



A proud partner of the
AmericanJobCenter®
network

SEEKING A JOB?

NCWorks Career Centers are your source for connecting with employers in your local area.

JOB SEEKER SERVICES

THE HELP YOU NEED FOR

NCWorks Career Centers provide job-training programs and services to help you increase your skillset and obtain meaningful employment. No matter your circumstances or background, your career center can help you maximize your job search.

Get started, here's how:

1

Create Your Profile

Enter your contact info and begin your profile on NCWorks Online.

2

Meet A Counselor

A specialist will help you get started with your job search.

3

Identify Your Skills

Our assessments will determine what job skills you have.

4

Plan Your Career

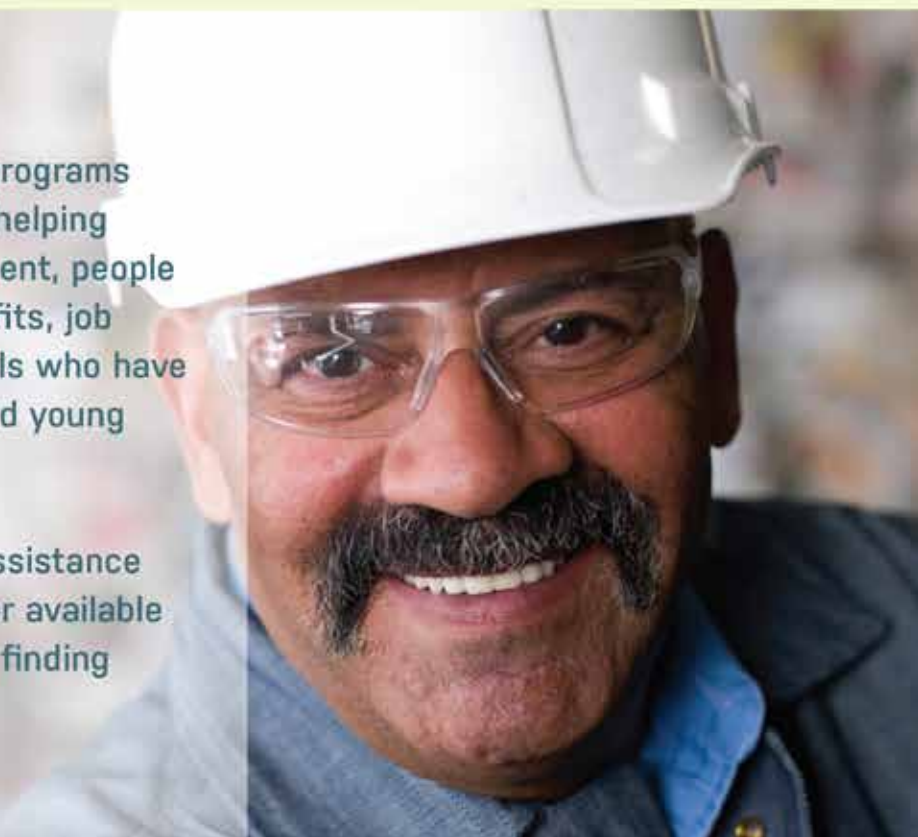
With our help you can begin to plan what career best fits you.



Special Programs

NCWorks Career Centers offer special programs to targeted populations. These include helping veterans overcome barriers to employment, people drawing unemployment insurance benefits, job seekers with criminal records, individuals who have limited English-speaking capabilities, and young adults that need help in their career.

Each individual receives personalized assistance with a specialist to help determine other available services through NCWorks or help with finding community resources.



OR THE JOB YOU WANT!

At each Career Center, you have free access to computers to search for job opportunities, along with access to job fairs and workshops that will help you connect with employers. You can find out how to earn your Career Readiness Certificate, a recognizable skills credential that facilitates job placement, retention, and advancement. You also have labor market information available to you to learn more about industries that interest you, what they pay, and how you can move up in those careers.

5

Improve Your Skills

Depending on your needs, we may be able to provide training to advance your skills.

6

Prepare For Interviews

Finalize your resume, write a great cover letter, and learn what are best practices in interviewing.

7

Meet With Employers

Once you are career ready, we'll help connect you with employers who need your skills.

8

Land A Job

Now it's up to you. With our help you will be prepared to find and land the job you desire.



NCWorks Online

Your career center will also help you set up your profile on NCWorks Online, the state's official job search portal. Having a profile on NCWorks Online exposes you to employers across NC. It matches your skills with those required for a job, provides information on training opportunities, and gives you access to real-time labor market information, including wage and occupation projections. You can search for jobs in your area and become prepared to advance your career. Registration is free!

Go to ncworks.gov



GET STARTED: Steps To Success

Steps for: _____ Date: _____

1 Create Your Profile:

- Check in with a counselor
- Register on NCWorks.gov
- Gather employment and education history info
- Complete profile on NCWorks.gov

2 Meet A Counselor:

- Determine next steps. Date completed _____

3 Identify Your Skills:

Recommended assessments:

- _____
- _____
- _____
- _____
- _____

4 Plan Your Career:

- Explore career information
- Identify interests
- Explore labor market information

5 Improve Your Skills:

- Earn your High School Equivalency Diploma
- Explore training and education options

Attend center workshops (List below)

- _____
- _____
- _____
- _____

6 Prepare For Interviews:

- Finalize your resume
- Write cover letters
- Practice interview skills
- Improve your online presence

7 Meet With Employers:

- Set up your NCWorks virtual recruiter
- Get appropriate job referrals from staff
- Attend interviews well prepared
- Attend a job fair _____

8 Land A Job:

- Arrive Early
- Dress Appropriately
- Arrange Child Care/Transportation (if needed)

Attend Other Workshops:

- _____
- _____
- _____
- _____
- _____

Earn Your Career Readiness Certificate:

- Complete CRC pre-assessment
- Tutorials
- Schedule a CRC Test

Other Resources:

- Ask about On-the-Job Training or Internship Opportunities
- _____
- _____
- _____

Your Center Staff Representative:

Name: _____
Location: _____



NCWorks Career Centers are an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request. Dial 711 to place a free relay call in North Carolina.

