



Need a Job or Want a Better Job?

The Eastern Iowa Community College District has partnered with area industries to create the **Career Link Essentials** pre-employment training program.

Career Link Essentials partners with companies to assist them in finding and hiring qualified employees. At the same time, they provide students direct access to participating employers and career options.

What's in it for you?

- Learn new skills related to a manufacturing career while you continue working
- Earn your certification in four weeks
- Learn about premier manufacturing companies
- Increase your opportunity to earn more money and better benefits
- Develop your career
- Attend classes that prepare you to earn a living
- Learn about the companies that need skilled employees

Career Link Essentials Options

With **Career Link Essentials**, you will receive the skills you need to either get a job in manufacturing or non-manufacturing. **Career Link Essentials** is a **FREE** 4-week training program that will help you build the skills you need. Plus you can qualify for preferential interviews with **Career Link Essentials** partner companies and/or scholarships for additional training. You can choose from two **Career Link Essentials** options:

1. **Manufacturing.** This 4-week, 56-hour evening program will help you build the skills that manufacturers want. Training includes computers, OSHA/safety, teamwork, communication, blueprint reading and industrial math.
2. **Non-Manufacturing.** This is a 2-week, 32-hour daytime program that covers the same programming described above without the manufacturing specific classes.

Career Link Essentials Certificate Program

Once you complete either **Career Link Essentials** option with perfect attendance and punctuality, you will become eligible for a full or partial scholarship in any of the following Eastern Iowa Community College District Certificate Programs including:

Manufacturing

- Production Welding
- Logistics
- CNC Machinist
- Pro E Basics
- Industrial Electrically
- Truck Driving
- Industrial Maintenance

Non-Manufacturing

- Child Development Associate
- Food Service/Dietary Manager
- Accounting Assistant
- Customer Service
- Pharmacy technician
- Medical Transcription
- Clerk/Receptionist
- Nurses Aid
- Home Care Aide

Getting Started

The first thing you need to do is call Adrian Blackwell, your RIHA resident services coordinator, at 309.788.0825 ext 210 or Chris Banker from Eastern Iowa Community College at 563.441.4367. Then you will need to attend an orientation session, go through a one-on-one interview with **Career Link Essentials** staff and complete a written application. Lastly, you will need to pay a one-time fee of \$25. The fee covers the Work Key Assessments and the **Career Link Essentials** program.

Make Your First Impression Impressive

We've all heard the old cliché; *never judge a book by its cover*. That may be true - but books are judged by their covers in the job market. That means that your first impression carries weight.

Job-hunting can be a challenge whether you are navigating the online application process or checking the classifieds. But in every job search there are face-to-face, make-it-or-break-it job interviews - and how you present yourself can influence your employment chances. Here are some pointers you may want to pay attention to.

Dress professionally. No caps, athletic shoes, sweats or unkempt cloths. If the wind is blowing, comb your hair - and turn off your cell phone! Carry a slim folder holding your resumes. Don't carry a water bottle or coffee mug. And don't have your friends, family, parents, spouse or children in tow.

Your image starts the moment you step foot on your prospective employer's property. Be nice to everyone: the parking attendant, receptionist or administrative assistant on up. Decline any offer for food or drinks while you're waiting. Keep one hand free to hold your folder and one free to shake hands.

Greet your interviewer with a firm handshake and a friendly face - including a smile. Look him or her in the eyes. Remember to say please and thank you. Don't sit until you are offered a chair. Sit tall and have good posture.

Practice a one-or-two minute speech about who you are and what you do. This can include a brief commercial about how your experience and skills make you perfect for the job. Do your homework about the company and the job. Don't whine. Don't talk about being jobless. Don't bad mouth your former employer and don't complain about all of the bad breaks you have suffered. Instead exude confidence and be positive!

Ask questions. An interview should be a mutual exchange of information, not a one-sided conversation. Listen. Concentrate not only on the interviewer's words, but also on their tone of voice and body language. Once you understand how the interviewer thinks, pattern your answers accordingly and you will be able to establish a better rapport. Express interest and ask for the "next" step in the hiring process.

When the interviewer concludes the interview, offer a firm handshake and make eye contact. Depart gracefully. After the interview, make notes right away so you don't forget critical details. Then write a thank-you letter to your interviewer and mail it right away.

Good Luck and Good Hunting!



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Job-Hunting Do's and Don'ts

Here are some keys to successful job-hunting.

- Do use all avenues/methods of job-hunting available
- Do have a job-hunting strategy
- Do take advantage of all Web-based job-hunting methods, including general job-hunting sites, industry-specific job sites, geo-graphic-specific job sites, company (employer) sites, and networking sites
- Don't rely on any one method of job-hunting, especially job-hunting on the Internet (which should be at most 25% of your efforts)
- Don't get discouraged if you've been fired or downsized
- Don't expect to get a new job overnight; job-hunting takes time and patience
- Don't quit your current job until you have a new job

HOW TO REACH PROPERTY MANAGERS

Manor/Lincoln Homes

Contact 786-4870
 Maintenance 786-0080

Sunset Heights

Faith Bird 788-0539
 Maintenance 788-3800

Spencer Towers

Teresa Chapman 788-0498
 Maintenance 788-1809

FEBRUARY	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan. 31, 2010	Feb. 1, 2010	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15 Presidents' Day – Offices Closed	16 Sunset Tenant Mtg. 2pm	17 Manor-Lincoln Tenant Mtg. 2pm	18 Spencer Tenant Mtg. 2pm	19	20
	21	22	23	24	25	26	27
	28	Mar. 1, 2010	2	3	4	5	6

2010