

SAUK COUNTY JOB CENTER

505 Broadway Street Baraboo, WI 53913 · Room 232 · 608-355-4810

Hours: 9:00 am to 3:00 pm MON, WED, AND THUR

8:00 am to 4:00 pm TUE AND FRI

Job Center of Wisconsin Website – Self-service system to view job openings and create/ update a resume that employers can skills match. There are thousands of openings statewide: www.jobcenterofwisconsin.com

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

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

SPECIALIZED SERVICES

Call 608-355-4810 or stop in to schedule your appointment in advance

Résumé Review – You can send your completed résumé to our inbox DETBJSRRWDA10@DWD.WISCONSIN.GOV for a critique by Job Service staff. Include name, email address, date of birth, phone number and position applying for. You can also call the Sauk County Job Center to see what days a one on one in-person resume review will be available.

Mock Interviews – Practice your interviewing skills and receive your critique by Job Center Staff. Staff will need advance notice to prepare questions. Mock Interviews will be available by appointment. Be on time, bring a copy of your résumé and dress for an interview.

Individual Appointments with Employment and Training Counselor – Meet to discuss questions regarding your career path and/or job search concerns. Please call in advance to check and see what times the certified counselor will be available for workshops or one-on-one meetings.

WORKSHOPS

Call 608-355-4810 or stop in to schedule in advance to attend a workshop

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

Resume Part 2 and Cover Letter – Tips to improve your current resume or Job Center of Wisconsin resume. 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.*

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.

LinkedIn and Social Media in Work Search – Will help you create your own professional LinkedIn networking account and learn its many features. Review the basics of Social Media, about how new technology is changing the way we talk, think and look for employment. Lab time for profile/privacy management. *Must have basic computer skills and an email account to attend.*

Soft Skills – Overview of the importance of workplace Soft Skills, crucial to getting and keeping a job. Learning how to promote yourself.

WIOA Orientation (Worksmart Info Session) – WIOA is an Adult and Dislocated Worker program designed to meet your individual needs. Whether you are starting your career or changing careers and need some help getting there. Start with the WorkSmart Network’s information session. Information sessions will introduce you to a range of employment and training resources and solutions available in the region, as well as other community and partner resources, to help you in your career. We can help you.

Preparing for a Job Fair- These classes will be available in the month prior to any upcoming job fair. Topics covered will include dressing for a job fair, interviewing, employer research, do's and don'ts at a job fair and putting together your resume and cover letter specifically for a job fair.

Choice, Change and Adjustment - Provides an introduction to career assessment for people looking to change or enhance their careers. An overview of tools that can be used in your job search and/or career change.

Computer Basics I – Learn about basic computer terminology and keyboard functions, how to use the mouse, and how to turn on and off your computer.

Introduction to the Internet- Introduction to different browsers, basic search techniques and internet job search techniques. *Must have either attended Computer Basics I, or know how to use the mouse.*

Microsoft Word Basics I – What is Microsoft Word? Learn about tool bar basics, formatting text (font, size, style, color, etc.) and text basics (delete, insert, copy, paste, etc.).

Microsoft Word Basics II – Learn how to produce a document (spelling, grammar, page layout, lists, columns, spacing, saving/uploading and printing)

Employer Information Sessions- Call the Sauk County Job Center to find out what employers from the area will be holding workshops and what day those will be available on

ADDITIONAL SERVICES

Additional Resources- Our Job Center staff can assist you with information on what resources are available:

- Starting your own Business
- Mature/Older Workforce Assistance
- Division of Vocational Rehabilitation
- Veterans Services

Call 608-355-4810 or stop in prior to the workshop date, to schedule to attend a workshop.

