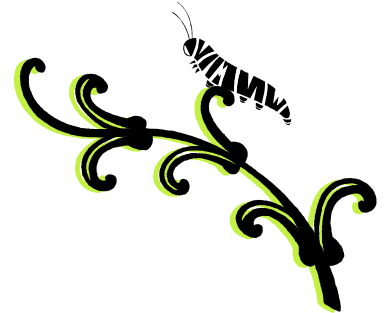




Racine County
Workforce Development Center

CAREER LINKS

VOLUME 4, ISSUE 2
APRIL/MAY/JUNE 2008



Spring Your Way To Volunteer Opportunities

Volunteering is not only showing what a good person you are, but it is also a great way to gain new experiences and develop new skills.

Many individuals use volunteer experiences to explore career options. Not only will you discover new opportunities, but you will be able to use your volunteer experience as a reference to paid occupations.

What are the benefits of volunteering?

One of the most important benefits of volunteering is that companies and organizations look at your volunteer experience as a positive characteristic; it demonstrates that you are willing to share your time with others and work in diverse environments. Volunteering also shows how compassionate you are about your community.

An additional benefit of volunteering is that you are able to explore any career field that you have an interest in without penalty of going into a job you do not like. This way you can get a taste of what you may want to work in.

For more information on volunteering please attend the **Volunteering For Success Workshop** at the Racine County Workforce Development Center on:

- * Thursday, April 3, 2008 1:00pm to 2:00pm Classroom E
- * Thursday, May 1, 2008 1:00pm to 2:00pm Classroom C
- * Thursday, June 5, 2008 1:00pm to 2:00pm Classroom C



Inside this issue:

How Do I Approach An Online Application?	2
The Alternative Assessment	3
A Plan For Getting Hired	4
Hot Occupation	5
Job Fairs	6

Inspirational Quote:

All our dreams can come true if we have the courage to pursue them.

~Author Unknown





How Do I Approach An Online Application?



There are a number of points to remember when applying online:

Follow instructions- Employers may provide information and advice on completing their application form at the beginning of the process, or at each stage. Even if you have completed online applications for other companies, make sure you read all of this information as it may include details specific to the online system this company is using such as details of correctly saving applications.

Complete Application In Stages- Check if the process allows you to complete the application in stages – i.e. you can fill out one section of the form and then come back another day to complete some more. If this is possible, employers should state this clearly at the beginning of the form. When completing the application in stages you will probably be given a user name and password – be sure to make a note of these.

Alternatively, for applications which must be completed in one sitting, many employers will give you the chance to see the applications form, or the main questions up front. This can give you a chance to prepare your answers before going on and completing the real applications form. In these instances you can have your answers fully prepared in a word processing document and simply cut and paste these into the final application form.

Think About Your Answers- You don't need to stay online when you are spending time thinking about your answers. On some online forms you can print the relevant pages out, download the whole form, or copy and paste the questions into a word processing document and work on your answers offline.

Check Your Language, Grammar, and Spelling- Remember that, although an application is online it still requires the same level of attention to detail as paper applications. Informal language and shorthand which you may use in email and text messages to friends is not appropriate for an application form. As with paper applications, you should read through your answers before submitting your online form. If you are drafting your answers in a word processing document you may be able to use an automatic spelling and grammar check.

Always Keep A Copy of Your Application- Print or download a copy of your completed application form so that you can refer to it later in the recruitment process. If it isn't clear whether you will be able to save the completed application form direct from the employer's website, you might like to think about saving your answers in a word processing document as you go along.

For more information contact the Career Development Center at 262.638.6429.



The Alternative Assessment R-FVII:2



The Racine County Workforce Development offers the Reading Free Vocational Interest Inventory.

The newly revised R-FVII:2 uses pictures of individuals engaged in different occupations to measure the vocational likes and dislikes of students and adults who are mentally retarded, learning disabled, disadvantaged, or enrolled in alternative or vocational/career training programs (ages 13 years and older). It does not require reading comprehension or written language skills.

