

Career Kick Start

The journey of a thousand miles
begins with one step

~ Lao Tzu

Reasonable Accommodations Available Upon Request

Arapahoe/Douglas Works! Workforce Center
6964 S. Lima Street • Centennial, CO 80112
www.adworks.org

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...

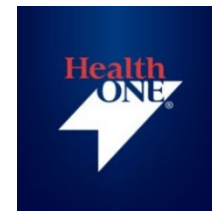
Think About These First-

- 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
 - Skibum57@aol.com
- Create an email signature

Job Search Training Field Trip

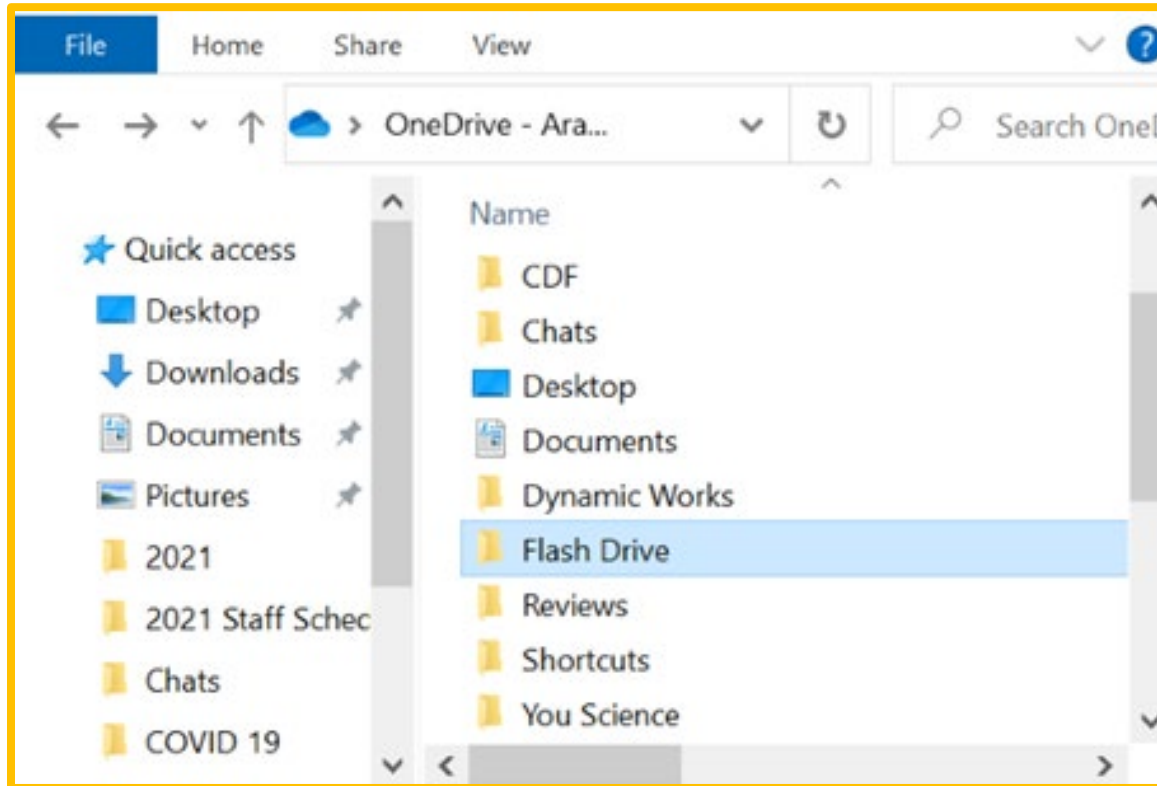
- Advanced search
 - Indeed.com
 - LinkedIn.com
 - Builtincolorado.com
- Sign up for targeted COMPANY job alerts

