



October 2017

THE JOB LINK

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SAGINAW COUNTY WORKSHOP SCHEDULE

Interviewing	10/2	9:00am-11:00am
Resume/Job Search	10/2	1:00pm-4:30pm
Stress Management	10/3	9:00am-11:00am
Veterans	10/4	9:00am-11:00am
Budgeting	10/4	2:00pm-4:00pm
Mature Worker	10/5	2:00pm-4:00pm
Networking	10/6	9:00am-11:00am
Customer Service	10/9	9:00am-11:00am
Workplace Communication	10/9	2:00pm-4:00pm
Out For Good	10/10	9:00am-11:00am
Resume/Job Search	10/11	8:30am-12:00pm
Essential Work Skills	10/11	1:30pm-4:30pm
Networking	10/12	2:00pm-4:00pm
Interviewing	10/13	9:00am-11:00am
Resume/Job Search	10/16	1:00pm-4:30pm
Interviewing	10/17	9:00am-11:00am
Networking	10/18	9:00am-11:00am
Mature Worker	10/18	2:00pm-4:00pm
Stress Management	10/19	2:00pm-4:00pm
Customer Service	10/20	9:00am-11:00am
Budgeting	10/23	9:00am-11:00am
Interviewing	10/23	2:00pm-4:00pm
Resume/Job Search	10/24	8:30am-12:00pm
Customer Service	10/25	9:00am-11:00am
Stress Management	10/25	2:00pm-4:00pm
Workplace Communication	10/26	2:00pm-4:00pm
Mature Worker	10/27	9:00am-11:00am
Essential Work Skills	10/30	9:00am-11:00am
Portfolio	10/30	2:00pm-4:00pm
Networking	10/31	9:00am-11:00am

Please sign up to attend. Notify your Career Manager.

Like us on Facebook (Great Lakes Bay Michigan Works) and follow us on Twitter (@GLB MiWorks) if you'd like to receive notices on new job postings.

WORKSHOP DESCRIPTIONS

Essential Work Skills – Interactive workshop that provides a certificate of completion that demonstrates to employers that you possess skills necessary to be successful. ***Required for anyone interested in training.***

Mature Worker – Job Search targeted to job seekers 45+ years old.

Networking – Learn to develop your own networking circle and how to expand it to tap into a large number of jobs that are rarely advertised.

Out For Good – For job seekers with felonies/misdemeanors with specific job search issues.

Portfolio – Show off your accomplishments by creating a portfolio. Materials provided.

Veterans – To assist with the transition from military work to jobs in the civilian workforce.

Highlighted Jobs: Go to www.mitalent.org

Dobson Home Health Care – HHA, CNA, RN
 Bay City #7071490
 Saginaw #6850610
 Midland #6850602

McLaren Medical Center, Bay City – Housekeeping #8146233
 EMT #8142315

DK Security, Saginaw – Security @ Dow Event Ctr #8147364
 DOW, Auburn – Laboratory Tester #8146874
 O'Reilly, Saginaw – Parts Delivery #8146426
 KMG Prestige, Midland – Maintenance Technician #8142824
 Manpower, Bay City – Assemblers #8142315

SVSU JOB FAIR!

Date: October 13, 2017
Location: SVSU Curtis Hall
Time: 12pm-3pm

- Must be dressed professionally
- Be prepared for an interview
- Bring several copies of your resume
- For more info visit:
www.svsu.edu/careerservices/events/employmentfairs

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Debunking common job search myths

By Robert Half International

We've all heard that a résumé shouldn't be longer than a single page. And that "It never hurts to apply," even to jobs that are a long shot. It seems as if everyone has at least a small nugget of job search wisdom to pass along. But rather than helping you, some of the advice you receive could be harming your chances of finding a new position. Job search myths -- like the "rule" about the one-page résumé -- have a habit of sticking around even though they're not true. Here are several that have been debunked:

You should keep your résumé to one page.

This job search myth is perhaps the oldest of the bunch. Even if it were true at some point, it certainly isn't now. Hiring managers are much more interested in getting a true sense of your skills and experience than counting the number of pages you use. Although you don't want to ramble on unnecessarily, don't worry about going past the single-page mark if you need more space to list all of your professional accomplishments.

You shouldn't bother to send a cover letter.

Many job candidates think the cover letter is a thing of the past, especially since the vast majority of applications today are submitted online. But most hiring managers appreciate the introduction a cover letter provides. It also offers you an opportunity to expand upon one or two key points from your résumé, thereby strengthening your case for the job. Since fewer and fewer applicants are submitting a cover letter, a well-written one can help you stand out. If you are submitting your résumé as an attachment or uploading it to a database, use the email message as your cover letter.

You should consider only full-time employment opportunities.

It's a mistake to overlook temporary positions. These assignments can last for weeks or even months, providing a source of income and a chance to network and build new skills. In addition, an increasing number of employers are viewing temporary engagements as on-the-job auditions, evaluating a potential hire's fit for the role prior to extending a full-time offer.

You should apply for as many jobs as possible.

