



CAPITAL AREA

WORKFORCE DEVELOPMENT BOARD

...serving Wake and Johnston Counties



Employer Hiring Fair



Job Search Technology



Job Seeking Skills Workshops



www.capitalareawdb.com/careerexpo/

September 4, 2014
10:00 AM – 2:00 PM

McKimmon Center, NCSU Campus

HR Professionals



Resume Assistance



Computer Access





Pat E. Sturdivant
Executive Director

Capital Area Workforce Development Board

Hello and welcome to the Capital Area & WRAL Annual Career Expo! Capital Area Workforce Development Board is honored that so many outstanding employers are recruiting at this event.

Our goal today is to support your job search efforts. You are in the right place for encouragement, support, and access to not only employers who have actual job openings, but many other job search resources such as HR professionals who can give real time feedback.

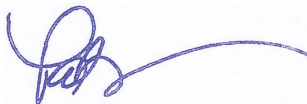
One of the key things you need to know is that there is a job for you. You should be convinced of your professional value, of the suitability of your candidacy for the job you want, and the valuable contribution you are going to make to a lucky employer.

Capital Area Workforce Development Board is in your corner! After today, please visit one of our workforce centers to take advantage of the many other services available to support your job search needs. For locations please visit: <http://www.capitalareawdb.com/individuals/adult-services/>. Additionally, you can take advantage of NCWorks Online at: <https://www.ncworks.gov>. A one-stop online resource for job seekers to search for jobs, create resumes, and find education and training.

“Believe in yourself and all that you are. Know that there is something inside you that is greater than any obstacle.”

-Christian D. Larson

Sincerely,



Pat E. Sturdivant

Thank you to our sponsors!

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Contents

Table listing sections and page numbers: Message from the Director (2), Sponsors (3), Job Search Tip (4), Employer List (5), Description of Employers (6), Workshop Schedule (19), Description of Workshops (20), Guide to NCWorks Online (22)

Do's & Don'ts of Proper Business Dress

by Monica Patrick, Demand Media



Clothing should fit well without being too tight.



In 2004, "Psychology Today" published an article, "The First Impression," that illustrated how brief it takes to make an impression during work interactions like interviews. Psychologists proved that it takes only 20 to 32 seconds to make a good or poor first impression, despite an interviewer's mental attempts to remain neutral. Proper business attire played a large role in determining who "passed muster," according to the article. Encourage the employees of your small business to dress professionally when representing the company.

Attire for Men

Men's attire will vary according to the type of position a gentleman holds. However, a nice suit should be worn during the interview even if the job will require jeans or outdoor clothing. For men who work indoors in an office setting, a suit is preferred. Do wear a black, navy or gray suit that fits well. Wear a long-sleeve shirt in white or a light color, and have the shirt pressed. The cuffs shouldn't be frayed or rolled up. Never wear a short-sleeve shirt with a suit. The pants and jacket should be the same color and material. Businessmen should wear conservative or neat ties, not comic strip or silly ties. Do wear black or brown dress shoes rather than tennis shoes.

Women's Attire

Smart-looking pantsuits and dress suits are appropriate choices for women. Pantsuits should be tailored and creased, not flowing or too tight. A dress suit should have a skirt that goes no higher than 2 inches above the knee. Miniskirts, even in a suit, are not appropriate for business wear. If suit wear is not required, wear dress pants and

skirts, never jeans. Don't wear skirts that are too long or billowy. Don't wear pants that are too snug on the body.

Organization	Organization
Accentuate Staffing	Manpower
Aerotek	MassMutual Piedmont-Triad
Aflac	Meredith College
Amerilife & Health Services of Raleigh	MyComputerCareer
ASG Security	NC State University
Avante Group, Inc.	NC Wesleyan College
BG Staffing	New York Life
Boddie Noell Enterprises, Inc.	North Carolina New Schools
Career Step	Northwestern Mutual
Carolina Comfort Air, Inc.	Novo Nordisk Pharmaceutical Industries
Carolina Trucking Academy	Precision Walls, Inc.
Charlotte Fire Department	Rodan and Fields Skincare
Chase Professionals	Ruston Paving Co., Inc.
Coca-Cola Bottling Co. Consolidated	S&E Group, LLC
Consolidated Asset Recovery	Salem Carriers/Salem Leasing
Customer Driven Staffing (CDS)	Sears Contract, Inc.
D1 Managed Services	Select Staffing
Densuccess (Denny's Restaurants)	Summit Design and Engineering
Durham Police Department	Terracon Consultants, Inc.
Eaton Corp.	The Entrepreneur's Source
Express Employment Professionals	The Greer Group
Family Dollar Stores	Time Warner Cable
Federal Bureau of Prisons	Titan Tower, Inc.
Fedex Ground	Town of Chapel Hill
Grifols	Unilin Flooring (Pergo)
HealthCore Resource	Verizon Wireless
Hipp Engineering & Consulting, Inc.	Waffle House
HireNetworks	Waste Industries
Jackson Hewitt Tax Service	Western & Southern Life
Johnston County Dept. Social Services	Whaley Foodservice Repairs, Inc.
Kioti	Xerox
Lowe's Home Improvement	Yard-Nique, Inc.
Luihn Companies	

