

Minnesota WorkForce Center Hennepin South

4220 West Old Shakopee Road (Behind Valley West Mall)
Bloomington, MN 55437

Main Phone: 952/346-4000 Resource Area Phone: 952/346-4028
Automated Directions to the Office: 952/346-4035

Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday Closed legal holidays



www.mnwfc.org/hennepinsouth

**Job
Search
Services
at:**

www.mnwfc.org/hennepinsouth

The Hennepin South WorkForce Center has its own web site featuring over 1,500 hyperlinks for Job Search, Career Information, Community Resources & other information.

Become a WorkForce Center member

Our secure Registration System identifies our most popular resources and classes to design targeted messages and services for you, our job seekers so we can better customize our services for you. You can use your existing MinnesotaWorks.net user name and password!

Unemployed?

Dislocated Worker Program is personalized job search and training assistance for people who are unemployed due to no fault of their own. **Call Ed at 952/346-4017** or stop in to complete a dislocated worker form.

MinnesotaWorks.net (MNW)

Minnesota is one of the leaders with the most job orders and employers using U.S. Department of Labor's national job bank system. *After registering, you will be able to save your job search criteria, upload or copy and paste, and email resumes and cover letters, and automate your job search. NEW: online tutorial, uploading up to 5 resumes, and spell check.*

MNW can be accessed through the WorkForce Resource Area's 20 Dell computers, as well as through your home computer or your local library computer at

www.minnesotaworks.net

Registered employers, using text and advanced skill searches, can review and rank candidates for jobs, send online personalized messages, save resumes for 90 days for future openings, track candidates recruited, copy/edit job orders, & use automated matching.

Job seekers can now upload up to 5 resumes or copy/paste directly into the database and rank and run job order matches to your email account, and apply on line for many jobs.

Our job bank is SSL encrypted for security of your Social Security Number, passwords, and all transactions. Your SSN is only for our confidential unique ID purposes.

Attention Job Seekers! Employers are recruiting at WorkForce Center!

On a scheduled basis, employers come to the WorkForce Center to discuss job openings and to provide information about careers with their companies. For names of employer visits, dates and times call 952/346-4028. Any questions on employer visits or other information regarding the services at this WorkForce Center, **call Tom Reese at 952/346-4330.**

5 Career Exploration programs

Using our computers, the library's, or your pc, you can access career tools to identify transferable skills through a self-scoring skill assessment and interest inventory. Match occupations to your work style preferences and level of education. Includes information on labor market, education, and financial aid.

America's Career InfoNet <http://www.acinet.org/>

Minnesota Career Information System (MCIS). <<http://mncis.intocareers.org>> (user name: bloomington, password: mcis) - codes subject to change.

ISEEK: <http://www.iseek.org>.

Minnesota Careers: www.mncareers.org

Career One Stop: www.careeronestop.org

Vocational Rehabilitation

Rehabilitation Services (RS) is for individuals who have a physical and/or mental disability which makes it difficult to get or keep a job. RS services include vocational counseling, guidance and placement, as well as special services based on individual circumstance. **Call 952/346-4050** for information.

State Services for the Blind (SSB)

Designed to help blind and visually impaired persons to achieve employment, as well as personal and information access goals. Many persons served have additional disabilities.

Call SSB 651/642-0500

Business Directories

In the Resource Area Library (located behind the Help Desk) are various directories to help you research companies. Corporate Report Fact Book, and Directories of Manufacturing and Service are available in hardcopy, which list every employer in the Twin Cities area, and are searchable by name, size, locale, and Standard Industrial Classification (SIC) codes as to services provided or products manufactured.

Workforce Investment Act (WIA) Adult Program provides assistance (such as short-term training) for persons 18 years of age and older with a goal of a permanent job. The program is targeted toward low-income persons, but all are welcome to apply. **Call George at 952/346-4331** for information.

Veteran Services

All veterans: see or call Veterans' Representative **Doug Larson at 952/346-4014** for resources and services for you.

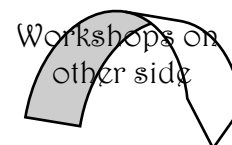
HTC Computer Training Center

Hennepin Technical College (2nd floor) offers self-paced, instructor guided computer applications training, both day and evening classes. For more information or schedules, **call Sheryl, Instructor, at 952/346-4319.**

Need help with?:

Resumes/Cover Letters: Take CJS here or a class at another WorkForce Center, ask about WINWAY in Resource Room, view our videos or books, or try susanireland.com

Computers and Internet: Apply for Dislocated Worker or WIA training programs, use our tutorials in Resource Room, try free tutorial, www.gcflernfree.org, if you have internet access and the software at home or at library. See other WorkForce Centers' free computer / internet and job search workshops on right side under workshops and tutorials: www.mnwfc.org/hennepinsouth



Job Search Workshops

The Minnesota WorkForce Center – Hennepin South offers a number of free workshops to assist you in your job search. Current schedule is on the WorkForce Center's monthly *Workshops and Employer Recruiting Calendar* available here and on our web site www.mnwfc.org/hennepinsouth/monthlycalendar.htm

