

Network to Work Meeting

Participant Agenda - February 2023 – 2 hours

Topic: Applying for Jobs Online

AGENDA TOPICS

1. Welcome and Introductions / Icebreaker 20 min.

2. Comments from A4TD Field Staff and Participant Sharing 10 min.

NOTES: _____

3. Workplace Safety Video – Fire Extinguisher Training 5 min.

<https://www.youtube.com/watch?v=ktrv34zW7-A>

NOTES: _____

4. A4TD Housekeeping Items 10 min.

- **All A4TD Training Centers will be closed on Monday, February 20th** in observance of Presidents’ Day. Your Host Agency may also be closed on that day. If it is, please make plans with your Case Management Participant Assistant and your Host Agency supervisor to make up your hours *during the same pay period*.
- **You need to notify your A4TD contact person if:**

- There are any changes to your personal information (address, phone number, email address, etc.).
 - If you become the relative or domestic partner of another SCSEP participant or your Host Agency supervisor.
 - If there are any changes to your family size, income or employment status.
- **A bit more about SCSEP and A4TD:**
- They are participants in the Senior Community Service Program (SCSEP), which is a state and federally funded jobs training program.
 - Associates for Training and Development is one of 19 organizations in the country that receives federal funds to administer the program.
 - The primary objective of the program is to help older workers receive training that leads to employment. It is a transitional training program. Thus the participant’s goal should be to enroll in the program, receive training, and then find employment. We cannot help others in need unless current participants find jobs and leave the program.
- **Jobs, Jobs, Jobs!** The goal of all SCSEP participants is to find employment. Participants are expected to search for work, and provide details to SCSEP staff so they can follow up with prospective employment leads. There are multiple sources you can use in your job search, including networking, online resources including company websites and job boards, newspapers and business publications, word of mouth, etc. Also, participants who are “job ready” are required to complete a monthly Job Search Activity Log. SCSEP staff will regularly check in with you to discuss your job search efforts and how we can assist you.
- The Department of Labor offers excellent job search skill workshops. Participants are **expected** to attend these and time spent attending counts toward your weekly training hours. Please discuss your options with SCSEP staff.
- **Please help to spread the word about SCSEP** with people you know. Anyone who wants to know more about SCSEP is invited to attend our **monthly orientation sessions**. They are held on the last Wednesday of every month at 9:00 a.m. The meetings are held on Zoom; go to zoom.us, click on “Join a Meeting” and enter the **Meeting ID** which is **959-0837-0915**. Individuals may also join by - by calling **1-646-876-9923**.
- A recording of this presentation is online for anyone who wishes to see it but is unable to attend our live sessions. Here is the link: <https://youtu.be/Qqb -AYqZAo>
- The **March meeting date** is: _____
- **Timesheet Reminder:** When recording the Network to Work meeting information on your timesheet:

- In the “# of Hours at Host Agency” column, enter **FOUR** hours less than your regular schedule;
- In the “# of Hours at Offsite Training” column, enter **FOUR** hours.
- In the “Explanation of Offsite Training Activities column”, write “Network to Work meeting”.
- You can’t train more than 8 hours on any day, even a day with a Network to Work meeting.
- Remember to print your name and host agency on the top line of the timesheet.

	5 MINUTE STRETCH BREAK	5 min.
-----------------------------------------------------------------------------------	-------------------------------	---------------

5. Job Readiness Topic –Applying for Jobs Online **45 min.**

- Follow up from last month’s meeting. Sharing re Elevator Speech
- Part 1: Setting the Stage
- Part 2 – Q & A –
 - What do you think is the most important thing to consider when applying for a job online?
 - What do you think are some of the “best practices” when applying for jobs online?
 - What have you done – or can you do – to facilitate your process of applying for jobs online?
 - What are some things you should avoid?
- Part 3 – Discussion of the Resource Document, **“How to Apply for Jobs Online”**
- Part 4 - Video – **“How to Avoid Job Scams”**, https://www.youtube.com/watch?v= BWb0y5_6fQ
- Deepen your Understanding: Compile employment history and job application basic information

NOTES: _____
