

CORD

---Collaborative Organizations Responding to Dislocation

April 1, 2011

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"Being out of school for almost 30 years was scary but also very interesting."

---Holly Charlier

HOLLY CHARLIER FOLLOWS DAUGHTER'S ADVICE

It took while, but Holly Charlier eventually followed her daughter's advice and now she's working in a field she just loves—as a Pharmacy Technician.

Unfortunately, it took a plant closing to get her into that career field. But now that she's working at the William S. Middleton Veteran's Affairs Hospital in Madison, she knows it's a perfect fit for her. "I did my first clinical at a Walgreen's pharmacy, and I wound up standing all day counting pills," she said. "I knew that retail was not for me. But my second clinical was in the hospital at the Veteran's hospital, and I just loved it. In fact, they hired me a few weeks before I even completed my Southwest Wisconsin Technical College program, and moved my pay start date to the next open pay period," she explained. She graduated with high honors in May, 2009, and she is just about to complete her second year at the Vet's location.

HOLLY USES VARIETY OF PROGRAMS TO SUCCEED

Holly utilized the WIA Dislocated Worker program to return to school following the closing of the Merkle-Korff Co., Richland Center, where she had worked for 21 years as a Product Controller/Receptionist through October, 2007. The TRA (Trade Readjustment Act) funds assisted her with tuition, testing, and transportation costs, while WIA assisted with child care (she has guardianship of two of her four grandchildren). "Being out of school for almost 30 years, it was scary but also very interesting," Holly said. Since she couldn't get into the one-year program until the semester break, she took computer classes to help her hone her skills. "It was a wonderful experience. I was really lucky to get into a program like this," she said. "It helped me tremendously and I'd like to thank them so much for having this backing and support."

CARPPOOLING SAVES MONEY

Holly's daughter, who also works at the Veteran's Hospital as a Nurse Practitioner, knew her 51-year-old mother's interest and background would fit perfectly in the Pharmacy Tech field. In fact, since it is about 70 miles one-way to the hospital, Holly often carools, and, when the weather is bad, will stay at her daughter's overnight, something she has done three times this winter.

It may have taken a while, but it appears Holly has found her niche.

ARE YOU SURE ABOUT YOUR REFERENCES?

Probably one of the most neglected part of a job search is the listing of references. We assume on acquaintance or co-worker/supervisor that we have gotten along with will give a positive review. But is that necessarily the case? Never assume! Finding good references and making sure they are not undermining you is an often overlooked but extremely important part of the job search.

A key to finding and keeping good references is communicating with them throughout the job search process .While it may be true that many companies may not conduct a detailed background check, most will contact at least one or two of your references. Are those references saying what you want?

If you have been job searching for a lengthy period and have not landed that job, it may be the result of the bad economy, but don't overlook the possibility that a negative or even 'lukewarm' reference may be holding you back {according to Allison & Taylor, a reference checking company, one man gave his mother as a reference and she had bad things to say!}. Having good references can be a deciding factor. Companies typically remove an average of one in every five applicants from consideration, according to an Office Team survey last summer. The number one area managers wanted to know about were the applicant's past job duties and experience according to a survey of more than 1,000 senior managers.

How do you know what your reference will say about you? Ask them. Be sure they emphasize related job experiences. And keep them in on what's happening and when they might be contacted.

Some job-seekers, suspecting a bad reference may be keeping them back, have actually hired a reference-checking service. The service calls and asks about the job seeker like any potential employer might and then sends the job-seeker the findings. This can be done without an outside service if you have someone you can trust and has a demeanor that is professional so the call is not suspect.

What are keys to using references? The following may help:

- Get permission to use someone as a reference. Besides being the right thing to do, if they get a call 'out of the blue,' it may make them uncomfortable and create a negative response
- Think strategically about reference choices. The key is people who know your strengths and abilities and will say that positively.
- Consider different categories. Three to five who can attest to your skills, work ethic, personal integrity, teamwork, etc.
- Never, ever list the names of references on your resume. Have them on a separate sheet of paper and don't give them to employers until they request them (but have them available when interviewing).
- Keep your references up-to-date and informed.
- Have a complete list/information. This includes all contact info.
- Be sure to thank your references for their assistance!

"One guy gave his mother as a reference, and she had bad things to say."

---Allison & Taylor

THREE JOB FAIRS SET FOR APRIL

There are three upcoming Job Fairs set for April at the Rock County Job Center, 1900 Center Ave., Janesville. Each will feature a targeted employer group. They run from 9 a.m. to 4 p.m. each day. They are as follows:

- **Manufacturing Employers—Monday, April 18**
- **Health Care Employers—Thursday, April 21**
- **All Other Industries—Monday, April 25**

Job Seekers—please bring multiple copies of your resume, cover letter, references, and other application materials.

