

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

Internet Computers – Access is available for job seeking purposes including job searching outside of Wisconsin and applying online. Computers are available on a walk-in basis, you will be asked to sign in to use a computer when you arrive.

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

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 administered on a word-processor for any state Civil Service position 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 – First hour spent taking a Career Matching assessment then The Ability Profiler used to assess individual strengths and challenges to gain a complete picture in 6 areas including verbal ability, arithmetic reasoning, computation, spatial ability from perception and clerical perception. Using the information gained you and our Career Counselor can work together to find a career that suits you.

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.*

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.*

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.*

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.

Job Service Workshops

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

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.***

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 from a Job Service Counselor.

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.

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.

I'm Here to Stay – Keeping your job! Know the 10 reasons people lose their jobs and the 10 skills employers are looking for. Learn how to boost your job retention, develop your soft skills, know yourself and your skills and get ahead on the job.

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.

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. On site services provided by a City of Madison representative every 1st and 3rd Mondays of the month from 9:30 AM to 11:30 AM. ****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:**

Genetic Identity
Harassment
Credit History & Social Security Number
Protected Classes
Madison General Ordinances, 39.03

Age
Arrest Record and Conviction Record
Gender Identity & Sexual Orientation
Social Media

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 based on ACT's WorkKeys[®] assessment system and sign up for the Work Keys assessments. Call or stop in for further information.