We reserve the right to cancel workshops due to insufficient enrollment. To insure admission, please check in at Help Desk 10-15 minutes early. Call 952/346-4028 to register, cancel or reschedule any of the following workshops:

Creative Job Search (CJS)

Overview of job search topics:

- ❖ Skills identification
- ❖ Resumes & cover letters
- ❖ Networking/Interviewing
- ❖ Transition
- ❖ Cold calling

4 hour workshop

Resume Tips

Two hour class-monthly-on resume basics. Learn how to improve/customize your resume in a group setting and get your questions answered. Should take CJS first or know your skills. More resume resources:

1. Other WorkForce Centers

Hennepin North and HIRED 763-536-6000
Resume Strategies & HIRED monthly critique
Shakopee 952-445-7087
Basic & Advanced & Electronic Resumes
West St. Paul 651-554-5955
10 minute resume/cover letter critique

2. Christ Presbyterian Church/Edina –

free 1-1 help [Mpls. Job Support Workshop](mailto:stan@stanbrown.us) stan@stanbrown.us

3. WinWay Resume Builder or Videos, Books, or Handouts in Resource Room

4. www.susanireland.com or www.eresumes.com

5. www.mnwfc.org/hennepinsouth Click resume section

Behavioral Interviewing

Two hour/once a month class co-sponsored by HIRED on general and behavioral interviewing asking how you have done things in the past so employers can predict how you will do for them OR

1. Other WorkForce Centers

www.mnwfc.org/hennepinsouth click right side

2. Christ Presbyterian Church-Edina- Mpls. Job Support Workshop

free 1-1 help stan@stanbrown.us

3. Transition and Networking Groups

www.mnwfc.org/hennepinsouth

click Job Transition and Networking Groups

4. Resource Room books/dvds/handouts

The Power of Information to Find a Job

2 hour quarterly workshop on how to identify and research potential employers on the internet to prepare for interviews and make direct calls (co-sponsored by James J. Hill Library)

Dressing for Success for Men and Women

3rd Tuesday of alternate months 2:00--3:30 pm
How to dress for an interview and the workplace and
Tips for finding affordable clothing
Co-sponsored by Hennepin South Rehabilitation Services

NEW CLASSES

Networking and Transition Group

Currently both sessions are full but check for updates on future openings
www.mnwfc.org/hennepinsouth

Salary Negotiation: Getting to Win-Win

Facilitated by Jay Dregni: EAC "Over 40 workshop" co-facilitator and former Compensation and Benefits manager

Basic Computer

Create/save a document, cut/copy/paste & format text, spell check, print. **Requires keyboard and mouse skills.**
Co-sponsored by Rehab Services and Metropolitan Council for Independent Living

Find area **Job Transition and Networking Groups** (Job Clubs) either on handout or website: www.mnwfc.org/hennepinsouth and **Transition, computer, internet, and other Workshops** at other metro WorkForce Centers

Examples of books and/or videos in Resource Room: Interviewing, Salary Negotiation, Resumes and Cover Letters, Career Change, On Line Job Search, Career Portfolios, and Age Issues, etc.

RESOURCE AREA:

20 computers (bring your own flash drive) and 4 laser printers are available for Internet job search, word processing of resumes (including WinWay resume template), Mavis Beacon typing tutor (also in Spanish), and career exploration programs. Also available are 3 phones, a FAX machine, a photocopier and a video and reference library, which includes business directories and job search books. Larry and Carol and other staff in our Resource Room can answer your job search questions and help you identify other community resources.

For the visually and hearing impaired, the latest access technology is provided: UbiDuo, Pocket Talker II, TV/VCR with closed caption, Optelek, Zoomtext Extra v. 6.12 level 2, JAWS, and cassette Narrator, NextTalk, and interpreter by appointment.

Self Employment Resources

If you are receiving Unemployment Insurance, you must primarily be looking for an employer-employee job
Self Employment-Is it for you? Workshop at Hennepin South (check monthly calendar on mnwfc.org/hennepinsouth or in Resource Room)

Starting a Business in Minnesota

MN Small Business Office/DEED
To request a copy: 651-556-8425 (or google it)

Selected Web sites

www.bizplans.com (sample business plans)
<http://www.score.org> www.entrepreneur.com
www.sba.gov www.iseek.org
www.irs.ustreas.gov
www.myownbusiness.com (free online course)
www.aahbb.org (home based businesses)

EAC workshops

****OPEN TO ALL****

Dates and topics will be in monthly calendar and on mnwfc.org/hennepinsouth

"Successful Job Search over 40, 50, 60"

"Making Career Choices that Payoff"

"Applying for Jobs on-line" (email etc.)

Must have basic pc and internet skills
"Advanced Internet Job Search Techniques" (includes "scannable resumes" and e-resumes).

Must have basic pc and internet skills

Call Help Desk 952-346-4028

For dates, info, or to register.

See separate flyers in Resource Room or on www.mnwfc.org/hennepinsouth



www.mnwfc.org/hennepinsouth

For the latest calendars of workshops and events, and other resources, check

www.mnwfc.org/hennepinsouth/monthlycalendar.htm or the Resource Room Help Desk