

# Career Kick Start

The journey of a thousand miles  
begins with one step

~ Lao Tzu

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Arapahoe/Douglas  
**WORKS!**  
Workforce Center   
A proud partner of the **americanjobcenter** network

Thank you for choosing to attend our **Career Kick Start** workshop brought to you by the Arapahoe/Douglas Works! Facilitation team.

We facilitate all our workshops as if they are in a live classroom setting. Please be respectful and mindful of your camera if your video is on.

# The first step begins today!

## Objectives

- Be organized and efficient in the job search
- Create a great job seeker BRAND!
- Being positive while job searching

# Food for Thought...

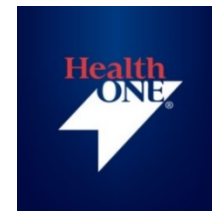
## Think About These First-

- Have a proper voice mail message & set up a new email address if needed
- Keep the fun email address for personal use only
  - [Lazyboy1972@juno.com](mailto:Lazyboy1972@juno.com)
  - [Skibum57@aol.com](mailto:Skibum57@aol.com)
- Create an email signature

# Job Search Training Field Trip

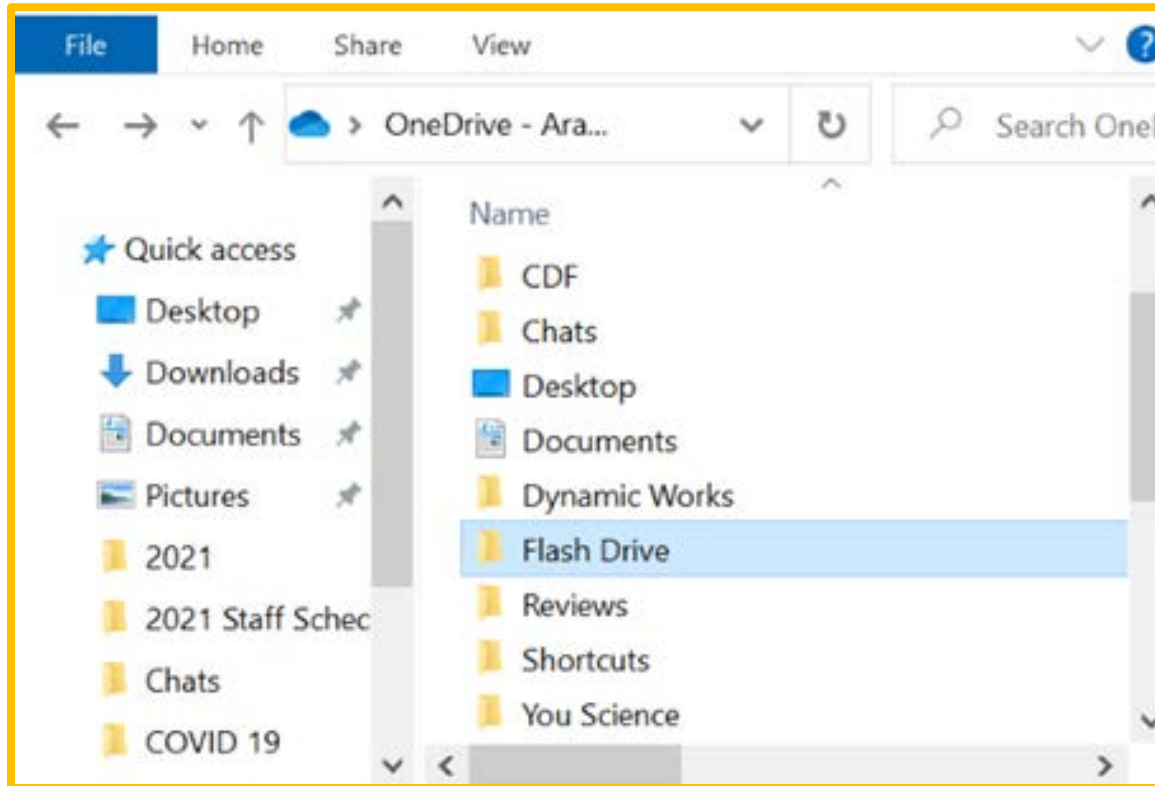
- Advanced search
  - Indeed.com
  - LinkedIn.com
  - Builtincolorado.com
- Sign up for targeted COMPANY job alerts

Here's a list of a few that offer this service...