It's true you shouldn't pass up an opportunity you feel is right for you. But applying for openings that you have little true interest in or that have requirements you clearly cannot meet is a waste of time -- for both you and the hiring manager. Focus on positions that spark your interest and match your qualifications. Then, customize your application materials to show why you deserve to be considered.

You shouldn't bother looking for work during the holiday season or summer.

Sure, people are on vacation during these times of year. But as we all know, business never stops. Companies hire year-round -- even at the end of the year and during the summer. Don't put your job search on hold. Instead, realize that there's less competition from other job seekers, increasing the likelihood you're the one called in for an interview.

You shouldn't send an application unless a company has posted a job ad.

Every job seeker dreads hearing that his résumé will be "kept on file." So it's understandable that you want to be sure a company is hiring before putting in the time and effort necessary to submit a résumé and cover letter. Use your professional network to uncover opportunities that haven't been announced yet.

You should just cross your fingers after submitting a résumé.

Once you've sent in your résumé, the ball is completely in the hiring manager's court, right? Not necessarily. Don't be afraid to contact the employer after you've applied to reaffirm your interest in the position and explain why you're a good fit for the role. Employers sometimes need to be reminded of your qualifications. In fact, 81 percent of managers polled by Robert Half said job candidates should follow up within two weeks of applying for a job.

You should take the first job offer you get.

In a tough job market, this is one myth that is partially, but not entirely, true. Take a step back before rushing to sign on the dotted line. If your situation allows, it could pay to be selective. Ask yourself if the opportunity fits your long-term career goals. Will it give you opportunities for advancement and professional development? If not, taking the job could mean missing out on one that does offer this potential.



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7 Questions Job Seekers Should Always Ask--But Can't



By Alison Green | U.S. News & World Report LP – Mon, Aug 27, 2012

When you're interviewing for a job, it's crucial to interview the employer right back, to make sure that this is a job you want and a company you want to be a part of. But here are some questions most job seekers don't feel comfortable asking--even though they'd love to know the answers:

1. How secure is this job? No one wants to leave a secure job for one that's in danger of disappearing. If the new company is having financial troubles, new hires could be on the top of the list if layoffs happen--but all too often employers don't warn prospective hires that this might be coming.

How to find out: You can often find information online about a company's financial position--but it's also not taboo to ask an interviewer outright about the company's finances and how safe the position is in case of cutbacks or strategic changes.

2. What do your employees think of you? Managers have an enormous impact on workers' day-to-day quality of life at work. Yet it's often hard to tell in an interview if a manager is going to turn out to be unreasonable, or a wimp who can't get things done, or a jerk, or even outright abusive.

How to find out: Peek behind the curtain by asking to talk to some of the other employees who you would be working with. A good company won't mind arranging that, so it's a red flag if they balk. You can also check the company's reviews on sites like GlassDoor.com (although take these reviews with a grain of salt since they're anonymous).

3. Can I really use those benefits? Some companies offer generous vacation time on paper, but not in practice. If you can never get your time off approved and your manager frowns on taking vacations, it won't matter how much paid time off you're supposedly earning.

How to find out: Talking to current employees can help you learn the truth about benefits too. Try asking about what time people typically leave work, when they last took vacation time, and how they feel about the company's benefits package overall.

4. Why do most people really leave jobs here? In some offices, it's a poorly kept secret that turnover is high because the company won't give raises or offer opportunities for promotion, or simply because the management makes employees' lives miserable. But as a job seeker, it can be impossible to tell this from the outside.

How to find out: Ask what kind of turnover the department or organization has had recently. You can also ask what the company does to retain good employees.

5. How do people get along here? Few people want to work for a company where co-workers pass the day in icy silence (or worse, open hostility). And on the other side of the spectrum, most people don't want to work for a company where they'll be expected to attend nightly happy hours and participate in forced bonding either.

How to find out: Pay attention to the energy of the office when you're there to interview: Do people seem cheerful and focused, or miserable and counting the hours until the day ends?

6. How often do you give raises? A proposed starting salary might seem generously high--but if it will be years before that number is revisited, it might suddenly be a lot less appealing. A good starting salary could turn into a below-market thorn in your side in a few years.

How to find out: As with most things money-related, wait until you have a job offer to inquire about this one. Once you have an offer and you're negotiating salary, ask how often salaries are revisited typically. Is it an automatic annual process tied to performance evaluations or is it more ad hoc?

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7. When is the last time you fired someone? Most people know how frustrating it is to have a co-worker who the company obviously should have fired but who instead was allowed to languish on. Just as good workers want to work for a company that will reward great performance, they also want to work for a company that will get rid of people if they deserve to be fired.

How to find out: This question can be tricky, because you don't want to sound as though you're hoping to slack off without any consequences. You can get around that by explaining why you're asking. For instance, you could say, "I've seen first-hand the impact on a team when someone isn't pulling their weight, and so I know how important it is to address that when it happens. How does the company handle performance concerns?"