Description of Employers



Number of Positions: 20

Types of Positions: Forklift Operator, Machine Operators, CNC Machinists, General Laborers, Pickers/Packers, Accounts Payable, Accounts Receivable, Receptionists, Various IT and Clinical openings

How to Apply: Online at: www.accentuatestaffing.com



Number of Positions: 100+

Types of Positions: Manufacturing, Engineering, Clinical, Scientific, Professional Services, Constructions, Trades, Environmental

How to Apply: Visit booth, apply at www.aerotek.com, or call the local office at 919-816-1620.



Number of Positions: 14

Types of Positions: Account Service Representatives, District Sales Coordinator

How to Apply: See Recruiter at booth and present a resume.

Amerilife & Health Services of Raleigh, LLC



Number of Positions: 2

Types of Positions: Insurance Sales

How to Apply: Online at www.amerilifecareers.com

Avante Group, Inc.

Number of Positions: 20

Types of Positions: Nurse Supervisor, RNs, LPNs, Physical Therapist, Occupational Therapist, MDS

How to Apply: Online at www.avantegroup.com

BG Staffing

Number of Positions: 10

Types of Positions: Office and Maintenance positions

How to Apply: See recruiter or send resume to rboggs@bgstaffing.com

Boddie Noell Enterprises, Inc.



Number of Positions: 20

Types of Positions: Managers, Shift Leaders

How to Apply: Online at www.bnejobs.com or apply in person.



Sales Representatives Wanted!

If you are a bright and competitive sales person interested in becoming a Security Systems Sales Representative, we are looking for you! With your entrepreneurial mentality and drive to succeed, we want you to join ASG Security's highly successful Sales team!

ASG is the 10th largest security company in the nation and we continue to enjoy rapid growth. We provide security system sales, installation, maintenance, leasing and monitoring services to both commercial and residential customers in North Carolina, the Mid Atlantic, Texas, Oklahoma, Louisiana and Northeast areas.

Contact Ken Shemancik for more information.

Ken Shemancik, Residential Sales Manager

919-773-7782

kshemancik@asgsecurity.com



Visit us online at: www.cbc-raleigh.com

Carolina Trucking Academy

Job seekers can receive information about CDL (Commercial Driver's License) Training

Stop by their booth.



Carolina Comfort Air, Inc.

Number of Positions: 25-50

Types of Positions: HVAC Helpers, Mechanics, Start Up Techs, Warranty Techs, Service Techs

Charlotte Fire Department

Number of Positions: 1

Type of Positions: Firefighter

How to Apply: See recruiter and apply online



Number of Positions: 15

Types of Positions: Kitter, Cook & Cashier, Production, General Labor, Banquet Servers, Assembly, Clean-up, Dishwasher, Mix Operator

How to Apply: See recruiter at booth.

“Let’s Work Together!”

For over 30 years CHASE has hired and placed tens of thousands of people with our clients. Many have become successful full-time employees, while others helped with projects or busy seasons. Our success comes from matching the right people to our clients' needs.

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Office: 121 Edinburgh S Drive Suite 209 Cary NC 27511 / 919-655-7437

Career Step

See us to prepare for healthcare careers such as Medical Transcription, Medical Coding & Billing, Pharmacy Technician, Medical Administrative, Electronic Health Records Specialist.

Visit booth for more information.

City of Durham Police Department

Number of Positions: 15

Types of Positions: Entry Level and Lateral Police Recruits

How to Apply: Online at www.durhampolice.com or visit booth to see a recruiter



Number of Positions: 15

Types of Positions: Various

How to Apply: Online at www.customerdrivenstaffing.com or Visit booth to see a recruiter.

