



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

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## ***Information on Free Workshops Inside!***

### ***Ten Steps of a Job Search***

1. **Plan your time** – make a to-do list for everything you will do to look for a job.
2. **Identify Occupations** – make a background experience list to identify jobs that use your talents.
3. **Identify Employers** – ask friends, relatives, etc. to help you find job openings. Visit your local IWD Workforce Center. Visit [IowaJobs.org](http://IowaJobs.org).
4. **Prepare Materials** – assemble a job search kit that includes: pens, notebook, maps, bus schedule, clean resume copies, applications, background/experience list, Social Security Card and photo ID.
5. **Contact Employers** – review job announcements to determine how your skills apply to the opening. Go to companies to fill out applications. Call employers directly.
6. **Prepare Interviews** – learn about the company you are interviewing with. Assemble resumes, application forms and make sure everything is neat.
7. **Go to Interviews** – Dress right for the interview. Be clean, concise and positive. Remember to thank the interviewer.
8. **Evaluate Interviews** – send a typed, signed thank you letter within 24 hours of the interview.
9. **Take Tests** – find out about the test you are taking. Brush up on job skills. Be confident and relaxed.
10. **Accept the Job!** Be flexible regarding salary – but don't sell yourself short. Understand the job duties, expectations and work hours.

**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](http://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](http://www.iowajobs.org)

Iowa full-time and part-time job listings

[www.ajb.org](http://www.ajb.org)

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

[www.acinet.org](http://www.acinet.org)

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

# Career Insights

Fall 2009

**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** Oct. 5-9, Nov. 2-6, Nov. 30-Dec. 4

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** Oct. 19-23, Nov. 16-20, Dec. 14-18

9:00 am-3:00 pm

**Networking Club** Open to all Dislocated workers and provides job leads to its participants. Also discuss any and all topics related to looking for work, current events, and first-hand experiences of others.

**Cresco-NICC**, 1020 2nd Ave, SE Hwy. 9. Every 2nd and 4th Thursday of the month from 10:30 am to 12 noon.

**Decorah-IWD**, 1111 Paine St. Every 1st and 3rd Thursday of the month from 9-10:30 a.m.

**Oelwein-IWD**, 400 S. Frederick St. Every 1st and 3rd Wednesday of the month from 1:30-3 p.m.

**Waukon-NICC** Wellness Center, 1220 3rd Ave. NW. Every Tuesday of the month from 10:30 am to 12 noon.

## When looking for a new job, make sure you remember these do's and don'ts:

**Don't:** Embellish or fabricate details, facts or experience.

**Do:** Be honest.

**Don't:** Leave large gaps or absences in your employment history.

**Do:** Explain these gaps by saying "returned to school," "help friend start a new business," traveled," or other reason. If your reason is health related or due to a disability, it is your personal decision whether or not you want to disclose this fact. (Unless your problem prevents you from doing the job safely, it is probably not necessary to disclose.) If the gap is less than one year, don't list it. There is no written rule that says you must account for every month of every year.

**Don't:** Forget to include any activities you may have done during an employment gap.

**Do:** List these in your skills and accomplishments; they may include qualities useful for the position.

**Don't:** List a specific pay rate.

**Do:** Use a pay range that reflects the local area.

**Don't:** Use words like "fired" or "let go".

**Do:** Instead, use words to describe the situation like "moved," "seasonal employment," or "laid off." However, you should be ready to explain.

## Workforce Partners Helping Iowa Work

680 Main Street, 2nd Floor, Dubuque, 563-556-5800, 866-227-9874

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.