



Employment & Training
680 Main Street, 2nd Floor
Dubuque IA 52001

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Information on Free Workshops Inside!

Continued from reverse side

Job Search Mechanics

1. Do you have a good organizing and tracking system for your job search?
2. Have you set up a daily job search routine to maximize and efficiently use you time?
3. Have you thought about what resources you will need to achieve your job search objectives?
4. Do you have a strong emotional support system to help keep your morale high?
5. Do you know who is on your “Dream Team” of advisors?
6. Do you know how to network? Can you list the top ten people you should network with first?
7. Do you know how to apply to jobs?
8. Can you think of at least five techniques to find a job?
9. Can you list more than five staffing agencies that might be able to help?
10. What three online job sites will you post your resume to?
11. Have you thought of an alternative plan if your job search runs into problems?

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**Region 1
Employment & Training**

680 Main Street, Dubuque IA 52001
563-556-5800
1-866-227-9874

132 West Greene Street, Postville IA 52162
563-864-7554
1-877-219-5058

Log on to these helpful websites at your local Workforce Center or any personal computer...

www.iowaworkforce.org/region1

Local Workforce Development information for these northeast Iowa counties: Allamakee, Chickasaw, Clayton, Delaware, Dubuque, Fayette, Howard, and Winneshiek

www.iowajobs.org

Iowa full-time and part-time job listings

www.ajb.org

America’s Job Bank - a nationwide database of job listings

www.acinet.org

Career InfoNet - career exploration with specific information on the knowledge, skills, and abilities necessary for occupations

Career Insights

July 2010

The following workshops are free. Seating is limited, so pre-registration at least four days prior to the workshop. For Dubuque workshops call (563) 556-5800.

Job Club Are you looking for work? Topics include information on career exploration, resume preparation, interviewing techniques, and job search strategies.

Dubuque July 12-16, August 9-13, September 13-17 9:00 am-3:00 pm

Workplace Essentials Covers topics such as goal setting, learning/thinking styles, becoming a critical thinker, problem solving, time management, balancing work and family, plus other skills that are important for job retention.

Dubuque July 26-30, August 23-27, Sept. 27-Oct. 1 9:00 am-3:00 pm

Resume Workshop Learn about the format and content of a quality resume.

Dubuque July 7, August 4, August 25 10:00 am
July 21, August 18 1:00 p.m.

Cover Letter Workshop Learn how to develop a quality letter of application

Dubuque July 28 at 1:00 p.m. August 18 at 10:00 am

Labor Market Information Workshop Learn about hot jobs, salary data, and related internet resources for career choices and job searches

Dubuque July 28 10:00 am

Interviewing Workshop Learn the essential before, during and after aspects of successful interviewing.

Dubuque July 14 at 10 am, August 4 & August 25 at 1 pm

Coping with Change Common reactions to the loss of a job and how to deal with these in a positive way.

Dubuque July 7 10:00 am

Skills Identification Workshop Learn how to identify your job skills in order to successfully market yourself to employers.

Dubuque July 21 10:00 am

Career Tips: Are You Job Search Ready?

This self-administered checklist is designed to help you close the gaps in your job search. By asking a series of questions, you may learn more about your job search strengths as well as any areas that need improvement. I just want you to think then prepare.

Self-Inventory

1. Can you clearly and concisely state your short-term and long-term goals?
2. Can you list your assets in terms of your top five skill sets and personality strengths?
3. Do you know what your weaknesses are?
4. Can you describe the work activities you enjoy the most?
5. Can you identify the three accomplishments you are the most proud of professionally?
6. Have you determines the salary range you will consider?
7. Are you really mentally prepared to devote the time and energy for your search? Can you be doggedly persistent?

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Workforce Partners Helping Iowa Work

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951 Linn, New Hampton, 641-394-4732
223 West Main, Manchester, 563-927-4447
429 High Street, Elkader, 563-245-2407
205 East Second Street, Cresco, 563-547-2198

1111 Paine Street, Suite G, Decorah, 563-382-0457
400 S. Frederick, Oelwein, 319-283-2751
132 West Greene Street, Postville, 563-864-7554, 877-219-5058
110 Allamakee Street (Courthouse basement), Waukon, 563-568-3048

Region 1 Employment & Training is an equal opportunity employer/program.
Auxiliary aids or services are available upon request to individuals with disabilities.