

# Network to Work – Participant Guide January 2025

## Online Job Searching

**Welcome! Don't Forget to Sign-In and turn in your JSAL & Cover Letter**

Network to Work Lessons & Materials  
are on the Participant Portal at:  
**A4td.org / a4tdtraining**

### Meeting Ground Rules:

- Silence your phones
- Maintain Confidentiality
- Listen to others
- Participate
- Use the Parking Lot

## Today's Agenda:

### 1. Introductions:

- Tell us your **name** and **job goal** or **current training**.
- **Icebreaker Question:** What is one thing you are excited about at your training this week/month?

### 2. Review Last Month:

- **Networking:** Professional networking is when you build relationships with other people both in your career field and in other related fields.
- You were asked to complete pages 4 & 5 in last month's packet. These are always available on the participant portal.

### 3. This Month:

- **Online Job Searching:** Print newspapers do still have a job section and are great for local jobs. Many employers do not bother to advertise in print, though. You need to expand your search online.
- **Resources:** Look at the resources on pages 3-5 of this packet. Page 5 is your homework.

### 4. Celebrations!

- Please share your achievements: Classes taken, Training received, and Jobs!

## 5. Programmatic Assurances:

- You must notify A4TD RC/CPMA if your personal information changes (address, phone number, email, etc)
- You must notify A4TD RC/CPMA if there are any changes to your family, income, or employment status
- You must notify A4TD RC/CPMA if, during training, you become the relative or domestic partner of another participant or of personnel at your host agency.

## 6. Workplace Safety Video:

- Link: <https://www.youtube.com/watch?v=ktrv34zW7-A>
- This short video explains how to properly inspect fire extinguishers. It then covers the P.A.S.S. system for proper, effective fire extinguisher usage. Share this video with your family, friends, relatives, co-workers, employees and people in your community. It provides valuable training in how to use fire extinguishers in an emergency. Remember: The life you save may be your own.

## 7. A4TD News:

- **Offsite Training** Options – Please see flyer on **page 6** of this packet
- **SCSEP Orientations** – Please see flyer on **page 7** of this packet to **share** with friends and family that may also benefit from this program.
- **Upcoming A4TD Closures:** Mon, January 20, (Mon, Feb 17, none in March & April)
- Please check if your Host Agency is open on this day

## 8. Timesheet Reminders:

- Names, Places, Dates, Signatures: All must be filled out!
- Do not forget to total in both the right hand column and at the bottom
- Offsite training must be explained with the name of the provider and the name of the course. *“30 minutes | GetSetup, New Member Orientation”*

## 9. Next Meeting:

- \_\_\_\_\_ day, February \_\_\_\_\_, 2024 at \_\_\_\_\_

**Get Ready! Before Searching:**

1. What is your training track? Employers call the same job by many names. Here are some suggested job titles/keywords/categories to search:

<p><b>General Office Clerk</b>          Administrative Assistant          Admin Office Support          Secretary          Receptionist          Office Assistant          File Clerk</p>	<p><b>Customer Service</b>          Customer Experience Rep          Guest Services          Front Desk Associate          Call Center          Receptionist</p>	<p><b>Healthcare</b>  <i>(area of certification)</i>          Personal Care Aide          Home Health Aide          CNA          Phlebotomy</p>										
<p><b>Retail</b>          Retail Associate          Cashier          Front End Associate          Store Associate</p>	<p><b>Janitorial</b>          Custodial          Cleaner          Porter          Housekeeper          Maintenance          “Environmental Services Worker”</p>	<p><b>Childcare</b>          Daycare          Teacher Aide          Youth Assistant</p>										
<p><b>Stock Clerk</b>          Stockroom Clerk          Inventory Clerk          Warehouse Clerk          Stocking Associate          Shipping and Receiving</p>	<p><b>Food Service</b></p> <table border="0"> <tr> <td>Host</td> <td>Kitchen Runner</td> </tr> <tr> <td>Food Runner</td> <td>Line Cook</td> </tr> <tr> <td>Wait Staff</td> <td>Prep Cook</td> </tr> <tr> <td>Server Crew Member</td> <td>Cook</td> </tr> <tr> <td>Deli Clerk</td> <td>Dishwasher</td> </tr> </table>		Host	Kitchen Runner	Food Runner	Line Cook	Wait Staff	Prep Cook	Server Crew Member	Cook	Deli Clerk	Dishwasher
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Server Crew Member	Cook											
Deli Clerk	Dishwasher											

2. How far are you willing to travel to work? List areas/towns/zip codes where you can work:

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3. How much can you work? Full-time / Part-time \_\_\_\_ Number of Hours?

