

Jumpstart to Job Search with Arapahoe/Douglas Works!

Arapahoe/Douglas Works! Workforce Center
4500 Limelight Ave Castle Rock, CO 80109
adworks.org

Arapahoe/Douglas
WORKS!
Workforce Center
A proud partner of the [americanjobcenter](http://americanjobcenter.org) network

Objectives

- ✓ Intro to A/D Works! (ADW) resources and website
- ✓ How to use Connecting Colorado and other job search websites
- ✓ Resumes and applications
- ✓ Have a daily positive routine

General Workforce Center Rules

Check in to Resource Center

Use SSN or keycard to check in once a day, and communicate with front desk staff about your needs.

Appointments for computers

The Workforce Centers are currently offering time slots for computer use, reservations suggested and not required. 303-636-1160

Virtual Workshops (Zoom)

Live virtual workshops that can be accessed by computers and/or phones.

In-person Workshops

in-person workshops may resume in the near future at our Lima Plaza (Centennial) and ACC Sturm Campus (Castle Rock) Office

Copies of the slides and handouts can be accessed through adworks.org

Office Locations

Lima Plaza Office:

303-636-1160

(Tuesday - Fridays)

6974 S. Lima St. Centennial, CO 80112

Altura Plaza Office:

303-636-2014

(Monday - Thursdays)

15400 E. 14th Pl. Aurora, CO 80011 (Chambers & 14th)

Castle Rock Workforce Center ACC Sturm Campus:

303-636-1160

(Monday - Thursdays)

4500 Limelight Ave, Castle Rock, CO 80109

All offices are open 8am-12pm and 1-4:30 pm with Noon-1pm lunch closure

Workforce Center Services

The workforce center is for **everyone!**

Resource Centers

- Computers, internet, printers, fax machines, scanners, and job search resources

Workshops – In Person or Online via Zoom.com

- Practical, interactive classes to help you become the savviest candidate for the job

Specialized Services

- Veterans, WIOA, Young Adult WIOA (16 - 24)

Business & Assessment Center (BAC) special hours – Appointment only: 303-636-1160

- SHL Assessments, Pre-GED, TABE, and various career assessments (YouScience)

Job Readiness Workshops

- Resumes 1
- Interviewing 1
- Virtual Mock Interviewing *
- Phone / Virtual Interviews
- LinkedIn
- Networking
- Salary Negotiations
- Emotional Intelligence
- Ageless Career Search
- Career Reinvention
- Workplace Values
- Discovering ADW!
- Resumes 2
- Interviewing 2

All handouts and copies of the slides can be found on adworks.org.

Some ADW! Programs

Generations@Work: Program focused for mature workers ages 40+ (and open to all ages) with focused work shops

Workforce Innovation and Opportunity Act (WIOA): Can provide potential funding for short term training or certifications depending on circumstances
303-636-1360 Message Line

Disability Services: Provides Ticket to Work Services if collecting SSI or SSDI in collaboration with other local agencies Matt Kilian - Mkilian@arapahoegov.com

HOME

EVENTS

BUSINESSES

JOB SEEKERS

WORKFORCE BOARD

ABOUT US

LOCATIONS

indoor locations throughout Arapahoe County for anyo

ardless of vaccination status. All job seeker workshops will be held virtually from January 6 – January 21, 2022. Please visit the eve

- Career Exploration >
- Search For Jobs >
- Programs >
- Registered Apprenticeships
- Unemployment Insurance
- Veteran Services
- Job Seeker Resources
- Customer Code of Conduct

FIND

**Qualified
Candidates**

BUSINESSES



BUSINESSES

Find qualified candidates



JOB SEEKERS

Enhance my competitive advantage



WORKFORCE DEVELOPMENT BOARD

Promote workforce development



UPCOMING EVENTS

Explore employment opportunities

Announcements

January 10, 2022 7:15 am

Office Closure

Arapahoe/Douglas Works! offices will be CLOSED on Monday, January 17, 2022 in observance of Martin Luther King Jr. Day.

