

MANAGING



Linda A. Boelter

Where to go for help finding a job

job seeking. If you don't have a computer, you can call the JobLine available 24/7 at (800) 414-57488 to hear the jobs listed on JobNet and America's Job Bank for Wisconsin.

Employment assistance programs

Are you searching for information about unemployment insurance, workers' compensation or Wisconsin Works? You can explore these links to learn more about the various Wisconsin assistance programs.

Wisconsin Welfare to Work (WtW)

(www.dwd.state.wi.us/dws/w2/ncp.htm) Temporary Assistance for Needy Families (TANF) provides job placement, training, and post-employment support services through the Welfare to Work program.

Wisconsin Works (W-2)

(www.dwd.state.wi.us/dws/w2/default.htm)

Wisconsin Works (W-2) is the welfare-replacement program for Aid to Families with Dependent Children (AFDC) and is based on work participation.

Wisconsin Works (W-2) Child Care

(www.dwd.state.wi.us/dws/programs/childcare/)

W-2 also provides information on child care support to low-income working families.

Unemployment Insurance

www.dwd.state.wi.us/ui/ Unemployment insurance gives temporary economic assistance to Wisconsin's eligible workers.

Workers' Compensation

(www.dwd.state.wi.us/wc/)

Workers' Compensation provides information on filing a claim, returning to work, requirements for workers' compensation, and how to obtain workers' compensation insurance.

Veterans' Retraining Grants

(dva.state.wi.us/Ben_retraininggrants.asp) With Veterans' Retraining Grants, recently unemployed or underemployed veterans may receive up to \$3,000 per year, for up to two years (if they have a financial need) while being retrained for employment.

Vocational Rehabilitation

(www.dwd.state.wi.us/dvr/)

Wisconsin's Vocational Rehabilitation is a federal/state program designed to obtain, maintain, and improve employment for people with disabilities by working with vocational rehabilitation consumers, employers, and other partners.

Other tools for job seekers

Career OneStop

(www.careeronestop.org/)— information on careers, training, employment, and job seeking

Resume Tutorial

(www.acinet.org/acinet/resume/resume_intro.asp)— an online guide to creating more effective resumes

America's Job Bank Resume Writer

(www.acinet.org/acinet/resume/resume_intro.asp?id=14&nodeid=26)— a step-by-step guide to navigating through America's Job Bank Resume Builder, a no-fee resume posting service

Other employment related tips and information

(www.dwd.state.wi.us/dwd/publications/viewsort/default.asp?ID=NEW) — list of online pamphlets on job-seeking and employment related topics published by the Department of Workforce Development

The best place to go for information on legitimate jobs is your local

Wisconsin Job Center

(www.dwd.state.wi.us/dws/directory/default.htm) or call (888) 258-9966 toll-free for the phone number and address of your nearest Wisconsin Job Center. You can get information about jobs available in your area, tips on searching for jobs, financial assistance programs, and help with resumes and job interviews online at the **Wisconsin Job Center** web site (www.wisconsinjobcenter.org).

Wisconsin's JobNet job search system

(www.dwd.state.wi.us/jobnet/mapWI.htm) contains current job opportunities listed with the Wisconsin Job Center system. You can also access this information by telephone using JOBLINE at (800) 414-5748. Other out-of-state listings are available by selecting the America's Job Bank option on the Wisconsin Job Center (www.wisconsinjobcenter.org) web site.

Other helpful resources include:

Wisconsin Seasonal Jobs (www.dwd.state.wi.us/dws/wec/seasonaljobs/default.htm) lists hundreds of seasonal employment opportunities throughout the state.

America's Job Bank (www.ajb.org) is a national job database. You can search for jobs and post a resume using the Resume Builder feature to create an online resume. Job Scout will automatically e-mail you any jobs that meet your criteria. It is part of America's Career One-Stop with many great resources for career planning and

Suggestions for job interviews

Find tips on finding job openings and preparing for job interviews in the publication **Keys to Successful Interviewing**.

