

Participant Guide August 2026: Online Job Searching

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

Meeting Ground Rules:

- Silence your phones
- Maintain confidentiality
- Listen to others
- Participate
- Use the “Parking Lot”

Today’s Agenda:

1. Materials

- Welcome! Please sign in.
- Your **Career Navigator** (CN) and **Case Management Participant Assistant** (CMPA) have your meeting agenda and various program materials available for you on the table.
- Please be sure to provide us with any changes in your address, phone or email.

2. Welcome and Opening Remarks

- **Introductions: Introduce yourself:**
 - What you learned in the past month
 - Job goal
 - Host Agency
- “What do you hope to take away from or learn at today’s meeting?”

3. We Celebrate You! Participant Success

- Achievements are discussed.

4. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Online Job Searching”

NOTES: _____

5. Job Readiness: Online Job Searching

Video (Slide 6) Online Job Application Tips (3:52)

<https://www.youtube.com/watch?v=ahLCzxK-NnA>

NOTES: _____

- **Activity/Discussion – “Online Job Searching”**

NOTES: _____

Workplace Safety Video:

- **“7 Ways to Beat the Heat - Hot Weather Hazards - Preventing Illness & Deaths in Hot Environments” (3:28 min)**
- This video describes 7 ways to prevent heat exhaustion, heat stroke and other heat-related illnesses, injuries and deaths.”

Webpage: <https://www.youtube.com/watch?v=WYnj1G94e6Y>

NOTES:

6. Miscellaneous Matters

- **Additional information**

NOTES:

7. Jobs in the Area / Peer to Peer Support and Sharing

- **Staff will share job contacts / potential opportunities** that you should apply for when the opportunity matches your job goal.
- **Participants:**
 - Share job contacts and opportunities you know about.
 - Share any wisdom or insight you have gained from your own job search.
 - Share any challenges you are facing for which you'd like group support or input.

NOTES:

8. A4TD News & Notes

- **Jobs, Jobs, Jobs!**
 - American Job Centers (AJC)/CareerOneStop: It is a SCSEP requirement that participants use the American Job Centers/ CareerOneStop board as part of their job search. Please keep your resume updated.
 - Job Search: As a SCSEP participant, you have agreed to actively learn skills and participate in a job-search. Complete your Job Search Activity Log (JSAL) monthly. Log in to the CareerOneStop/AJC job site twice per month.
 - Do you have family or friends that could benefit from the SCSEP Program? Take a flyer, have them apply on our website, or contact your CN/CMPA!
- **All A4TD Training Centers will be closed** on Monday, September 7 in observance of Labor Day. Your Host Agency may be closed on that day. If so, please make plans with your CMPA and your Host Agency supervisor to make up your hours **during the same pay period**.
- You must notify your local A4TD training center staff / Case Management Participant Assistant office:
 - If your personal information changes (address, phone #, etc.)
 - If there are any changes to your family size, income, or employment status.
 - If during training, you become the relative or domestic partner of another participant or of a staff member at your host agency.
- **Timesheet Reminders:**
 - Names, Places, Dates, Signatures: all must be filled out!
 - Do not forget to total the right-hand column and at the bottom.
 - Offsite training must be explained with the hours breakdown and name of the provider (organization, school, or online platform).
 - It is your responsibility to save your paystubs.
 - For today's meeting in the "Explanation of Offsite Training Activities column", write "Network to Work meeting".
 - You cannot train more than 8 hours on any single day, even a day with a Network to Work meeting.
 - We pay for training activities only, not job search activities, such as searching, applying for jobs, writing cover letters, completing JSALs.

9. Conclusion of the Meeting

Next Meeting:

- ____ day, September __, 2026 at _____
- The **September** meeting topic is **Workplace Safety**.
- All Participants are required to complete a Job Search Activity (JSAL). Bring your Job Search Activity Log (JSAL) to the next meeting.

August 2026 Topic: Online Job Searching

Use this guide to help search for jobs. What is your training track? What job titles can you use in your search?

Employers may call the same job a different name. Here are some suggested job titles/keywords/categories to enter in search fields.

1. Customer Service Representative

- Guest Services Associate
- Front Desk Associate
- Call Center Agent
- Receptionist
- Customer Service Associate
- Customer Care Representative
- Member Services Representative
- _____
- _____
- _____

2. Food Preparation & Service Worker

- Food Runner
- Wait Staff
- Server Crew Member
- Deli Clerk
- Kitchen Runner
- Line Cook
- Prep Cook
- Cook
- Dishwasher
- _____
- _____
- _____

3. Home Health Aide

- Home Health Aide
- Home Care Assistant
- Home Health Worker
- Certified Nursing Assistant (CNA)
- Patient Care Technician (PCT)
- _____
- _____
- _____

4. Personal Care Aide

- In-Home Caregiver
- In-Home Aide
- Care Assistant
- Companion Caregiver
- Personal Support Worker
- _____
- _____
- _____

5. Retail

- Retail Salesperson
- Retail Associate
- Cashier
- Front End Associate
- Store Associate
- Store Support Associate
- Store Team Member
- Service Desk Associate
- _____
- _____
- _____

6. General Office Clerk

- Administrative Assistant
- Office Support
- Receptionist
- Office Assistant
- File Clerk
- Appointment Scheduler
- _____
- _____
- _____

7. Stock Clerk

- Overnight Stocker
- Stocking Associate
- Receiving Clerk
- Inventory Assistant
- Inventory Control Clerk
- Order Picker/Packer
- Merchandising Associate
- _____
- _____
- _____

8. Child Care Worker

- Daycare Assistant
- Youth Assistant
- Preschool Teacher Aide
- Classroom Aide
- Nursery Assistant
- Early Learning Assistant
- _____
- _____
- _____

9. Janitor

- Custodian
- Cleaner
- Porter
- Housekeeper
- Maintenance

- _____
- _____
- _____

Where to Search

- Job Boards
 - Indeed.com
 - Monster.com
 - LinkedIn.com
 - Glassdoor.com
 - ZipRecruiter.com
 - Careerbuilder.com
 - _____
 - _____
 - _____
 - _____
- Company Websites –check to see if the job posted is on the company website and apply there
- Local: your town, city, state websites
- Career OneStop.org (American Job Centers)
- Your state’s job boards
- Career One Stop: <https://www.careeronestop.org/Toolkit/Jobs/find-jobs.aspx>

Connecticut

Job & Career Connection

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

CT Hires

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

CT Jobs

<https://ctjobs.com/>

Maine

Maine Job Link

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

Maine Career Centers

<https://www.myworksourcemaine.gov/>

New Hampshire

NHampshire Works

<https://nhworksjobmatch.nhes.nh.gov/vosnet/default.aspx>

New York

My Jobs NY

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

NY Career Development

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

Pennsylvania

PA CareerLink Job Board

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

Vermont

Vermont Job Link

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