, PhD is a well known career counselor with dozens of short articles posted at his website offering targeted, easy to follow advice on a variety of career issues: http://www.martynemko.com/

For those who feel their current computer skills may not allow them to make full use of career information available on the internet, the WDC offers different levels of computer training (entry, intermediate, and advanced) to develop your skills. You can enroll for one of these workshops by calling 262-638-6550 or 262-638-6551.

If you decide you need assistance in sifting through the career information after visiting one or more of these sites then consider scheduling a meeting with a WDC Career Counselor. A counselor will gladly provide helpful feedback and direction. Appointments can be scheduled by calling 262-638-6429.

The Workforce Development Center is an equal opportunity service provider. In order for us to serve you better, please notify us ahead of time if you need assistance to access services, need material in an alternate format or need it translated to another language. You may request these services by contacting us at (262) 638-6643. Deaf, hearing, or speech impaired callers may contact us at (262) 638-6756. TTY: (262) 638-6756

THIS COULD BE THE CAREER OPPORTUNITY YOU'VE BEEN LOOKING FOR!!

THE TRUCKING INDUSTRY IS GROWING... LEARN HOW YOU CAN BE PART OF IT BY EARNING YOUR CDL

ATTEND ONE OF OUR INFORMATIONAL SESSIONS AND LEARN MORE FROM Workforce Development Center Staff, Mike Berry, Pro-CDL TRAINING, and a local Employer

Must Have Valid Drivers License

All sessions will be held at the Workforce Development Center, first floor Public Meeting Room; use South entrance:

January 31, 2008 ~ 1:00pm-2:30pm
February 4, 2008 ~ 10:00am—11:30am

For questions or further information contact:

Carla Ward, Employment Consultant, (262) 638-6676

Hot Occupation
Personal Financial Advisor

Advise clients on financial plans utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives to establish investment strategies.

Sample of reported job titles: Financial Advisor, Portfolio Manager, Financial Planner, Account Executive, Registered Representative, Investment Advisor, Financial Consultant, Financial Counselor, Analyst, Certified Financial Planner (CFP)

TASKS:

- Sell financial products such as stocks, bonds, mutual funds, and insurance if licensed to do so.
- Build and maintain client bases, keeping current client plans up-to-date and recruiting new clients on an ongoing basis.
- Analyze financial information obtained from clients to determine strategies for meeting clients' financial objectives.
- Answer clients' questions about the purposes and details of financial plans and strategies.
- Review clients' accounts and plans regularly to determine whether life changes, economic changes, or financial performance indicate a need for plan reassessment.
- Interview clients to determine their current income, expenses, insurance coverage, tax status, financial objectives, risk tolerance, and other information needed to develop a financial plan.
- Recommend strategies clients can use to achieve their financial goals and objectives, including specific recommendations in such areas as cash management, insurance coverage, and investment planning.
- Implement financial planning recommendations, or refer clients to someone who can assist them with plan implementation.
- Research and investigate available investment opportunities to determine whether they fit into financial plans.
- Explain and document for clients the types of services that are to be provided, and the responsibilities to be taken by the personal financial advisor.

EDUCATION: Bachelor's degree **MEDIAN WAGES:** (2006) $31.79 hourly, $66,120 annual

PROJECTED GROWTH (2004-2014): Faster than average (18-26%)

United States	Employment		Percent Change	Job Openings [1]
	2004	2014		
Personal financial advisors	158,100	199,000	+ 26 %	6,150
Wisconsin	**Employment**		**Percent Change**	**Job Openings [1]**
	2004	**2014**		
Personal financial advisors	3,350	4,340	+ 29 %	140

Occupational Network
Formulated from O*NET data
O*NET is a trademark of the U.S. Department of Labor, Employment and Training Administration