Career Kick Start

The journey of a thousand miles begins with one step

~ Lao Tzu

Arapahoe/Douglas Works! Workforce Center
6964 S. Lima Street • Centennial, CO 80112
www.adworks.org
Thank you for viewing the online curriculum brought to you by Arapahoe/Douglas Works!

• If you have questions and/or would like to follow-up with a Career Services Advisor please fill out a brief form for a virtual consultation.
  • https://fs8.formsite.com/adworks/form52/index.html
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
• Change the email address if needed: Lazyboy1972@juno.com or Skibum57@aol.com ain’t gonna work no mo’
• Create an email signature
Job Search Training Field Trip

• Advanced search
  • Indeed
  • LinkedIn
  • Monster
  • Dice
• 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!
Master 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
Upload your resume... now, painstakingly fill out this form with the EXACT same information on it.

ONLINE APPLICATIONS

- * Recognize required answers
- Complete all required assessments
- Make your words count
- Character limit?
- A resume is ADDITIONAL support, not stand alone
Getting Necessary Qualifications

• Training Resources
  • WIOA
  • Pell grant
  • Volunteering
  • Free training with local/online resources

• Career Paths Tailored to Your Personality
  • Career Choices
    • 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
Everyday Brand

- Always dress for a business interaction when leaving the house
- Have a polished elevator speech to give anywhere and at any moment
- Be positive and talk positive
- Take the COLORS workshop to be a more effective communicator
- Have a memorable social media brand
MY BOSS TOLD ME "DRESS FOR THE JOB YOU WANT, NOT THE JOB YOU HAVE."

NOW, I'M SITTING IN A DISCIPLINARY MEETING DRESSED AS BATMAN
Calendar or Schedule

• A simple calendar with space to write appointments
  • 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
Why Do Organizations Care About Culture?
• “It is not the strongest of species that survives, nor the most intelligent, but the one most responsive to change.”

~ Charles Darwin
Please take this time to complete the Workshop Evaluations

1 is a low score
5 is a high score

Thank you for your time!