

## WISCONSIN JOB SERVICE/DANE COUNTY JOB CENTER

1819 Aberg Avenue • Madison, WI 53704 • (608) 242-4900

Hours: 7:45 am to 4:30 pm MONDAY through FRIDAY

**Job Center of Wisconsin Website** – Self service system to view job openings and create or update a resume that employers can match. There are hundreds of openings available in Dane County as well as statewide:

[www.jobcenterofwisconsin.com](http://www.jobcenterofwisconsin.com)

**Internet Computers** – Access available for job seeking purposes only including job searching outside of Wisconsin and applying online. Computers available on a walk-in basis, you must sign in to use a computer.

**Dane County Job Center Website** – has information on upcoming job fairs, links to other employment sites, offers information on other Job Center services and Job Service Workshop Calendar:

[www.danejobs.com](http://www.danejobs.com)

### JOB SERVICE INDIVIDUAL SERVICES

Call or stop in to schedule your appointment in advance.

**Résumé Review** – Bring your completed résumé for a quick critique by Job Service staff.

**Mock Interviews** – Practice your interviewing skills and receive your critique by Job Service staff. *You must be on time, know the position you are interviewing for, bring a copy of your résumé and dress for an interview.*

**WI Civil Service Typing Test** – Individual typing test for state Civil Service positions with typing requirements.

### Job Service Computer Based Workshops – Computer Lab

Call or stop in to schedule your appointment in advance to attend a workshop.

**Ability Profiler** – 1st hour take the Career Matching assessment then The Ability Profiler used to assess individual strengths/challenges in 6 areas: verbal ability, arithmetic reasoning, computation, spatial ability from perception and clerical perception. You and our staff work together to find a career that suits you.

**Choice, Change and Adjustment** - Provides extra assistance for people looking to change or enhance their careers. Job seekers, and those dissatisfied with their career, can seek comprehensive career guidance and an introduction to career assessment.

**Computer Basics for Beginners** - Learn about basic computer components and terminology, internet navigation, how to use the mouse, how to turn on and off your computer, and additional resources.

**Computer Basics for Intermediate Users** - Learn about important computer terminology, additional resources, how to successfully use search engines and name, save and print a document. This workshop contains a hands-on introduction to Microsoft Word. *Must have either attended Computer Basics for Beginners, or know how to use the mouse, surf the internet and navigate through computer windows.*

**Creating a Resume** – In this workshop you will create the Job Center of Wisconsin Match Profile and walk out with a basic resume or improve your current Match Profile. *You must have basic computer skills and a completed Job Center of Wisconsin registration to attend.*

**Identify Your Employment Skills** – What are your employment skills? What are the top 10 skills employers are looking for? Would you like to know how to identify and communicate your skills to match employer's needs? You will learn what your transferable, self-management and job related skills are in this workshop.

## Job Service Workshops

Call or stop in to schedule your appointment in advance to attend a workshop.

**Interview and Employer Research Techniques** – Everyone from beginners to interviewing pros will benefit from this workshop. A prepared candidate means knowing about the industry, the employer, yourself and how to impress the employer during your interview. This workshop will help you learn valuable interview and employer research techniques.

**LinkedIn** – This workshop will help you create your own professional LinkedIn networking account and learn to navigate its many features. You will have the opportunity for hands-on lab time to work on your account with available staff members to assist you. ***Must have basic computer skills and an email account to attend.***

**Online Skill Building and Test Preparation** - [www.BadgerLink.net](http://www.BadgerLink.net) provides a variety of online resources including LearningExpress Library. With 9 online learning centers available in LearningExpress, you can practice job skills, prepare for the GED, learn about computers, read about careers and MORE! ***You must have basic computer skills, know how to use the mouse and navigate through computer windows to attend.***

**Re-Entry** – Finding work can be a challenge, more so if you have a criminal record. Learn how to market your talents effectively to find the right job and develop constructive job search techniques. Gain insight and knowledge of resources and information that will assist you in your job search and daily living.

**Resume Part 2 and Cover Letter** – Tips to improve your current resume or Job Center of Wisconsin Match Profile. Learn how to highlight your skills/accomplishments to enhance and tailor your resume appropriately. Learn format and layouts of a Cover Letter and how to match them to the job you are applying for. ***Must have a written/typed resume or a work history to attend.***

**Social Media in Work Search** – Focusing not just on advanced technique, but also reviewing the basics of Social Media, this workshop gears itself towards anyone with questions about how new technology is changing the way we talk, think and look for employment. From avoiding mistakes to networking and seeking out job leads directly, plus lab time for profile/privacy management and even creating a LinkedIn account.

**Starting Your Own Business** – Thinking about going into business? In this basic class, find out what it takes to run a business. Assess your strengths and skills as a business owner. Learn how to analyze the potential for your business and choose a business that will work for you.

## Additional Workshops/Services

Call or stop in to schedule your appointment in advance to attend a workshop.

**City of Madison Department of Civil Rights Equal Opportunities Division** – Information on employment discrimination and/or need to file a complaint. **\*\*The City of Madison's Department of Civil Rights will be offering one of the following workshops a month, please check the monthly calendar for the listed monthly workshop, date and time:**

Unconscious Bias in the Workplace  
Political Beliefs and Physical Appearance  
Unemployment Protection and Credit History  
Genetic Identity and Disability  
Social Media  
Harassment

Job Skills Bank  
Age Discrimination  
Gender Identity and Sexual Orientation  
Workplace Equity  
Arrest/Conviction Record  
Fair Employment Practices-Hiring to Firing

**National Career Readiness Certificate (NCRC)** - The National Career Readiness Certificate is a transferable credential that proves an individual is work ready. To obtain the NCRC credential you will need to have or complete a Job Center of Wisconsin Registration, complete the Key Train interactive training system for career readiness skills using Career Ready 101 and sign up for the Work Keys assessments. Call 1-888-258-9966 or stop in for further information.