

# Employment and the Computer

Using Your Computer to Go from Unemployed to the Right Job for You!

## Today's Job Hunt

In today's world the computer is important both in finding a job and working on the job. The Fulton County Public Library's classes are designed to help you in using some of the basic programs for the computer and the internet. This course will help you use these tools for your job search.

Today's class will cover:

- Unemployment claims and programs
- Creating your resume
- Searching for jobs online
- Completing online applications
- Where to find training online

**Indiana Workforce Development:** [www.in.gov/dwd/](http://www.in.gov/dwd/)

IWD administers unemployment insurance and provides a number of other services for Hoosiers from local offices throughout the state. This is a brief overview of what's available

(Note: to find the office near you go the Indiana Workforce Development site, choose 'Find a local Work Center, then click on the appropriate map)

## Unemployment Insurance

Qualifications:

- Off work 21 days or more
- Contributed to insurance for 3 of the 4 previous quarters

Benefits:

- Paid weekly on VISA debit card
- The length of time you receive benefits will vary from person to person

**IndianaCareerConnect:** [www.indianacareerconnect.com](http://www.indianacareerconnect.com)

You must register on [IndianaCareerConnect.com](http://IndianaCareerConnect.com) and search for 3 jobs per week

Work assistance programs include:

- Career Tips
- Skill Matching
- Career Explorer
- Career Informer
- Job Market Explorer

**WorkOne:** [www.in.gov/dwd/WorkOne/](http://www.in.gov/dwd/WorkOne/)

WorkOne offers a number of seminars that can help you in your job search

- Workshops
- Computer Classes
- MindLeaders
- Training Programs

### **Online Training**

- Find out if the Indiana Career Center at WorkOne offers courses that meet your needs
- Online training is great but will usually have costs associated with it
- Training in specific industries is sometimes available
- Make sure it serves what you want to do

### **Financial Assistance:**

#### **Health Programs**

- **Hoosier Healthwise:** children 18 and younger; pregnant women; low-income families with dependent children
- **Healthy Indiana:** adults 19-64 and are uninsured for at least 6 months with no access to health insurance
- **Rx for Indiana:** prescription assistance
- **INShape Indiana:** fitness and smoking cessation programs

#### **Financial Programs**

- **Temporary Assistance for Needy Families (TANF):** families with children under 18 with financial support issues
- Housing Assistance
- Energy Assistance
- Child Care Assistance

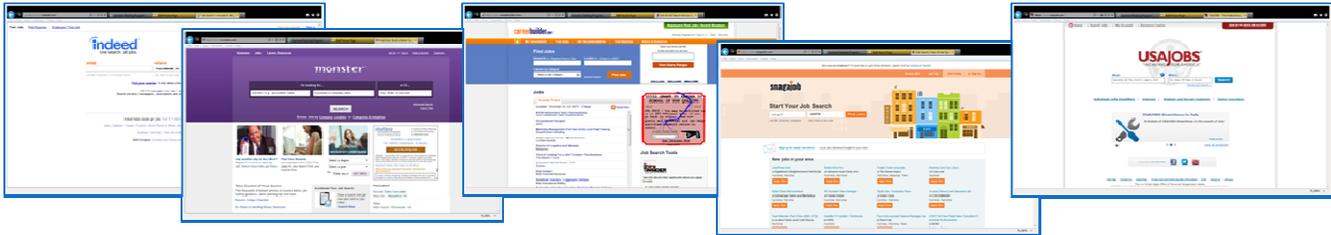
#### **Nutrition Programs**

- **Supplemental Nutrition Assistance Program (SNAP)**
- **Women, Infants, and Children (WIC)**
- National School Lunch and Breakfast Program

#### **Veterans Programs**

Veterans have special priority. Each office has a veteran's representative that provides assistance such as direct referrals for jobs, occupational skills assessment, and training incentives and grants among other things.

## Searching for Jobs Online



indeed.com    Monster.com    CareerBuilder.com    Snagajob.com    USAJOBS.gov

Register with online job sites, using a user ID and password. You will usually be required to have an email address to check on your status.

### Online Applications

These days most companies require online applications rather than paper applications

You will need to set up an account. Keep a notebook that lists the user IDs and passwords you use for each company. You may not be able to use the same information for all of the companies

Most applications will allow you to download your resume and likely also require additional information

### Resumes

- A resume presents you to a prospective employer
- It is a summary of your education and work experience to date
- It's also a sales brochure for you!

Resume templates are available in Microsoft Word, OpenOffice Writer, and other text programs. All you have to do is fill in the information.

In Microsoft Word:

1. Click File
2. Click New
3. Under Available Templates, choose New Resume Samples

### Resume Tips:

Creative resumes are great when they work but many times it can be confusing rather than enlightening.

The reader probably won't spend more than a minute or two on each one they receive. Keep it straightforward and simple!

Double check any social media accounts you have and delete anything that might cause a prospective employer to eliminate you

Go over the resume several times looking for the best way to present yourself

### Interviewing

- Practice interviewing with someone
- Research and know something about each company you're interviewing with before you get there
- Make eye contact and be positive
- Show how your skills match their needs
- Dress as if you're going to start that day
- Take their business card and follow up with a 'thank you' letter