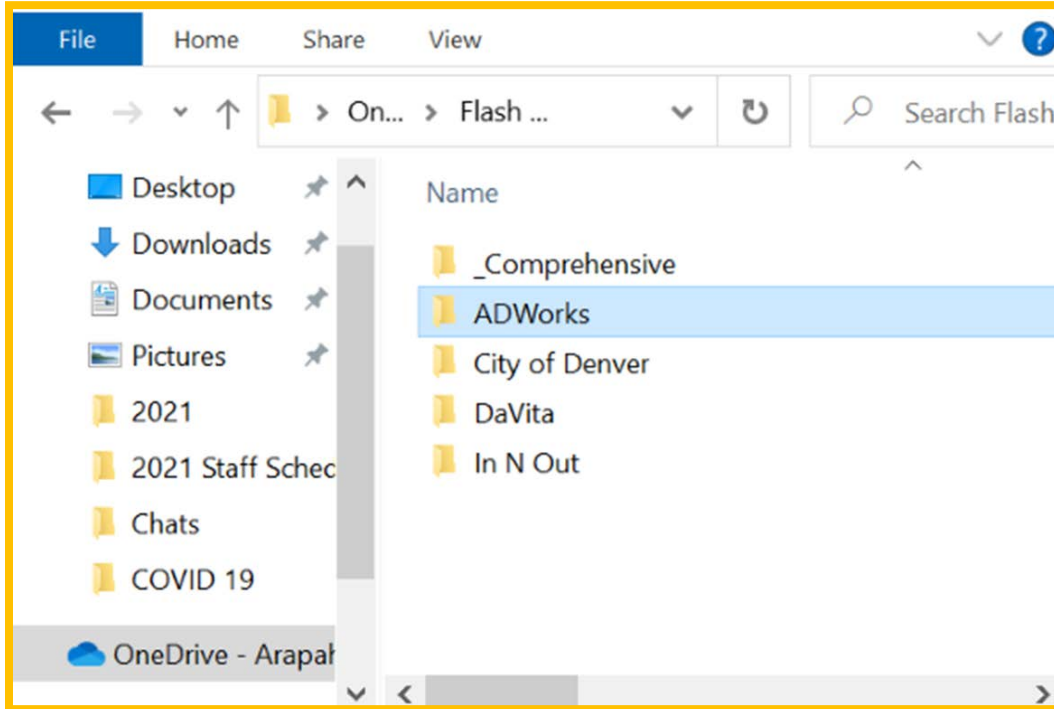
# JOB/NETWORKING LOG AND ELECTRONIC FILES FIELD TRIP!

# File Management



This is an example of how to organize your files on a flash drive, you could also choose to use your computer's hard drive or a cloud system

