Jumpstart to Job Search with Arapahoe/Douglas Works!

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

**Workforce Innovation and Opportunity Act (WIOA):** Can provide potential funding for short term training or certifications depending on circumstances.

**Disability Services:** Provides Ticket to Work Services if collecting SSI or SSDI in collaboration with other local agencies.

Matt Kilian - Mkilian@arapahoegov.com
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.

January 5, 2022 10:20 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!

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

WWW.CONNECTINGCOLORADO.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
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

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/