Coca-Cola Bottling Co. Consolidated

Number of Positions: 10

Types of Positions: Flex PT Merchandiser, Logistics Operator, Account Developer, On Premise Sales Rep, Delivery/Bulk Merchandiser

How to Apply: Online at www.cokeconsolidated.com/careers

Consolidated Asset Recovery

Number of Positions: 5

Types of Positions: Account Specialists

How to Apply: Submit resume to recruiter and complete an application.

Denny's Restaurants

Number of Positions: 15–20

Types of Positions: General manager, Restaurant Manager, Cook, Server, Host, Hourly Supervisor

How to Apply: Apply in person today or online at www.densuccess.com

Eaton Corp.

Visit our booth to learn about careers at Eaton. You can also visit and apply for jobs at www.eaton.com/careers



Number of Positions: 40

Types of Positions: Information Technology (C#, Java, Tech Support, Network Engineers), Accounting (Accounts Payable, Staff Accountants, Auditors), Administrative, Customer/Member Service Representatives, Bank Tellers, Shipping & Receiving, Manufacturing.

How to Apply: Online at: www.expresspros.com / email resume: jobs.raleighnc@expresspros.com



Number of Positions: 12

Types of Positions: Stores Managers, Assistant Store Managers and Customer Service Representatives

How to Apply: Online at www.familydollar.com

FedEx Ground

Number of Positions: 25

Types of Positions: Temporary drivers

How to Apply: Visit our booth to learn more and apply online.

Federal Bureau of Prisons

Number of Positions: 2

Type of Positions: Nurses

How to Apply: Online at www.bop.gov

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1940s. Dr. J. A. Grifols I Polg. Founder.

Grifols is a global healthcare company whose mission is to improve the health and well being of people around the world. We have three primary divisions –Bioscience, Diagnostic and Hospital– which develop, produce and market our innovative products and services to medical professionals in more than 100 countries around the world.

Grifols

Number of Positions: Multiple

Types of Positions: Manufacturing Technicians, Biologists, Chemists, Engineers, Scientists, Donor Processors.

How to Apply: Online at: www.grifolsusa.com

HealthCore Resource

Number of Positions: 10

Types of Positions: Team Lead, Day Treatment Therapist, Residential Counselor

How to Apply: Online at www.hcresource.com.



Number of Positions: 110

Types of Positions: Software Engineer for Java, .NET, Ruby and more; System Administrator, DBA, Technology Sales

How to Apply: Online at: <http://www.hirenetworks.com>

Or email resume to: recruiter@hirenetworks.com. Subject line: 'Career Expo'.

Hipp Engineering & Consulting

Number of Positions: 4

Types of Positions: Senior Mechanical Engineer, AutoCAD Designer, Mechanical AutoCAD Designer, Electrical/Drafter

Jackson Hewitt Tax Service

Number of Positions: 50

Types of Positions: Income Tax Preparer

How to Apply: Mail resume to jobs@smrtax.com, fax to 919-790-8882 or call 919-827-1000 for more information.

Johnston County Department of Social Services

Number of Positions: 2

Types of Positions: Social Workers, Income Maintenance Case Managers

How to Apply: Online at www.johnstonnc.com.



run ahead of the pack

Number of Positions: 2

Types of Positions: Product Support Representative, Accounting Administrator

How to Apply: Online at: www.KIOTI.com or call: 1-877-GO-KIOTI.



Number of Positions: Multiple

Types of Positions: Receivers, Customer Services Associate, Delivery Driver

How to Apply: Apply online at: <https://careers.lowes.com/> or visit a store kiosk.



Number of Positions: 30-40

Types of Positions: Shift Managers, Assistant Managers, General Managers

How to Apply: Submit resume to jobs@luihnfood.com.

Description of Employers



Manpower

Number of Positions: 30

Types of Positions: Customer Service Professionals, Claims Processor and many more!

How to Apply: Register at www.manpowerjobs.com to begin applying for available positions.



Number of Positions: 10+

Types of Positions: Financial Services Representatives

How to Apply: Email resume to karenwinston@financialguide.com.



Meredith College MBA Program

Providing information about Graduate Programs

Apply for jobs at www.meredith.edu.



Number of Positions: 4

Types of Positions: Executive Director of Admissions, IT Instructor, Campus Director, Associate Admissions Director

How to Apply: See recruitment staff at the booth.

NC STATE UNIVERSITY

Number of Positions: 200 +

Types of Positions: Temporary and Permanent

How to Apply: Online at: <https://jobs.ncsu.edu/>

NC STATE UNIVERSITY

NC State University, located in Raleigh, NC is ranked as one of the nation's best places to live and work. Along with over 34,000 students and nearly 8,000 faculty and staff, we are always looking for top talent to join our team. Competitive pay, comprehensive benefits, a beautiful campus, and the chance to be part of a community of achievers are just a few of the many other reasons to grow your career with NC State.