- ✿ Explores a wide range of jobs at the unskilled, semiskilled, and skilled levels.
- ✿ Consists of a series of 55 sets of three drawings each depicting different job tasks; the individual marks the most preferred activity in each set of drawings.
- ✿ Complies with Title IX prohibiting sex discrimination in education—uses a single Inventory Booklet for both males and females; both genders respond to the same illustrated job tasks in each of the occupational categories.
- ✿ Each Inventory Booklet has two detachable pages that provide a complete record of interest and cluster scores that can be used as a permanent record of an individual's vocational likes and dislikes.
- ✿ Appropriate for use by teachers, psychologists, counselors, or other vocational and educational personnel in junior high, senior high, vocational/technical schools, sheltered work centers, and other job training and work placement career centers.
- ✿ This revised edition is the product of a comprehensive review of 25 years with physically and mentally handicapped individuals around the world.
- ✿ Drawings have been refined and modified and include a more identifiable target figure.
- ✿ Contains norms for regular classroom students not represented in the original version.
- ✿ Clusters have been developed that combine interest areas to provide another way of looking at measured intent.
- ✿ Includes more extensive normative tables.
- ✿ Includes contemporary occupational tasks.

For more information contact the Career Development Center at 262.638.6429.

Test description retrieved from:

<http://www3.parinc.com/products/product.aspx?Productid=R-FVII2#>

A Plan For Getting Hired



It has been said that finding a job is a job. In today's workplace environment this saying has never been truer. In addition, there is an old adage that out of work jobseekers should expect to spend at least one month looking for every \$10,000 of salary they seek in a new job. This means if a person wants a \$30,000 a year job then it will take an average of three months to get hired. Some people will find work in a shorter period of time while others take much longer. The bad news is that the actual time to be hired appears to be growing longer. Reports from the unemployed customers I counsel, combined with the available employment news, indicates the average is probably closer to two months of being unemployed for each \$10,000 of salary sought. It comes as no surprise to anyone who has looked for work lately that getting hired is taking much more time and effort than in, say, the 1990's. In short, companies are operating with fewer employees, being more selective about who they hire at all levels, and taking longer to make a hiring decision. Getting hired has always been a numbers game. In the current economy the odds of being hired sooner rather than later depend greatly on making as many quality contacts as possible until you get hired. Unfortunately, the one thing that is consistently missing from the job search plans I review is taking the steps necessary to find all the available job opportunities and apply. Obviously, the greater the number of applications submitted the greater the chances for being hired more quickly. Below is an outline of a plan to help increase your chances for being hired faster.

The very first thing to do if you are unemployed is to make a commitment to putting in at least 30 hours per week of job search related activities (10-15 hours per week if you are still employed). Obviously, some allowance may have to be made for emergencies or other unforeseen circumstance but that should be the only reason to miss the 30+ hours per week goal. The best method stay on track is to plan and record all your search activities. Keeping detailed records has long been demonstrated to be a critical step for successfully reaching goals. Many successful people write down goals and keep notes on progress made. The act of writing down a goal impresses on the mind the goal is important and people generally will do the things they believe are in their best interest.

To record and track your job search progress a calendar and a notebook is required. At the beginning of each week use a sheet of notebook paper and draw seven columns to fit the page, one for each day of the week. Make a slot for each hour of the day, 24 in all, for each day. Fill in each hour of the day with all the non-job related activities you need to attend to such as sleep, personal time, family activities, school, work, etc. Include anything you feel you must do. Remember to schedule sufficient time for sleep and physical activity to keep you going strong throughout your search. You can also leave an hour a day marked as "OPEN" so you can do nothing at all if you choose.

For scheduling job related activities, think in terms of 33/ 33/ 33. Devote about 1/3 of your job search to each of the following three activities: 1) answering help wanted ads on-line and in the newspapers, 2) doing research to identify growing local companies in industries where you have the