LIBRARIES SCHEDULE APRIL COMPUTER CLASSES

Following are some computer classes scheduled by the Arrowhead Library System for April. Give a call to find out more info!

Day/Date/Time/Library	Class
Mon., 4-4, 10 a.m.-noon, EFPL	Introduction to Computers
Mon., 4-4, 1-3 p.m., EFPL	Searching the Internet
Mon., 4-4, 6-8 p.m., OPL	E-Mail Basics
Tue., 4-5, 9:15-10:45 a.m., HPL	Facebook
Tue., 4-5, 11:15 a.m.-12:45 p.m., HPL	Introduction to Computers
Tue., 4-5, 6-8 p.m., OPL	Spreadsheet Basics Excel 2007
Thu., 4-7, 3-5 p.m., OPL	Job Searching & Resumes
Thu., 4-7, 4-7 p.m., HPL	Job Seekers' Open Lab
Thu., 4-7, 6-8 p.m., OPL	PowerPoint Basics
Mon., 4-11, 11:15 a.m.-12:45 p.m., HPL	Operating with Windows
Mon., 4-11, 1-2:30 p.m., HPL	Word Processing Basics Word 2007
Mon., 4-11, 6-8 p.m., BPL	Introduction to Computers
Tue., 4-12, 6-8 p.m., BPL	Word Processing Basics Word 2007
Wed., 4-13, 10 a.m.-noon, EPL	Introduction to Computers
Wed., 4-13, 1-3 p.m., EPL	Word Processing Basics Word 2007
Wed., 4-13, 6-8 p.m., BPL	PowerPoint Basics 2007
Thu., 4-14, 10:30 a.m.-noon, HPL	Spreadsheet Basics Excel 2007
Mon., 4-18, 9:30-11:30 a.m., CPL	Word Processing II Word 2010
Mon., 4-18, 1-3 p.m., CPL	Searching the Internet
Mon., 4-18, 6-8 p.m., BPL	Internet Basics
Tue., 4-19, 9:30-11:30 a.m., CPL	Job Searching and Resumes
Tue., 4-19, 1-3 p.m., CPL	Spreadsheet Basics Excel 2010
Tue., 4-19, 6-8 p.m., BPL	E-Mail Basics
Wed., 4-20, 10 a.m.-noon, EPL	e-Bay Selling and Buying
Wed., 4-20, 10 a.m.-noon, HPL	E-Mail Basics and Setup
Wed., 4-20, 1-3 p.m., EPL	Word Processing II
Wed., 4-20, 1-2:30 p.m., HPL	Internet Basics
Wed., 4-20, 6-8 p.m., BPL	Job Searches & Resumes
Thu., 4-21, 9:30-11 a.m., HPL	Introduction to Computers
Mon., 4-25, 9:30 a.m.-3 p.m., EFPL	Individual Instruction (1 hr. sessions)
Tue., 4-26, 10 a.m.-noon, BPL	Introduction to Computers-Vista
Tue., 4-26, 1-3 p.m., BPL	Word Processing Basics Word 2007
Tue., 4-26, 3-4:30 p.m., HPL	Spreadsheet Basics Excel 2007
Tue., 4-26, 5-6:30 p.m., HPL	Word Processing II Word 2007
Wed., 4-27, 10 a.m.-noon, BPL	Internet Basics
Wed., 4-27, 1-3 p.m., BPL	Word Processing II Word 2007
Wed., 4-27, 3-4:30 p.m., HPL	Searching the Internet
Wed., 4-27, 5-6:30 p.m., HPL	Word Processing Basics Word 2007

Initials of the Libraries:

BPL—Beloit Public Library, **364-2905**; CPL—Clinton Public Library, **676-5569**; EFPL—Eager Free Public Library (Evansville), **882-2260**; EPL—Edgerton Public Library, **884-4511**; HPL—Hedberg Public Library, **758-6588**; MPL—Milton Public Library, **868-7462**; OPL—Orfordville Public Library, **879-9229**

“One important key to success is self-confidence. An important key to self-confidence is preparation.”

---Arthur Ashe



“We should set a national goal of making computers and internet access available for every American ...we must help all Americans gain the skills they need to make the most of the connection.”

---Bill Clinton

CHECK OUT THESE OPPORTUNITIES

There are many **Dislocated Worker** workshops that may be of interest to you (even if you are not in the WIA program—these are open to all). Call the Rock County Job Center for information or to schedule a session—Julie Funk: (608) 741-3462, 741-3447 to register, or call 741-3578.