(www.dwd.state.wi.us/dwd/publications/dwsj/pdf/DWSJ-6951-P.pdf)

It is also available from Wisconsin Job Centers. Here are some highlights:

- **Do some advance homework on the company before your interview.** Ask the personnel or business office for printed material, consult an employee who works there, or check with your public library. Knowing about the company's history and jobs may help you decide what to say about yourself and help you give a more favorable impression.
- **Practice interviews with a family member or friend,** especially one who has been successful in getting jobs and will give you frank, honest feedback.
- **Take along your work record and names of references.**
- **Dress conservatively.** Wear a dress or dress pants and a blouse or trousers and a neat shirt. For suggestions, check **Hidden Elements of Interviewing** (www.dwd.state.wi.us/dwd/publications/dwsj/pdf/DWSJ-9484-P.pdf) or request a copy from your Wisconsin Job Center.
- **Report for your interview on time and alone.** If you get a ride, have the driver wait somewhere else for you.

- **Answer the employer's questions honestly and briefly.** Don't talk about personal matters unless you are asked. Talk about your qualifications completely without exaggeration. Your task is to show why the company should hire you instead of another applicant.
- **If your first interview does not lead to a job offer, don't be discouraged.** Few people get the first job they apply for — and often not the second or third, either.
- **Think about each interview afterwards and decide what you did that made a good impression and what you might do better.** Then try again. Don't punish yourself for every mistake you may have made in the interview. You'll do better with practice.

Resources

For help finding a job...

See these money management fact sheets in this series, in English or Spanish:

- Setting spending priorities* (B3459-01)/
Cómo decidir cuáles son los gastos más importantes (B3459-01S)
- Strategies for spending less* (B3459-02)/
Cómo gastar menos (B3459-02S)
- Deciding which bills to pay first* (B3459-03)/
Cómo decidir qué cuentas pagar primero (B3459-03S)
- Talking with creditors* (B3459-04)/
Comunicación con los acreedores (B3459-04S)
- Keeping a roof overhead* (B3459-05)/
Cómo asegurarse de que la familia tenga donde cobijarse (B3459-05S)

- Meeting your insurance needs* (B3459-06)/
Cómo pagar por el seguro que necesita (B3459-06S)
- Bartering* (B3459-07)/
El trueque (B3459-07S)
- Making the most of what you have* (B3459-08)/
Cómo sacar el mayor provecho de lo que tiene (B3459-08S)
- Deciding if bankruptcy is an option for you* (B3459-09)/
Cómo decidir si la protección por bancarrota es una buena opción para usted (B3459-09S)
- Taking care of yourself* (B3459-10)/
Cómo satisfacer las necesidades personales (B3459-10S)
- How you can help when mom or dad is unemployed* (B3459-11)/
Cómo puedes ayudar cuando tu papá o tu mamá está sin empleo (B3459-11S)
- Helping children cope* (B3459-12)/
Cómo ayudarles a los niños a sobrellevar las dificultades (B3459-12S)
- Community agencies that can help* (B3459-13)/
Las agencias comunitarias pueden ayudar (B3459-13S)
- Looking for a job—Watch out for scams* (B3459-14)/
Búsqueda de trabajo—Tenga cuidado con las estafas (B3459-14S)
- Where to go for help finding a job* (B3459-15)/
Dónde conseguir ayuda para encontrar empleo (B3459-15S)
- Starting your own business* (B3459-16)/
Cómo iniciar su propio negocio (B3459-16S)

UW
Extension

Copyright © 2006 by the Board of Regents of the University of Wisconsin System doing business as the division of Cooperative Extension of the University of Wisconsin-Extension. All rights reserved. Send copyright inquiries to: Manager, Cooperative Extension Publishing, 432 N. Lake St., Rm. 103, Madison, WI 53706.

Author: Linda A. Boelter, CFP®, professor emeritus, University of Wisconsin-Extension

Reviewers: Marsha A. Goetting, CFP®, Professor and Extension Family Economics Specialist, Montana State University; and Elizabeth Kiss, Family Resource Management Specialist, Purdue University.

Produced by Cooperative Extension Publishing, University of Wisconsin-Extension.

An EEO/AA employer, University of Wisconsin-Extension Cooperative Extension provides equal opportunities in employment and programming, including Title IX and Americans with Disabilities Act (ADA) requirements.

This publication is available in English or Spanish from your Wisconsin county UW-Extension office (www.uwex.edu/ces/cty) or from Cooperative Extension Publishing. To order, call toll-free 1-877-WIS-PUBS (877-947-7827) or visit our web site at commerce.uwex.edu.

Managing Between Jobs: Where to Go for Help Finding a Job (B3459-15)

R-05-2006