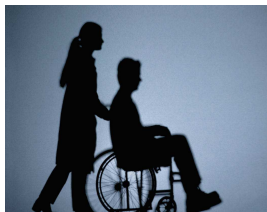
potential skills or experience to be hired then contact those companies, and 3) networking. For example, if you are committed to 30 hours searching per week then you allot 10 hours a week to each area. The process of responding to open positions should need no further explanation. However, a few brief comments about the other two job search activities is necessary because these are every bit as important, possibly more so, but jobseekers often omit these strategies entirely. This is misguided because these approaches help position you to be ahead of the crowd for the 80% of available jobs in the "hidden job market" (this topic was covered in a previous CDC newsletter). Using these approaches also demonstrates skills that most companies want in an employee and will help you stand out from the crowd. Researching potential employers can be done using the internet, The Yellow Pages, local newspapers and business journals, and industry guides. The reference section of a public library is a great source for any printed information. Be sure to identify the name and phone number of the manager of the department where you would likely work if hired by a company in which you are interested. In addition, a jobseeker should "recruit" all the help possible by getting in touch with family/ relatives, friends, former co-workers, fellow church or club members, and anybody else you know (think networking) with objective of getting a referral to one or two additional people who might know about job opportunities at their employer or elsewhere. It is highly recommended to keep building this network through the entire job search, and after you are hired, because it can pay off handsomely down the road.

Use the notebook to record all your daily job search activities including but not limited to: jobs applied for with current status and a copy of the ad, research on companies to contact, names/ numbers/ notes for individual contacts, notes on interviews – what went well and what did not, and thank you notes sent for interview opportunities. The calendar is used to schedule every time sensitive appointment for: interviews, networking calls, follow-up calls checking on jobs/ application status, job fairs, professional group meetings, etc. Before the end of each day, review the next day's activities and prioritize each by assigning "A", "B", "C", or "D" to each task. "A" denotes things that must get done the following day, then "B" and so forth. Focus on completing all "A" tasks every day. If an "A" doesn't get done that day then it moves to the top of the list for the next day until it is finished.

The key to this system is putting in the time and effort to follow through on each scheduled activity. Now your job search has not only an employment goal but a plan to achieve it. Keeping a schedule will help you to get the most out of the time spent in the job search. The bottom line is if you commit to planning your work and working your plan then the time spent unemployed will be minimized. If you need more details about this strategy or help implementing it contact the Career Development Center at 638-6429 to schedule an appointment with a Career Counselor.



HOT OCCUPATIONS



Home Health Aid

DESCRIPTION

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

EDUCATION

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

TASKS

- ✿ Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.
- ✿ Provide patients with help moving in and out of beds, baths, wheelchairs or automobiles, and with dressing and grooming.
- ✿ Provide patients and families with emotional support and instruction in areas such as caring for infants, preparing healthy meals, living independently, or adapting to disability or illness.
- ✿ Change bed linens, wash and iron patients' laundry, and clean patients' quarters.
- ✿ Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert.
- ✿ Plan, purchase, prepare, or serve meals to patients or other family members, according to prescribed diets.
- ✿ Direct patients in simple prescribed exercises or in the use of braces or artificial limbs.
- ✿ Check patients' pulse, temperature and respiration.
- ✿ Change dressings.
- ✿ Perform a variety of duties as requested by client, such as obtaining household supplies or running errands.

OUTLOOK

United States	Employment		Percent Change
	2006	2016	
Home health aides	787,300	1,170,900	+ 49 %
Wisconsin	Employment		Percent Change
	2004	2014	
Home health aides	13,730	20,790	+ 51 %

JOB FAIRS

Spring Job Connection Job Fair

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

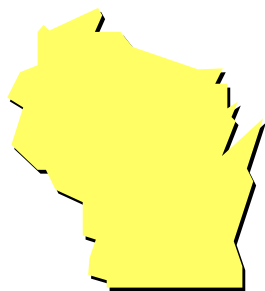


Where: Roma Lodge, 7130 Spring Street, Racine, WI

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.



TRI-County Job Fair

Sponsored by
Racine County Workforce Development Center,
Kenosha County Job Center, and Walworth County Job Center

Where: Kenosha County Center - Corner of Hwy 45 & 50
(19600 75th Street, Bristol, WI)

When: Thursday, June 19th, 2008 - 12:30p.m.-4:00p.m.

Checklist:

- * **Bring Copies of Your Resume**
- * **Dress to Impress**
- * **Be Prepared to Interview**

Happy Holiday



**The Workforce Development Center will be closed in observance of the Holiday on:
Monday, May 26, 2008**