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Job Search Toolkit

Overview and Format

- History
- Toolkit Overview
- Break out session – build your Toolkit
- How we built the online Toolkit – problems encountered
- Re-purposing Toolkit for your area
- Technical Aspects of Duplication
- Questions
 - Poll Everywhere

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Toolkit History

Version 1

TPSID Grant

COFC – Dr. Cindi May

Cost constraints

Design limitations

Job Search Toolkit

Help for people with disabilities who are looking for employment

TPSID Project

College of Charleston

<http://tpsid.cofc.edu>

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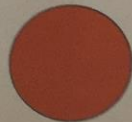
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How do you want to find a job?

I want someone to help me look for a job.

I want to know what agencies can help me.

Go to
Section
3

I want to do my own job search and apply for jobs on-line.

I want to know what websites to look for jobs on.

I think I can find my own job.

Go to
Section
4

I want to start my own business.

I want to find local and on-line resources and people to help me start a business.

Go to Section 6

How do you choose whom to work with?

1. Find the agencies that offer the services you want in the chart below.
2. Then look at the following pages to learn more about their services and how to get started.

What they offer:	Agency Names:					
	SC Works	Palmetto Youth <small>(Pages 16-21)</small>	Goodwill	** Voc Rehab	** Disabilities Board	** Berkeley Citizens Inc.
Job Search Assistance	x	x	x	x	x	x
Job Readiness Training	x	x	x	x	x	x
Internships		x	x	x		
Vocational Training	x	x	x	x	x	x
On-the-Job Training	x	x	x	x	x	x
Benefits Counseling			x	x		
Vocational Assessments	x	x	x	x	x	x
Employment Network	x		x	x		
Resume Assistance	x	x	x	x	x	x
Services are Free	x	x	x	x	x	x
	<i>Offer services to people with and without disabilities</i>			<i>** Offer services only to people with disabilities</i>		

SC Works

Overview of the services they offer

www.tridentcworks.org

SC Works (which is also called the One-Stop or Trident Works) provides a wide variety of services to help you find a job. Services include help with creating resumes and cover letters, searching and applying for jobs, workshops that teach job readiness skills, interest and skill assessments, WorkKeys testing, as well as on-the-job training and vocational skills training.

SC Works will help you find employment in your local area, and they'll also help you expand your job search if you are interested in relocating. They also provide services for and with the South Carolina Department of Employment and Workforce (DEW) <https://www.dew.sc.gov>.

Who can use their services?

You do not need to have a disability in order to use the services at SC Works. Everyone is eligible to use their services.

How much does it cost?

There's **no cost** for the services; they are free.

What services do they offer?

SC Works helps with job search as well as application assistance and job training. Specific services are listed below.

SC Works

What services do they offer? continued

Application Assistance

SC Works will help with your resume, cover letter and other materials.

Education and Workforce Training

If you need additional training in order to obtain a job, SC Works can help you find a training that's a good match for your skills and interests. They may also be able to help pay for the cost of the training.

There are information sessions each week in different locations around the Charleston Area.

- SC Works Berkeley, SC Works Dorchester, and SC Works Charleston.

Adult Education

GED classes and literacy classes are offered at SC Works.

Resource Center

SC Works has resource centers where you can use the computers to search for jobs, build or update a resume, find information on community resources, practice typing tests, etc.

Employability Workshops

SC Works offers free workshops focused on gaining employment. Topics include Your Job Search, Resume Writing, Interviewing Skills and Workplace Etiquette.

WorkKeys Testing

WorkKeys is a job skills assessment that measures "real world" skills and abilities that employers believe are critical to job success. WorkKeys assessments measure proficiency in three key areas:

SC Works

How can I get started using their services?

You can begin using the services at SC Works by visiting any of their offices. You don't need an appointment to begin using their services. Or, you can get started online at www.scworks.org.

