

Workforce Guides--Online

Statewide Employment Resource Guide

The Virginia Workforce Council's One-Stop Committee requested the development of a statewide employment resource guide that could be customized locally & accessible online.

This resulted in a collaborative effort between key workforce partners: Governor's Office for Workforce Development, SHARE Network, Disability Program Navigators, 211 Regional Directors, Secretary of Commerce & Trade, Virginia Community College System: Workforce Development Services, Virginia Employment Commission & Department of Rehabilitative Services.

These Guides can help individuals (from various backgrounds & settings) **navigate through the workforce network system** in search of jobs, career education, training & workforce support services.

Workforce Partners can use the guide to connect individuals to needed services or for additional workforce support services.

What is in the Resource Guide???

- **What is a One-Stop Career Center?** (page 2)
- **Disability Program Navigator Initiative**
- **Choosing a New Job/Career**
- **Getting That Job**
- **How to Attend a Job Fair?**
- **How to Network?**
- **Volunteer Experiences**
- **Career Education & Training**
- **Registered Apprenticeship**
(on-the-job work experience/training)
- **Starting Your Own Business**
- **Agency Workforce Services** (descriptions)
- **Web Resources for Career/Job Seekers**
- **Web Resources for Employers**
- **Workforce Services Telephone Numbers**

Local Quick Reference Guides brought to you by the Disability Program Navigator (DPN) Initiative

These Guides were customized by the DPNs for each Local Workforce Investment Board Area (map page 2) to focus on employment, career education, training & workforce support services.

These guides are for the customer who may not have access to a computer at home or lack the computer skills to navigate the internet & for Workforce Partners who can readily access the tool to help guide customers to needed services.



Virginia's Workforce Network (VWN)

Go to: <http://vwn.vccs.edu>
Click on Job and Career Assistance

Employment Resource Guide is listed first

Quick Reference Guides are listed by Workforce Investment Board Areas and City and/or County

Please provide feedback for future revisions

Employment Resource Guide

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Quick Reference Guides

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What is a One-Stop Career Center?

A One-Stop Career Center, known locally as the Virginia Workforce Center, is where a wide range of employment, training & career education program services are available to employers, workers, job seekers & youth.

To locate the workforce center nearest you, visit the web site <http://vwn.vccs.edu> (click on One-Stop Workforce Centers) or dial 2-1-1. TTY users can reach contact numbers by calling the Virginia Relay Center at 7-1-1 or 1-800-828-1120.

Who Can Receive Center Services?

Employers, workers & job seekers are customers of the One-Stop Workforce Center. This includes businesses, students, people with disabilities, Veterans, Temporary Assistance for Needy Families (TANF) recipients, migrant & seasonal farm workers, unemployed, underemployed & employed individuals.

Everyone can ACCESS core services at the Workforce Centers!

There are levels of services available through the Workforce Center & customers can move from one level to the next or receive services from more than one level, depending on their needs.

Virginia Workforce Connection
'A web-based system to assist with job searches & workforce services'.
www.vawc.virginia.gov

Core
(self-directed in nature for all customers)

- Access to computers, internet, telephones
Fax & copy machines
- Assistance with: job searches, job applications
interviewing skills, resumes/cover letters
- Current job openings listed with the VEC
- Referrals for other workforce services

Intensive/Training/Career Education
(Contingent upon eligibility requirements and funding availability)

- Assessment of work skills & service needs
- Career counseling/assessments
- One-to-one assistance to update résumés,
cover letters & thank you letters, etc.
- Work skills & job-readiness training
- Adult education & literacy

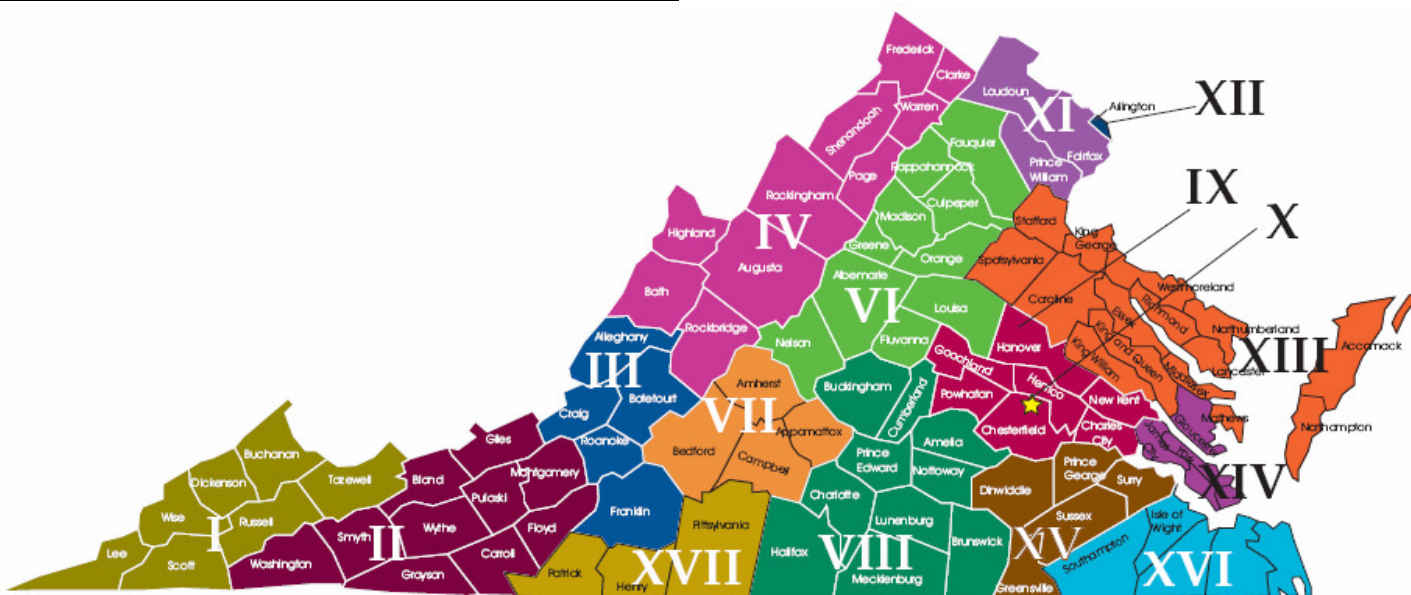
Employer

- Assistance in finding qualified workers
- Rapid response to layoffs & plant closings
- Sources for customized training programs
- Labor Market Information (LMI), Americans with Disabilities Act (ADA), Workplace Accommodations, Tax credits for new hires, training incentives (e.g. on-the-job training programs based on worker eligibility)

Youth

- Guidance & counseling/Basic Education/GED
- Paid & unpaid work experiences, internships,
job shadowing (summer employment)
- Job Preparation, study skills & dropout prevention.
- Referral for workforce support services

Workforce Investment Board Areas



*Cities are in italics