

# FACT SHEET

## JOB SEARCH WORKSHOPS

Job Search Workshops are a collaborative effort between the Employment Development Department (EDD) and America's Job Center of California<sup>SM</sup> (AJCC<sup>SM</sup>) that teach techniques to assist job seekers in conducting a successful work search. These workshops are designed to meet the needs of first-time job seekers, individuals who are newly unemployed, and anyone who would like to learn or enhance the skills necessary to find and secure for their ideal job.

Job Search Workshops provide information about where and how to look for work. They give information on the best sources for job openings and the most effective way to present skills and experience to potential employers.

The EDD staff conduct Job Search Workshops as a no-fee service for individuals who are looking for work.

### Purpose of Workshops

The workshops provide information on the types of jobs and industries in the local labor market and give participants the resources they need to continue exploring on their own after the workshop ends. They help job seekers identify their skills and abilities, even if they have never worked before or have been out of the labor market for quite a while. Workshops will teach ways to successfully present skills and abilities to employers on applications, résumés, and during interviews. Workshops can also help job seekers develop ideas about new occupations that use the same skills, thus increasing the number of job possibilities.

In short, workshops teach participants how to best package and present who they are, what they know, and what they can do for potential employers.

### Diversity

Workshops are designed to meet the job search skills training needs for a wide range of job seekers, including older workers, veterans, ex-offenders, youth, persons with disabilities, and those who do not speak English. Selected locations offer workshops conducted in Spanish, Chinese, and Tagalog.

### Many Locations

Workshops are held in a variety of locations, including local Workforce Services sites, AJCC<sup>SM</sup>, schools, facilities of nonprofit organizations, rapid response locations, and other public agencies.

### Specific Aids to Job Hunting

Job Search Workshops provide coaching to:

- Prepare an application the employer will notice.
- Get the interview, and then interview in ways that will get the job.
- Utilize techniques before, during, and after the interview and things to avoid.
- Identify what the employer is "really" asking.
- Practice interview skills.
- Respond to employer's questions about:
  - Health and physical challenges.
  - Gaps in employment history.
  - No previous paid employment.
- Take a personal inventory by:
  - Identifying skills and the occupations that use them.
  - Identifying abilities and how to present them.
  - Assessing personal qualities and how they can be valuable to an employer.
  - Dressing to match the job.
- Plan the job search by:
  - Researching firms in the area.
  - Finding suitable employers.
- Learn about the labor market:
  - Trends.
  - Career prospects.

- Take tests effectively.
- Learn from the job search experiences of other participants.
- Successfully follow up with employers.
- Prepare quality cover letters and résumés.
- Keep the job by:
  - Learning about employer expectations and practices.
  - Practicing the work habits that make indispensable employees.

For more information on Job Search Workshops or other EDD programs and services, visit the nearest EDD Workforce Services site, or EDD's Internet site at [www.edd.ca.gov](http://www.edd.ca.gov).

The EDD is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.