Locations and Contact Information:

SC Works Charleston

1930 Hanahan Road, Suite 200
North Charleston, SC 29406
Phone: (843) 574-1800
Toll Free: (888) 226-1606

SC Works Berkeley

100 S. Highway 52
Moncks Corner, SC 29461
Phone: (843) 761-4400

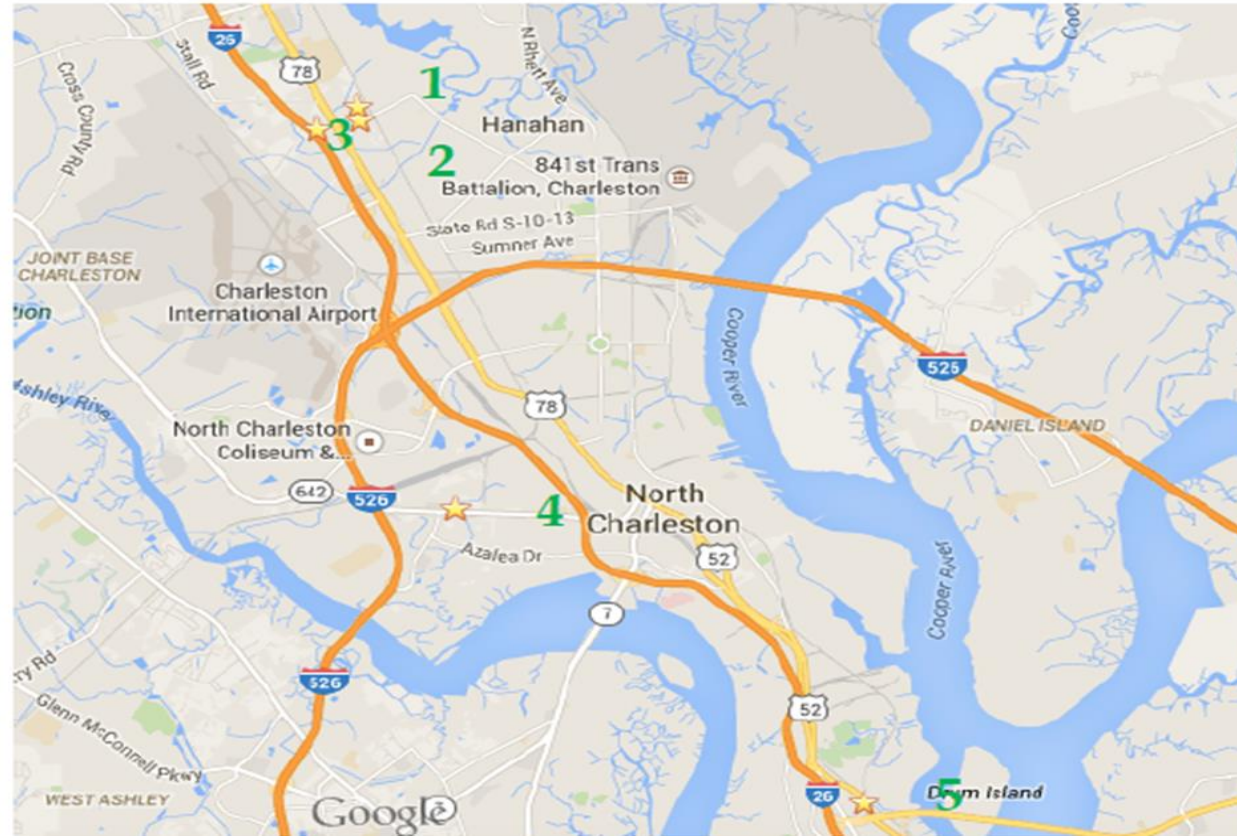
SC Works Dorchester

2885 West 5th North Street
Highway 78
Summerville, SC 29483
Phone: (843) 821-0695

What if I live outside of the Charleston Area?

There are Career OneStops like SC Works throughout the United States. To locate a OneStop Career Center in another area visit www.careeronestop.org or call (877) 872-5627.

Maps



- 1. SC Works Charleston Center**
1930 Hanahan Road, Suite 200
North Charleston, SC 29406
- 2. Palmetto Youth Connections**
1930 Hanahan Road, Suite 200
North Charleston, SC 29406
- 3. Goodwill Industries**
2150 Eagle Drive, Suite 100
North Charleston, SC 29406
- 4. SCVRD Charleston**
4360 Dorchester Road
North Charleston, SC 29405
- 5. Disabilities Board of Charleston County**
995 Morrison Drive, Suite 100
Charleston, SC 29403