# File Management

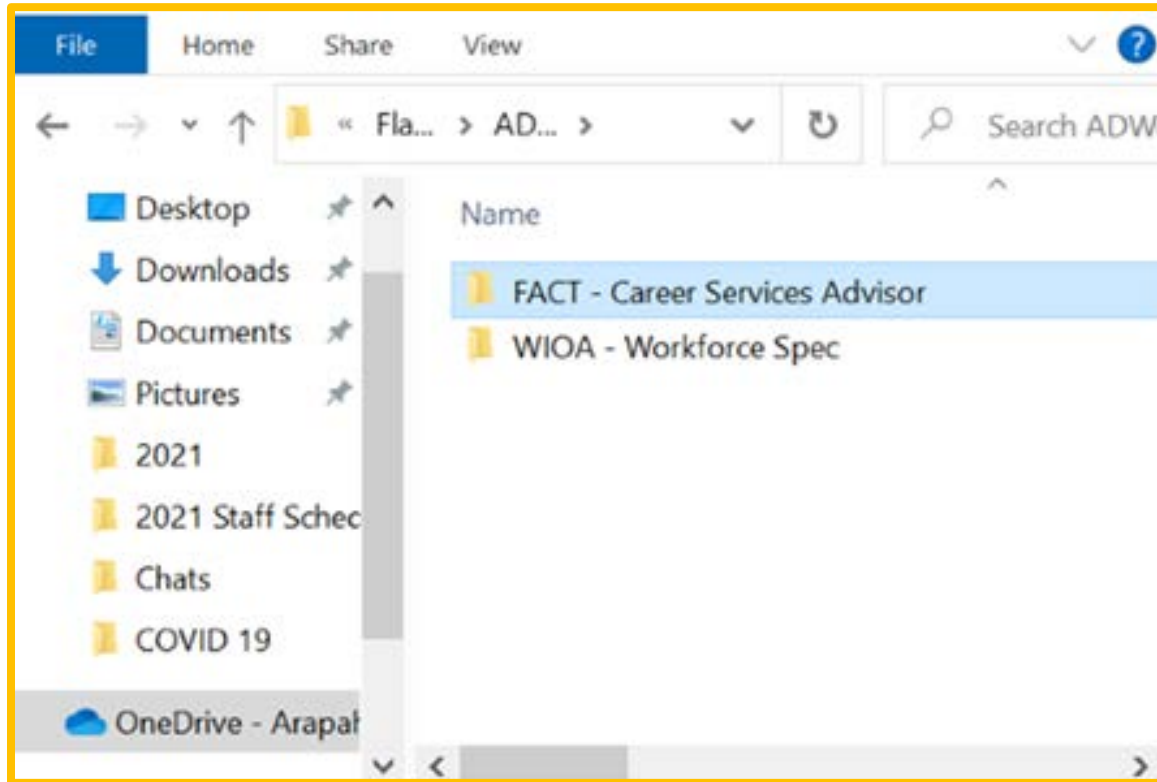


The first set of folders are labeled as the names of the companies that you applied to.

As you apply to more companies this section will grow

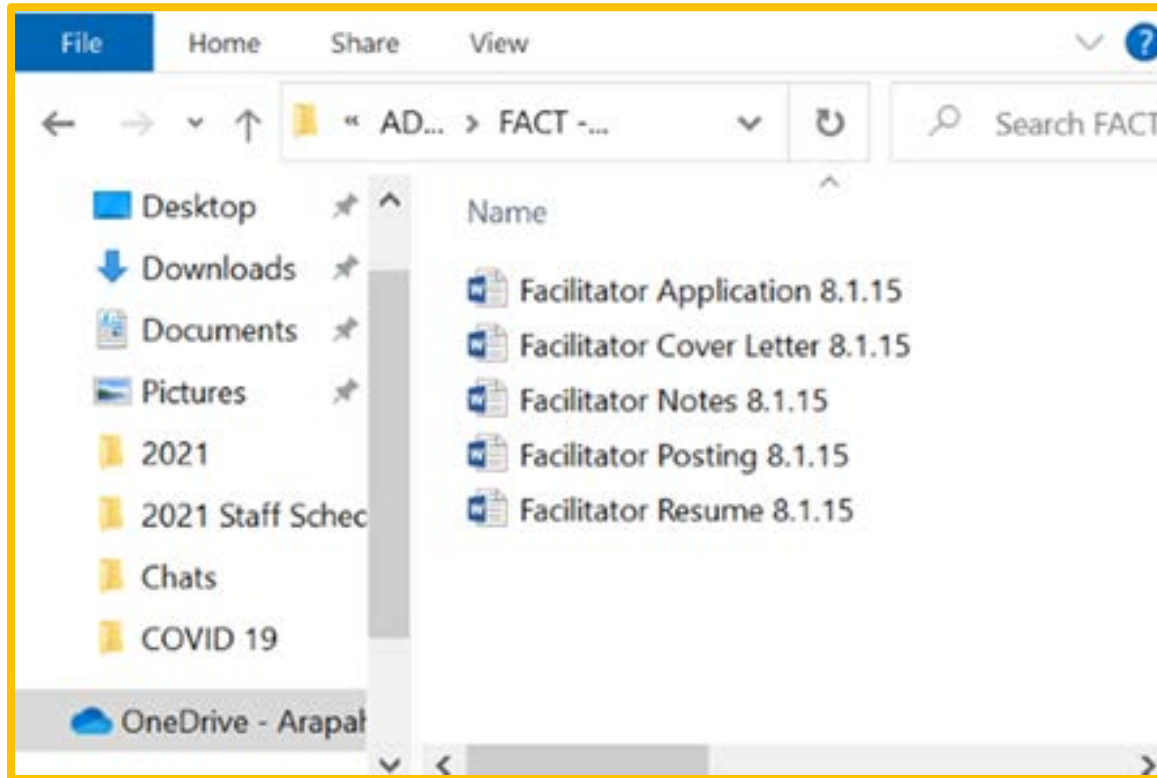


# File Management



Within the company's folders are the job titles that you have applied for at that specific company