All Classes listed here are at the Rock County Job Center or Annex as listed.

FutureTrac Workshop	Fri., Apr. 1, 10 a.m.-noon, Rm. K
Java & Jobs	Fri., Apr. 1, 9:30 a.m.-noon, Annex
Dislocated Worker Orientation	Mon., Apr. 4, 1-3 p.m., Rm. J
Interview 101	Mon., Apr. 4, 10 a.m.-noon, Rm. C
REE-Boot (Reemployment for Everyone)	Tue., Apr. 5, 9-11 a.m., Rm. B
Ability Profiler	Tue., Apr. 5, 12:30-4:30 p.m., Rm. B
REE-Boot	Thu., Apr. 7, 9-11 a.m., Rm. B
Dislocated Worker Orientation	Fri., Apr. 8, 1-3 p.m., Rm. J
Success Skills Training II	Fri., Apr. 8, 8:30 a.m.-noon, Rm. J
Java & Jobs	Fri., Apr. 8, 9:30 a.m.-noon, Annex
Resume 101	Mon., Apr. 11, 10 a.m.-noon, Rm. C
REE-Boot	Tue., Apr. 12, 9-11 a.m., Rm. B
WIA FutureTrac Workshop	Wed., Apr. 13, 1-4 p.m., Rm. J
Choice, Change & Adjustment	Wed., Apr. 13, 9-11:30 a.m., Rm. H
Job Tool Kit	Wed., Apr. 13, 1-3 p.m., Rm. B
Educational Options	Wed., Apr. 13, 2-3 p.m., Rm. J
FutureTrac Workshop	Thu., Apr. 14, 1-4 p.m., Rm. J
REE-Boot	Thu., Apr. 14, 9-11 a.m., Rm. B
Success Skills Training III	Fri., Apr. 15, 8:30 a.m.-noon, Rm. J
Java & Jobs	Fri., Apr. 15, 9:30 a.m.-noon, Annex
Dislocated Worker Orientation	Mon., Apr. 18, 10 a.m.-noon, Rm. J
Interview 101	Mon., Apr. 18, 10 a.m.-noon, Rm. C
Choice, Change & Adjustment	Mon., Apr. 18, 1-3:30 p.m., Rm. C
REE-Boot	Tue., Apr. 19, 9-11 a.m., Rm. B
REE-Boot	Thu., Apr. 21, 9-11 a.m., Rm. B
Dislocated Worker Orientation	Fri., Apr. 22, 1-3 p.m., Rm. J
Success Skills Training I	Fri., Apr. 22, 8:30 a.m.-noon, Rm. J
Java & Jobs	Fri., Apr. 22, 9:30 a.m.-noon, Annex
Resume 101	Mon., Apr. 25, 10 a.m.-noon, Rm. C
REE-Boot	Tue., Apr. 26, 9-11 a.m., Rm. B
Ability Profiler	Tue., Apr. 26, 12:30-4:30 pm, Rm. B
Choice, Change & Adjustment	Wed., Apr. 27, 9-11:30 a.m., Rm. J
WIA FutureTrac Workshop	Thu., Apr. 28, 9 a.m.-noon, Rm. J
REE-Boot	Thu., Apr. 28, 9-11 a.m., Rm. B
FutureTrac Workshop	Fri., Apr. 29, 10 a.m.-1 p.m., Rm. K
Success Skills Training II	Fri., Apr. 29, 8:30 a.m.-noon, Rm. J
Java & Jobs	Fri., Apr. 29, 9:30 a.m.-noon, Annex

APRIL 2011						
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29	30	31				

QUOTE OF THE DAY

“If you want to conquer fear, don’t sit home and think about it. Go out and get busy.”

---Dale Carnegie

The CORD Newsletter is designed to provide helpful information and tips to area dislocated workers. Have comments or ideas for stories?

Contact the editor:

Gregg Bosak, SWWDB,
Rock County Job Center,
g.bosak@swwdb.org
or call (608) 741-3463

Is Money Tight? Call 1-877-FOOD-635 [1-877-366-3636]

If you’re like so many other hardworking Americans looking for work and cutting corners to make ends meet, you should consider applying for **FoodShare** benefits. Call the above numbers or Rachael Sheets (locally) at (608) 216-7227 or (608) 630-1181 to see if you might be eligible. FoodShare is a tax-funded food assistance program that can be used temporarily or as long as you need it. Every month money is deposited on a debit-like QUEST card, which can be used at most grocery stores to buy food of your taste. Unused benefits roll over to the next month. Call today!