Job Search Toolkit

Version 2



Online @ Georgia Tech

Dr. Terry Blum



www.jobtoolkit.excel.gatech.edu





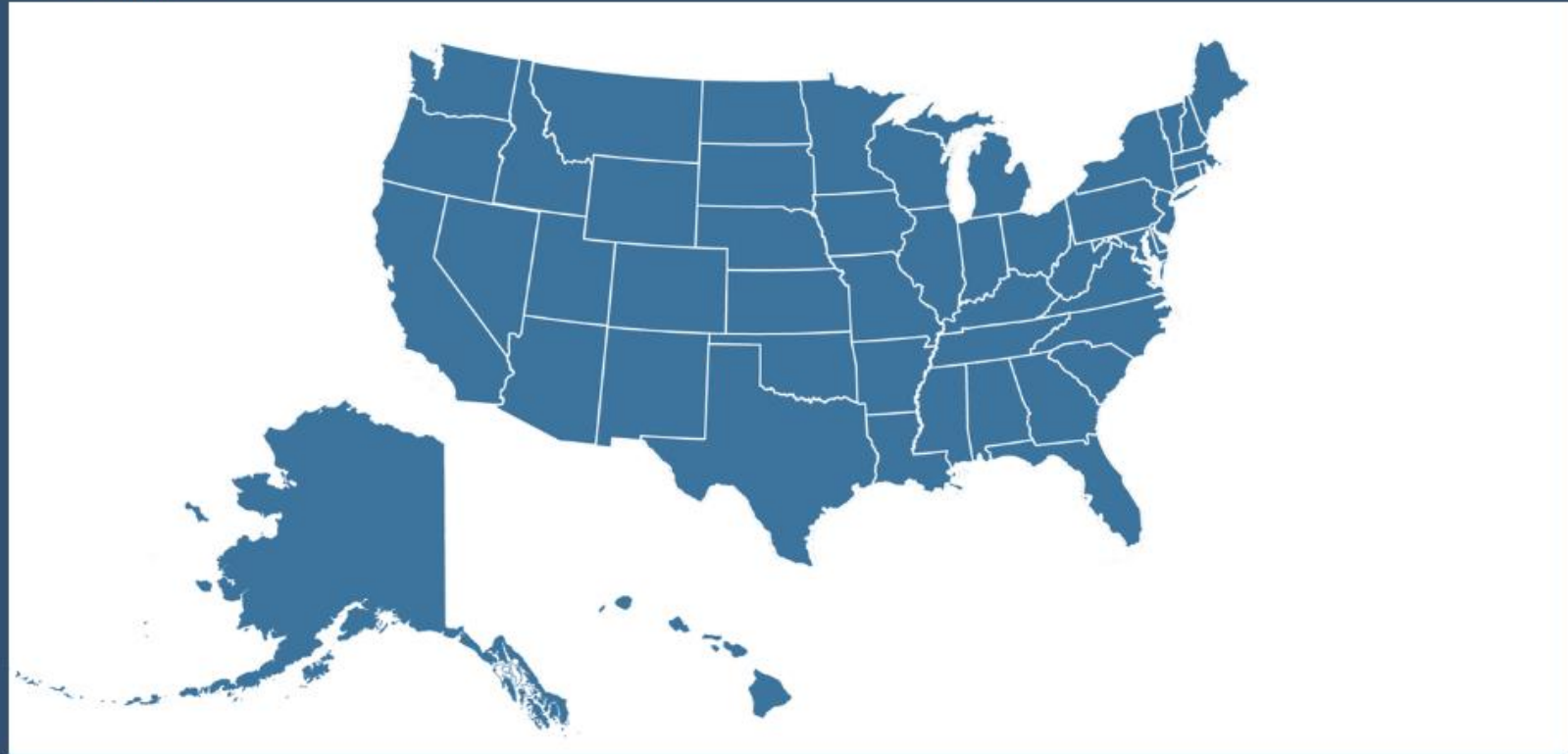
Poll Everywhere

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www.PollEv.com/reneereese663

Please click on your state.

You can respond once



Breakout Questions

- What agencies in your area assist people with disabilities with finding a job?
 - What types of services do they offer?
 - Do they charge a fee?
 - Are you currently partnering with them?

Revising the Toolkit for your Area

- Replicate information on Toolkit
- Finding Resources to build
 - Team or individual project for a credit bearing class
 - Student worker, graduate assistant
 - Staff, faculty, community, board member
 - Grant, Hire a professional
 - Content is most important – field expert - separate from IT
- Technical Specs
 - www.jobtoolkit.excel.gatech.edu



Questions?

Thank You

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