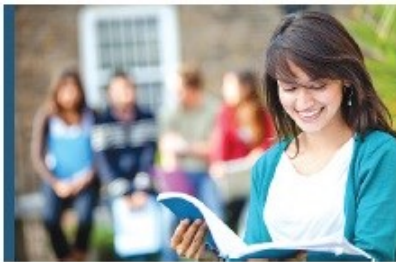


TEMPORARY & PERMANENT POSITIONS

- Accounting
- Laboratory Support
- Research
- Libraries
- Human Resources
- Administrative Support
- Information Technology
- Communications/ Marketing
- Engineering
- Student Services
- Veterinary Medicine
- Healthcare/ Student Health
- Food Services & Skilled Trades
- Housekeeping
- Public Safety
- Extension
- Athletics
- Research & Teaching Faculty

CAREERS AT NC STATE | <https://jobs.ncsu.edu>

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Phone: (919) 465-4777 • Fax: (919) 388-5879
Email: Triangle@ncwc.edu • www.ncwc.edu/adult



Number of Positions: 4

Types of Positions: Financial Services Professional, Insurance Sales

How to apply: Contact recruiter. mwharrison@ft.newyorklife.com or call 919-785-3737.

North Carolina New Schools

Number of Positions: 48

Types of Positions: STEM Teacher Intern

How to Apply: Online at: www.ncnewschools.org/ncstep. Bachelors Degree in STEM-related field required. Applicants who currently hold a teaching license are not eligible for the program.

Northwestern Mutual

Number of Positions: 2

Types of Positions: Financial Representative

How to Apply: Provide resume to recruiter or email resume to: celeste.chapman@nm.com.



Number of Positions: 25

Types of Positions: Manufacturing, Quality, Engineering

How to Apply: Online at www.novonordisk-clayton.com. No resumes can be accepted, but discuss positions with our recruiters.



Number of Positions: 6

Types of Positions: Hanging/Framing/Finishing Foremen, Hanging/Framing/Finishing Mechanics, Metal Stud Framers, Helpers, Acoustical Ceiling Mechanics

How to Apply: Online at: www.precisionwalls.com

Rodan & Fields Skincare

Consider becoming an independent business owner with Rodan & Fields! Visit our booth to learn more and for additional information.



Ruston Paving Co., Inc.

Number of Positions: 8

Types of Positions: Laborer, Mechanic, Lowboy Driver, Dump Truck Driver, Grading Equipment Operator

How to Apply: Visit our booth to apply at www.rustonpaving.com/employment.aspx



RUSTON PAVING CO., INC. IS A LEADING COMMERCIAL AND INDUSTRIAL PAVING AND SITE DEVELOPMENT CONTRACTOR WITH OPERATIONS IN NORTH CAROLINA, VIRGINIA AND NEW YORK.

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 - Equipment Operators and Laborers
- **GRADING POSITIONS**
 - Equipment Operators and Laborers
- **LOWBOY DRIVERS**
 - CDL A with 2 years experience
- **DUMP TRUCK DRIVERS**
 - CDL A OR B
- **DIESEL MECHANIC**
 - CDL A Preferred

**Applicants must be legal to work in the U.S., possess a valid driver's license and pass a drug test.*

APPLY BY VISITING OUR BOOTH OR APPLY ONLINE AT

RUSTONPAVING.COM/EMPLOYMENT.ASPX

3874 South Alston Ave, Durham, NC 27713

EOE/Drug Free



Number of Positions: 500

Types of Positions: Customer Service Representatives

How to Apply: Visit our booth or call us at 704-779-0043 or 704-724-0343.

Salem Carriers / Salem Leasing

Number of Positions: 70

Types of Positions: Diesel Mechanics, Drivers, Administrative

How to Apply: Online at: www.salemleasing.com or call: 1-800-709-2536



SEARS CONTRACT, INC.

Number of Positions: 20+

Types of Positions: Foreman, Foreman trainee, Drywall framer/hanger, Drywall finisher, Laborer.

How to apply: Online at <http://www.searscontract.com>, visit our office or see recruiter.



Number of Positions: Indefinite

Types of Positions: Light Industrial Workers, Press Assistants, Bindery Operators, Administrative Assistants, Forklift Operators, General Laborers, Production Workers.