# File Management



Within the job title folder would be every document you used when you applied for that job

# Comprehensive Application

- Correct names, dates, titles, addresses, and phone numbers!
- Accurate descriptions of job duties
- Answers to the tough questions
  - Have you ever been fired
  - Do you have a criminal record

# Online Applications

- Recognize the required answers
- Complete all required assessments
- Make your words count
- Watch for Character Limits
- A resume is additional support, not stand alone

# Getting Necessary Qualifications-

- Training Resources
  - WIOA ~ 303-636-1360
  - Volunteering...check out [volunteermatch.org](http://volunteermatch.org)
  - Free training with local/online resources
- Career Paths Tailored to Your Interests, Skills and Personality
  - EMSI Career Coach
  - YouScience, to access, please email: [lgadlin@arapahoegov.com](mailto:lgadlin@arapahoegov.com)
  - Location, pay, growth, education/training

# Paperwork

- Education documentation
  - Degree/Transcripts, Certifications/Licenses, and/or Foreign Equivalency, High School Diploma/GED
- Awards and/or recognition
  - Performance reviews, reference letters, LinkedIn recommendations
- Specialized
  - DD-214 for veterans
  - Federal Bonding Program for ex-offenders
  - Work Opportunity Tax Credit

# References

- References will be a separate document
  - Same format as your resume
  - Former supervisors or business associates
  - Targeted references
- Are your references prepared for the call?
- Get “Recommendations” on LinkedIn
- Get letters of reference

# Networking

- Most positions are secured through networking – over 70%
- Begin to add individuals to your LinkedIn account or your network
- Join Networking groups to increase your circle of contacts



# Everyday Brand

- Always dress for a business interaction when leaving the house
- Have a polished elevator speech to give anywhere at any moment
- Create a notable social media brand
- Talk and stay positive, in a memorable way

# Calendar or Schedule

- A simple calendar with space to write appointments
  - Date, time, address, & phone numbers
- An electronic device where you can enter appointments and set alerts
- Do things that make you happy every day!
  - Be around your favorite people and animals
  - Do your favorite things (within budget)
- Sleep, Wake Up, and Get Ready
- Have routine activities each day (just like when you have a fulltime job)