[Read More](#)

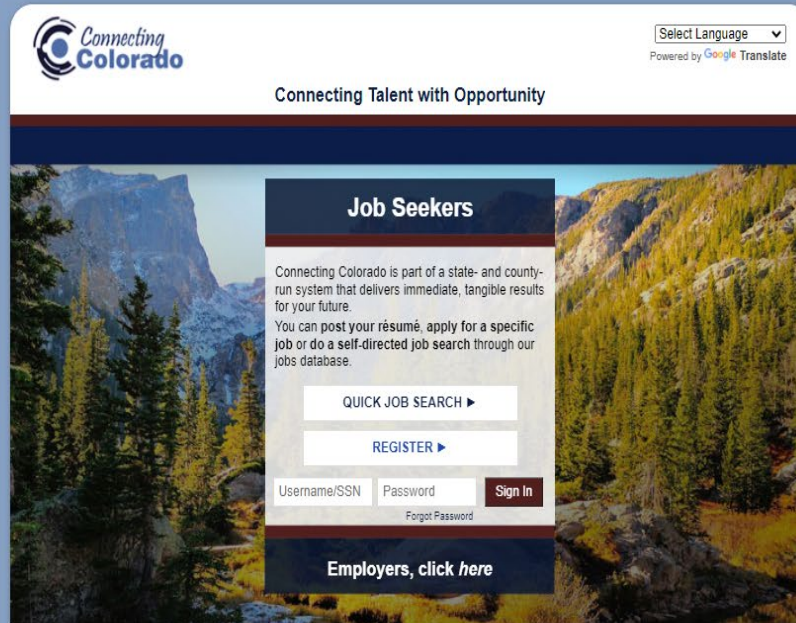
January 5, 2022 10:26 am

Job Seeker Workshops

All job seeker workshops will be held virtually from January 6 – January 21, 2022. Please visit the events tab or call 303-636-1160 to register

[Read More](#)

REGISTERING FOR WORK!



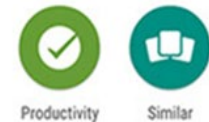
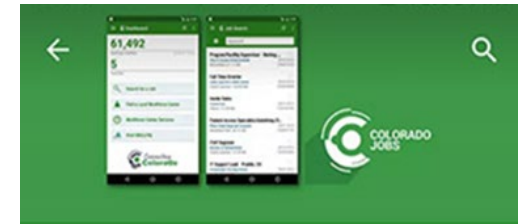
The screenshot shows the Connecting Colorado website interface. At the top left is the logo with the text "Connecting Colorado". At the top right is a "Select Language" dropdown menu and the text "Powered by Google Translate". Below the header is the tagline "Connecting Talent with Opportunity". The main content area features a scenic background image of a mountain and forest. Overlaid on this is a "Job Seekers" section. It contains a paragraph: "Connecting Colorado is part of a state- and county-run system that delivers immediate, tangible results for your future. You can post your résumé, apply for a specific job or do a self-directed job search through our jobs database." Below this text are two buttons: "QUICK JOB SEARCH ►" and "REGISTER ►". Under the "REGISTER" button are input fields for "Username/SSN" and "Password", followed by a "Sign In" button and a "Forgot Password" link. At the bottom of the section is a link that says "Employers, click here".

Job Seekers: ConnectingColorado.com is now mobile-friendly!

WWW.CONNECTING COLORADO.COM

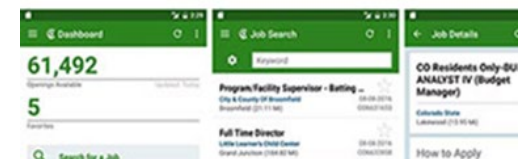
Connecting Colorado Mobile App

- The new mobile device application, **Colorado Jobs**, is now available and can be downloaded through your device's app store (Apple or Google Play)
- **Colorado Jobs** allows you to:
 - Search for jobs
 - Save your "favorite" jobs
 - Look up specific jobs (from notifications)
 - See new jobs



Find a great job in Colorado

[READ MORE](#)



The first steps begins today!

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

Food for Thought...

- 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

Create Your Comprehensive Resume

- Through complete list of all your jobs, training, education, skills, certifications, service and accomplishments, etc.
- Correct names, dates, titles, addresses, and phone numbers!
- Accurate descriptions of job duties & accomplishments

Generate Targeted Resumes

Target the specific job

And build value by:

- ✓ Focusing on the employer's perspective and their job description
- ✓ Getting past the Applicant Tracking System
- ✓ Showcase pertinent results and achievements

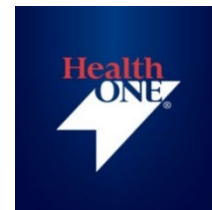
Online Applications

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

Job Search Websites...

- Some good ones:
 - Indeed.com
 - LinkedIn.com
 - Builtincolorado.com
 - andrewhudsonsjobslist.com
- Sign up for targeted COMPANY job alerts

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



Networking is Key

- 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 and connections

Calendar or Schedule

- Keep a calendar with space to write appointments
 - Date, time, address, & phone numbers
- Or use 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 Well, Wake Up Rested, Get Ready
- Have routine activities each day (just like when you have a fulltime job)

Positive Daily Routine & Habits

- Write a nice 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

from The Happiness Advantage by Shawn Achor

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/>