Don't Let Your Resume Be Considered Spam Posted on March 7, 2013 by Gretchen Ponte

Have you caught yourself after many long hours on the computer searching for a job, straining to focus and asking yourself, "Did I already apply to this job? It looks familiar." But you quite can't remember, so you still click submit anyway. If you've been in this situation, you are one of many in the job market making the same mistake: not keeping track of where you submit your resume and as a result, applying for the same job multiple times.

As an applicant, you are advertising yourself, your skill set and your work history. Marketing experts suggest creating and maintaining a "personal brand." But when you submit your resume multiple times to the same position, your resume could be acknowledged as spam. Spam can be defined many ways, but is generally any unsolicited email. Do you want your resume to be bulked in the same folder as pesky advertisements or links to viruses? Do you want what you're trying to sell—your brand—to be put in the junk folder?

The easiest way to prevent your resume from becoming spam is through keeping a running list of everywhere you submit your resume or profile. It doesn't matter if you use Excel, Word or the old standby of paper and pen to craft your resume and send it in three different formats, you don't want to submit duplicate content. When making the list of jobs you've applied to, keep in mind the who, what, where and when questions:

- **Who** am I submitting my resume to? If you don't see the company name, write down the source.
- **What** is the title and description? Be specific.
- **Where** is the position? List the address, city and state.
- The date **when** you submitted your information.

If you are submitting through a third party, ask for the end client name. You will need to reference this information to check for any duplicates. This list will also serve as a way for you to follow up on positions you have not heard back on.

I often get asked, "Won't my resume be viewed more if I submit it multiple ways?" The answer is maybe, but it may not be perceived as a good thing. A Hiring Manager or HR rep that is receiving applicant resumes has limited time and many other responsibilities along with a high volume of applicants to screen. They are quickly scanning your resume for the most important information:

- Who is applying?
- What position are they applying for?
- Where are they located or where are they in their career?
- Why are they applying to this position?
- Does this person have the have the required skills and/or experience?

If you submit your resume for the same position numerous times, whether directly or through other sources, these busy Hiring Managers now have to spend additional time looking at something they have already seen. Some duplicates are caught quickly, while others may not be. If you were on the receiving side and was sent the same thing twice, three times, etc. would you be impressed or annoyed? Does submitting your resume multiple times show your attention to detail or your organizational skills? Take it from me: no, it does not.

So the next time you are browsing social media networks, websites or job boards looking for opportunities, have your list ready, and limit the risk of sending your resume to the same job multiple times. Give your resume the best chance of being viewed: don't duplicate.



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NOW RECRUITING:

EMT - Paramedics

We are actively recruiting for this training opportunity which prepares and trains students for careers as Paramedics in as little as 18 months. Long Term Career with Short Term Training. You will first complete the 7 week EMT-B training. Thereafter, you will begin Paramedic training while you are working as a licensed EMT, gaining valuable experience and income while you complete your Paramedic training. Funding may be available for those that qualify. Work with your Career Manager to ensure that you meet the requirements and have completed all necessary steps for eligibility. EMT training lasts approximately 7 weeks, and the part time Paramedic training, while you work as a full time EMT, will take an additional 12 months. Starting salaries are \$10-19 per hour.

Eligibility for both trainings includes, but is not limited to:

- WorkKeys; Applied Math (4), Work Place Documents (5), and Graphic Literacy (4)
- High School Diploma/GED
- No felonies & ability to pass a drug screen
- Ability to meet physical requirements; lift 100 lbs. at waist level
- Have reliable transportation, valid driver's license & driving record from Secretary of State showing less than 4 points
- Possess basic computer skills
- Up to date on vaccinations & able to attain Hep B vaccination & TB test



Work with your Career Manager to get help with the application process. Make plans to attend an upcoming Information Session:

- ◆ 10/4/2017 @ 1:00pm at MMR- 834 S. Washington, Saginaw
- ◆ 10/17/2017 @ 1:00pm at MMR- 834 S. Washington, Saginaw



Chemical Processing Fast Start:

Over 90% of students have re-careered and received job offers. Dow Chemical, and Hemlock Semiconductor have indicated that hiring will remain strong for the next several years. Starting salaries are \$14-24 per hour.

This is a **13 week** (40 hours per week in class, plus assignments outside of class) obligation. Successful completion will earn you 25 academic credits toward a Chemical Process Technology Associate degree and eligibility to apply for employment as a Chemical Process Operator.



Work with your Career Manager to get help with the application process. We anticipate the next class will be early 2018. Now is the best time to start the pre-application process. Information sessions will be scheduled soon.



Ask Me About *Fast Start!*

Delta College, in partnership with Michigan Works, provides short term specialized training when local employers are projected to have hiring needs that cannot be met by the local job market. Students for Fast Start trainings are selected by **Delta College**. Michigan Works can help you be more competitive for that selection process.

Chemical Processing

13 Week Class
Application Due: TBA

Classes Begin: Early 2018
Cost: \$5,400
Starting Salary: \$14-24

Applications are posted to Delta College's website and are available at all Great Lakes Bay Michigan Works offices.

<http://www.delta.edu>