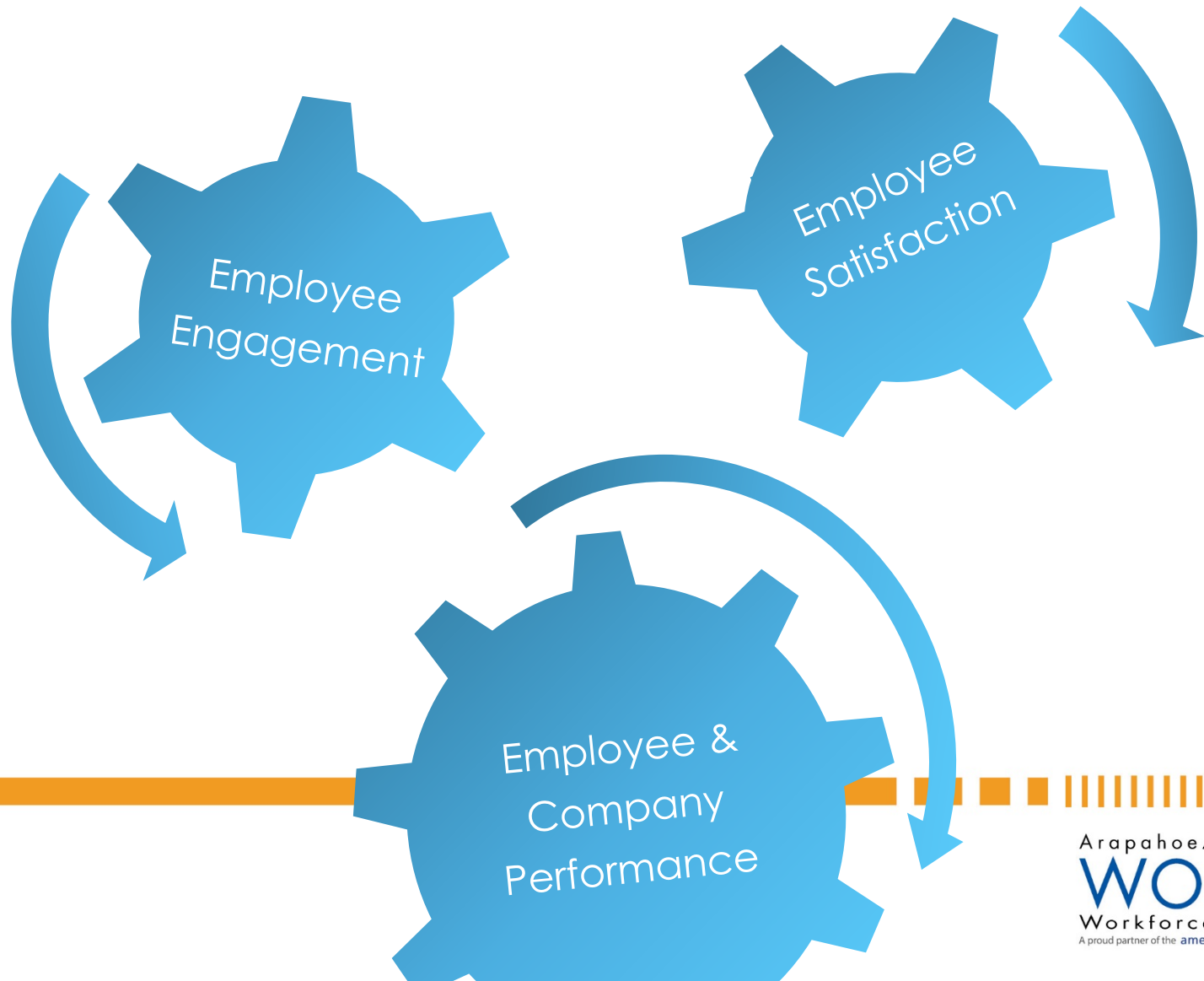
# Daily Repetition & Habits

- Write a positive note to someone
- Journal about one positive thing that happened in the last 24 hours
- Exercise for 10 minutes
- Meditate for two minutes
- Write three things you are thankful for
  - The Happiness Advantage by Shawn Achor

# Quote to Ponder

“Happiness is not the belief that we don't need to change; it's the realization that we can.” ~ Shawn Achor

# Why Do Organizations Care About Culture?



# In Review

## Objectives

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# Thank you for attending our workshop today.

We'd appreciate your feedback. Please click on the link below to access our workshop evaluation.

We especially enjoy your personal comments.

## **Workshop Evaluation, link**

<https://fs8.formsite.com/adworks/Evaluations/index.html>

## **PowerPoint and Handout, link**

<https://www.adworks.org/index.php/job-seekers/online-powerpoint-workshops/>

## **To reach a Career Services Advisor, link**

<https://fs8.formsite.com/adworks/form52/index.html>

# Career Kick Start Next Steps

1. Create a **new voice mail and job search email** address, if necessary.
2. Find **3 to 5 find target companies** and sign up for their job alerts.
3. Begin designing your **comprehensive application and core resume** by next week.
4. Figure out what you will say to any **tough interview questions**.
5. Research **training resources, online classes or career assessments**.
6. Find and organize **transcripts, certifications, licenses, awards, performance reviews, reference letters & recommendations** & reach out to references in advance.
7. Dress the part, **polish your elevator speech and your social media** brands.
8. Schedule your day on a **smart device, Outlook or Gmail calendar** of sorts.
9. Explore **companies cultures' on glassdoor.com, their social media pages and website**, read some blogs and set up at least **two informational interviews** this month.
10. Stay **positive & optimistic**, exercise, journal and note 3 things you are grateful.