

## GOT A JOB?

Congratulations!  
Whether you found the job at CareerPoint or elsewhere, please let us know the details by giving us a call or filling out a "got a Job" form online or in the Resource Center. As a thank you for helping us with our hiring statistics, you will be entered into our monthly raffle for a \$50 gift certificate to a local grocery store.



Please don't forget to let us know because the only way we know you found a job is when you tell us. Our staff cares and loves hearing about your success. Not only that, but it also helps us with our statistics. So, please complete the "I Found a Job Form," or email or call us. When you do, you will be entered in a bi-monthly raffle and you may receive a \$50.00 gift certificate.

All registered CareerPoint customers are eligible, and it doesn't matter what services you received, or whether you found your job through a job posting, a referral, or elsewhere.

And don't forget that even though you found a job, you are still a CareerPoint customer and able to use our services or attend a workshop.

**We Truly do celebrate when  
our customers get jobs!**

# Career**POINT**

Become a Fan of CareerPoint on Facebook and Follow us on Twitter to receive information on Job Fairs, events, job search tips, Hot Jobs and more!



*Our mission is to develop a strong workforce system by enhancing the competitive strength of companies, improving the skills of employees and jobseekers, and expanding career opportunities through economic development.*

**CareerPoint**

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# Career**POINT**



**Is there a new Job in  
your future?**

*Find out how  
your local  
Career Center  
can work for  
you....*



## To Become Registered...

**Please Call 413-532-4900 to schedule an orientation.**

It is **free** to become a CareerPoint Customer! We are Federally and State funded along with several private funding streams. To register as a CareerPoint customer, you should attend an Orientation so that you can learn how to best utilize the center. Orientations are offered twice a week. You can find a list of orientation dates and times on our monthly calendar or on our website under the "Become a CareerPoint Customer" link. Just call the main number listed above to schedule a time. Once you attend orientation, you then will be able to use our programs and services.

We are here to assist you with your job search by offering workshops, materials, information, guidance, career counselors, and other resources.

We have a **Resource Center** where you can use our computers to research job postings online, view our "Hot Jobs" board, use the fax machine or copier, get access to industry and occupational information, and browse recent newspapers. There is always a staff person on duty to assist you if you have any questions.



## LEARN NEW SKILLS DURING YOUR JOB SEARCH!

We offer various computer workshops such as:

- Introduction to Windows
- Introduction to Word
- Introduction to Excel
- Online Job Applications
- Publisher
- PowerPoint
- Access
- And more!



*Most of our computer classes are free. Advanced classes are offered at a nominal fee.*

We offer Job Search Workshops such as:

- Resume Preparation Workshops
- Interviewing Your Next Boss
- Cover Letters
- Dressing for Success
- Values and Career Choices
- Networking Club
- Various Job Clubs
- And More!

*There is no fee to attend our job search workshops.*

*Once you are a registered customer, you can sign up for any of our workshops. If you have questions about which one is right for you, feel free to ask a staff person.*

## Specialized CareerPoint Services

- **Bilingual ESOL, GED, and Adult Basic Education Referrals.**
- **Career Assistance** to help identify job opportunities, plus guidance on job search planning in areas such as resume development, interviewing and networking.
- **Exploration of Training, Educational, and/or Career Change Opportunities.**
- **Military Veteran Information and Support**
- **Post Employment Services** support services and employment related clothing for eligible DTA referred participants.
- **Re-Entry Services** help ex-offenders receive assistance identifying job opportunities, as well as guidance on job search planning and preparation.
- **Services for People Living with Disabilities** include dedicated staff members as well as Adaptive Equipment
- **Unemployment Insurance Specialist** is outstationed here at CareerPoint. This person sees customers on a walk-in basis, first come first serve.
- **Youth Opportunities for Ages 14-21**

*Servicios en Español disponibles*