

Services Offered

- Resume' development;
- Job search assistance;
- Application assistance;
- Employment coaching;
- Short-and long-term goal setting;
- Interviewing skills and preparations;
- Mock interviewing to improve your skills;
- ... and Something Extra Special:

WorkForce Strategies

Strategies provide additional assistance in a group setting, and meets weekly. All are welcome and do not need to be signed up with WorkForce. It is that little something extra to help you obtain your ultimate goal, landing a job. Samples of topics covered:

- Hone your interview skills;
- Job search tips;
- Resume' pointers;
- Guest speakers;
- Job Fairs;
- ...and much more.

All are Welcome to Attend

Weekly – Every Wednesday

2:00 p.m.— 4:00 p.m.

Carson City Health and Human Services

Main Conference Room

900 E Long St., Carson City, NV

WorkForce Contact:

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*Carson City
Human Services
Presents: WorkForce*

The WorkForce Program

*The
Avenue to Employment*



Initial Assessment

To be eligible for the Carson City Human Services' WorkForce Program individuals must be income eligible. Therefore, proof of earned/unearned income is necessary to conduct the initial assessment. An application is provided to eligible individuals and required documentation is requested.

Preparation for employment may vary for each person based on the job requirements and your ability.

Items to Bring to Your Initial Appointment are:

- Completed WorkForce application and required documents;
- Resume' (if you have one);
- Job History: Former employment dates with addresses and phone numbers;
- Listing of job skills; and
- References both personal and professional with phone numbers.

WorkForce Stands For:

Work Ethics

Objective

Reliability

Knowledgeable

Friendly

Organized

Responsible

Courteous

Experienced

Working Together

Be Successful By:

ATTITUDE

- Don't let self doubt defeat you, *BELIEVE* in yourself.

LOOK FOR WORK

- What do you want to do and make it a goal.
- Set Realistic Goals



KEEP LOOKING

- Remember most jobs are never advertised, so keep looking no matter where you are.
- Your *JOB* is looking for work.

DON'T GIVE UP

- Follow up, follow up, follow up...remember cover letters, phone calls, and thank you.

TALK TO OTHERS

- Tell everyone about your job search, ask for leads on jobs from family and friends.