## Get Set! Where to Search

### Connecticut

<https://www1.ctdol.state.ct.us/jcc/step4.asp>

**Job & Career Connection** Step Four: This step is all about connecting you with the right kinds of employers and opportunities within your chosen occupation.

<https://www.cthires.com/vosnet/default.aspx>

**CT Hires:** Job search, career guidance, resumé or letter-writing assistance, training/education programs, benefits information, or information on employers.

<https://ctjobs.com/>

All Workforce Links: <https://jobs.ct.gov/>

### Maine

<https://joblink.maine.gov/>

**Maine Job Link:** Explore the jobs, resumes, or training programs in your area

<https://www.mainecareercenter.com/resources/index.shtml>

Maine CareerCenters partner with several organizations in order to help Mainers find a better job and companies to find or train qualified employees. This page presents some of our partners, and includes local information for job seekers

### New York

<https://myjobsny.usnlx.com/>

Welcome to the **New York State Job Bank!**

<https://dol.ny.gov/career-development>

NY Career Development: From career exploration, to resume writing assistance, and interview assistance to assessing your transferrable skills, **NYSDOL's Career Development Services** are available to help all New Yorkers find a career they love

### Pennsylvania

<https://www.pacareerlink.pa.gov/jponline/Common/LandingPage/>

**PA CareerLink** Job Board

### Vermont

<https://www.vermontjoblink.com/>

Explore the jobs, resumes, or training programs in your area

### Job Banks

Career One Stop: <https://www.careeronestop.org/Toolkit/Jobs/find-jobs.aspx>

Indeed.com  
 (best for actual jobs –  
 vs recruiters)

Ziprecruiter.com

LinkedIn.com  
 (best for networking)

Glassdoor.com  
 (best for company/  
 salary research)

**GO! It's never too soon to start the search**

Begin searching. Register for the job boards. Set up email alerts. Even if you do not yet have a resume, reading job descriptions can help you develop one. Job postings and job descriptions are “wish lists” for the hiring manager. You should strive to have 60% or more of the listed preferred skills when you apply for a job. Spend your time in the beginning reading the “Preferred Skills” section of job postings on your training track.

**Assignment:** Look up **four** job openings in your training track/location and read through the “preferred skills” List some skills you find for each category below. Bring this chart back with you in February.

<b>Skills that I Have</b>	<b>Skills that I am learning at my host agency or current courses</b>	<b>Skills that I want to learn</b> (ask your RC/CMPA if these skills can be added to your IEP for training at the Host Agency or offsite)	<b>Skills I don't recognize</b> (ask Host Agency Supervisor or your RC/CMPA what these are & how you could learn them)

By starting early and reading job descriptions, you learn what employers in the field are looking for. You can improve the needed skills and refine a great resume!

## Stay Connected:

### 1. Visit the Participant Portal:

Go to A4TD.org and click on this symbol  Sign in as a4tdtraining (all lowercase, all one word)

### 2. Follow and Like A4TD on Facebook & LinkedIn:



### 3. Share the SCSEP Program with Friends & Family:



**Webinar**  
**SCSEP ONLINE ORIENTATION SESSION**

*Senior Community Service Employment Program (SCSEP) - A federally funded jobs training program specifically designed for older job seekers*

**A4TD** ADVANCING WORKFORCE  
DEVELOPMENT FOR  
MATURE WORKERS  
ASSOCIATES FOR TRAINING & DEVELOPMENT SINCE 1983



 Every last Wednesday of the month

 9:00am - 10:15am

- ✓ Learn how to earn wages while developing new job skills
- ✓ Find out about participant eligibility requirements
- ✓ Meet some of our amazing staff

**Join us on Zoom**  
<https://zoom.us/join>

Meeting ID: 895 3712 4962

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Questions? Contact us

 [www.a4td.org](http://www.a4td.org)

(800) 439 - 3307 

[info@a4td.org](mailto:info@a4td.org) 