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



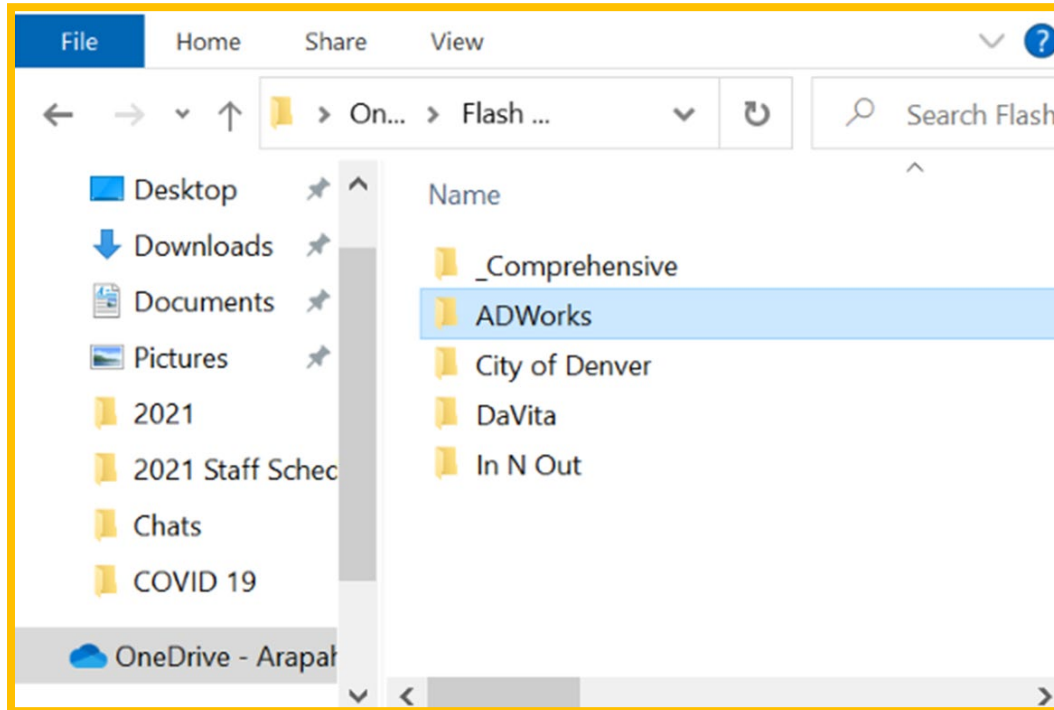
JOB/NETWORKING LOG AND ELECTRONIC FILES FIELD TRIP!

