

Arapahoe/Douglas Works! www.adworks.org 303.636.1160

"The journey of a thousand miles begins with one step" ~ Lao Tzu



@adworks303
In Arapahoe/Douglas Works!

Arapahoe/Douglas Works! is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Career Kick Start



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. For virtual workshops please be respectful and mindful of your camera if your video is on. "To ensure compliance with current A/D Works! And Arapahoe County IT policies for virtual platform use and information storage, attendees are asked not to use AI tools to capture notes during any of our workshops currently."



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
 - Skibumo/@doi.com
- Create an email signature



Job Search Training Field Trip

indeed

- Advanced search
 - Indeed.com
 - LinkedIn.com
 - Builtincolorado.com



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













Linked in



built in colorado

File Management (Step 1)

 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 (Step 2)

- 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 (Step 3)

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

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File Management (Step 4)

 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

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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 (Through the BAC)
 - YouScience
 - My Next Move



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
- Sleep, Wake Up, and Get Ready



- Do things that make you happy every day!
 - Be around your favorite people and animals
 - Do your favorite things (within budget)
- 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



Objectives

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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.
- 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.
- Explore company's culture 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.

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/onlinepowerpoint-workshops/

To reach a Career Services Advisor, link https://fs8.formsite.com/adworks/form52/index.html