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

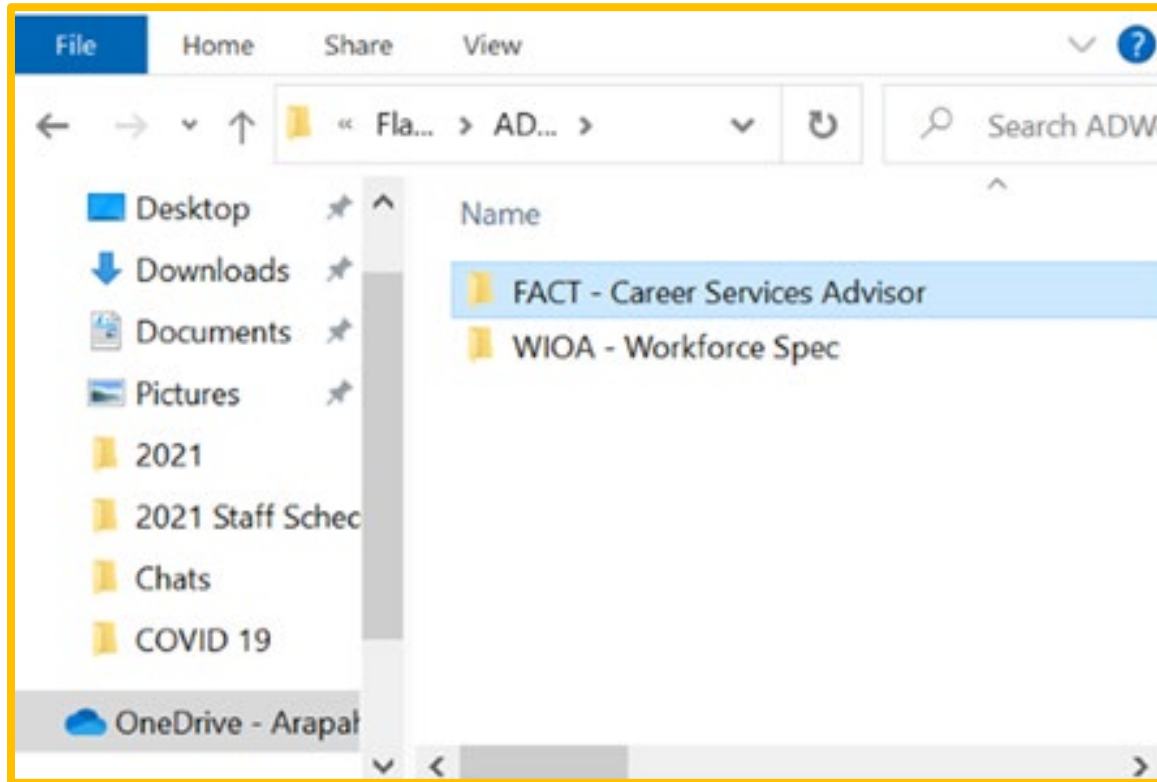
File Management



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

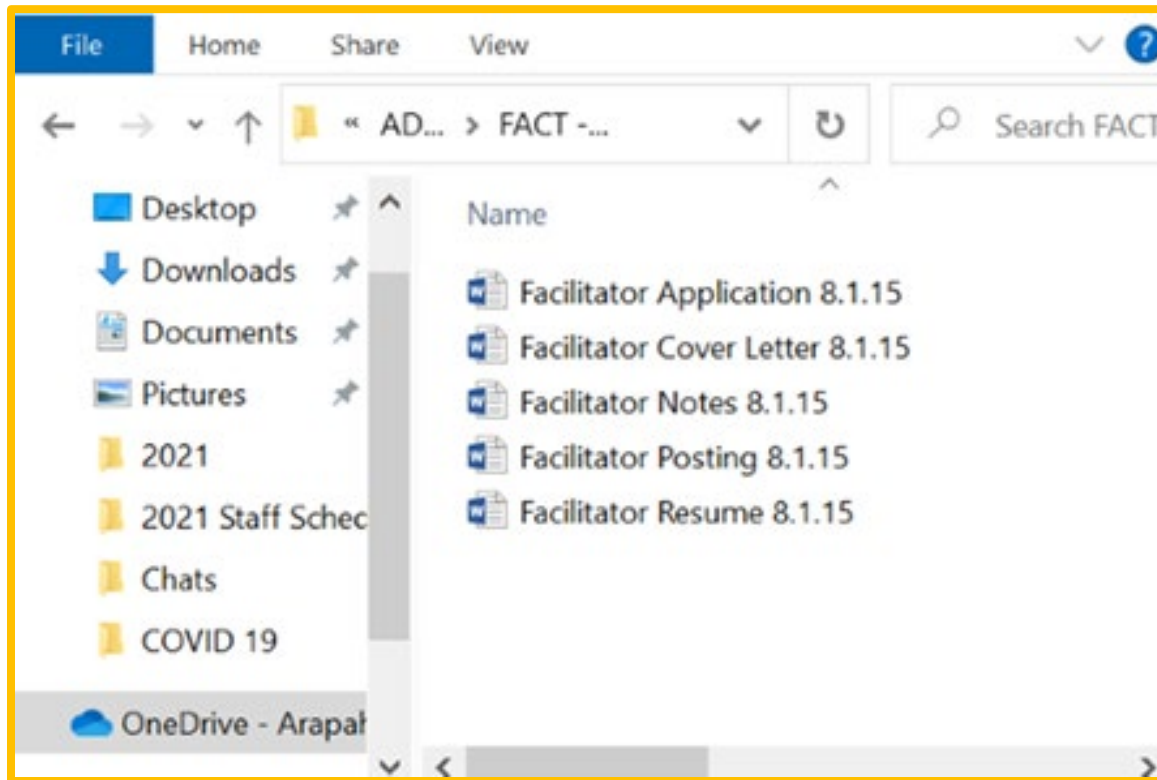
As you apply to more companies this section will grow

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
 - 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
 - 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)

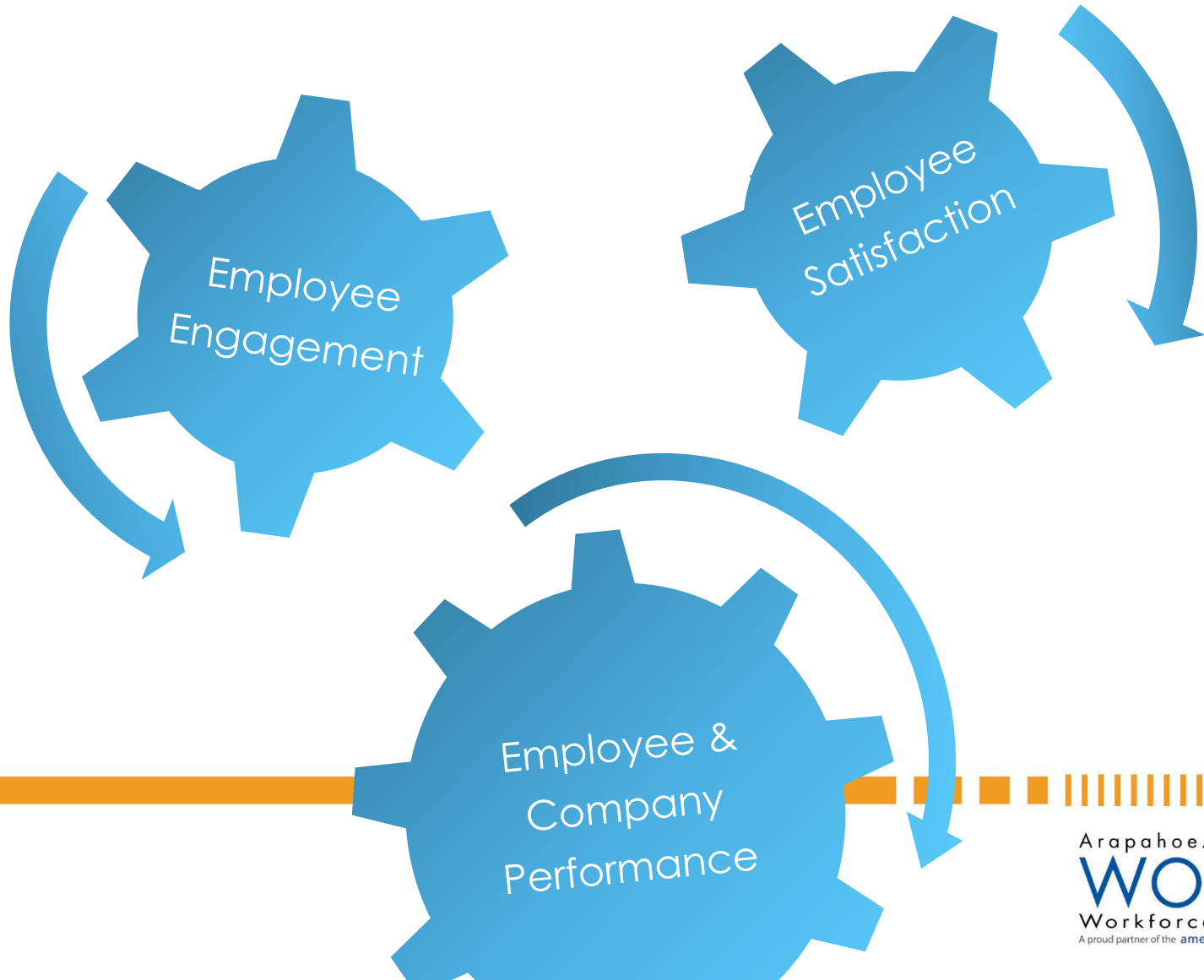
Daily Repetition & Habits

- 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

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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://www.adworks.org/job-seekers/>

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.