How to Apply: Applications should be submitted at www.selectstaffing.com

Description of Employers

Summit Design and Engineering

Number of Positions: 5

Types of Positions: Structural Engineer, Construction Engineer, Inspectors, Level 1-IV

How to Apply: See all openings at apply online at <http://summitde.applicantpool.com/jobs/>.

Terracon

Number of Positions: 3

Types of Positions: Project Manager, Engineering Technician



With more than 2,800 employees and more than 130 offices nationwide, Terracon has the resources of a large firm with the atmosphere of a small one. If you would like to become part of a company committed to delivering success to you and your career, then Terracon is a clear choice. We have the people, knowledge, and support you can rely on.

Terracon

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Raleigh, NC 27604
terracon.com/raleigh

Environmental



Facilities



Geotechnical



Materials

The Entrepreneur's Source

Number of Positions: 20

Types of Positions: Potential Franchise Business Owners

How to Apply: Contact either Dan Prendergast: dprendergast@esourcecoach.com, or Rachel Cox: rcox@esourcecoach.com

The Greer Group

Number of Positions: 100

Types of Positions: Administrative, Light Industrial, Administrative, Specialty Support and more!

How to Apply: *Online at www.thegreergroup.com.*

3HC—Home Health and Hospice Care

Number of Positions: 2

Types of Positions: Registered Nurse, Certified Nursing Assistant

How to Apply: Online at www.3hc.org



Number of Positions: 2

Types of Positions: Direct Sales Representatives, Inbound Telesales Representatives

How to Apply: <http://jobs.timewarnercable.com/>



CAREERS



TWC.COM

HOME

FEATURED JOB OPPORTUNITIES ▾

LOCATIONS

A banner for Media Sales Jobs. On the left, a woman with blonde hair, wearing a headset and a white short-sleeved shirt, is sitting at a desk and typing on a keyboard. On the right, the text "Media Sales Jobs" is displayed in a large, white, sans-serif font. Below this, a paragraph of text describes the Time Warner Cable Media Sales (TWCMS) division. At the bottom right of the text area, there is a blue button with the text "Learn More >". At the bottom center of the banner, there is a row of five small white circles, with the second circle from the left being filled in.

Media Sales Jobs

Time Warner Cable Media Sales (TWCMS) is the advertising sales division of Time Warner Cable providing marketers and agencies with innovative advertising solutions that are targeted and affordable.

[Learn More >](#)



Number of Positions: 3–6

Type of Positions: Tower Hand

How to Apply: Online at www.titantower.net or see recruiter for an application.

Town of Chapel Hill

Number of Positions: 4

Types of Positions: Police Officers

How to Apply: Online at www.townofchapelhill.org.

Description of Employers



Number of Positions: 20

Types of Positions: Quality manager, Production Technician, Press (Machine) Operator, Distribution Associate (Forklift), Project Coordinator (Product Mgmt. Experience)

How to Apply: Online at www.mohawkcareers.com



Number of Positions: 15

Types of Positions: Experience Specialists (Customer Service-Retail), Solutions Specialists (Retail Sales Reps)

How to Apply: Online at www.careersatverizonwireless.com.

Waffle House

Number of Positions: 20

Types of Positions: Operations Mgr. Trainee, Sales Associate, Grill Operator

How to Apply: Visit our booth or visit www.whcareers.com for management positions.



WASTE INDUSTRIES

Number of Positions: 50

Types of Positions: Drivers, Operations Trainee, Maintenance Manager, Sales Representatives

How to Apply: Online at: www.wasteindustries.com

Western & Southern Life

Number of Positions: 5

Types of Positions: Financial Representatives

How to Apply: Visit booth to see recruiter.



Number of Positions: 3

Types of Positions: Service Technicians, Parts Specialists, Technical Support Specialist

How to Apply: Online at www.whaleyfoodservice.com or see Recruiter.

Xerox

Number of Positions: Multiple

Types of Positions:

How to Apply: Online at www.xerox.com/jobs/enus.html



Number of Positions: 5-10

Types of Positions: Landscape Crew Members (Install & Maintenance), Landscape Crew Leader (Install & Maintenance), Asst. Project Manager, Asst. Account Manager

How to Apply: Sent statement of interest and resume to Jobs@yardnique.com.

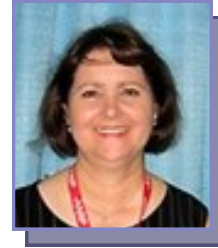
Workshop Schedule

Time	Workshop	Presenter	Room
10:30 AM – 12:00 PM	Are You 40+? Let's Talk About Career Transition for Seasoned Workers	Suzanne LaFollette-Black	Room 6
	Make Your Resume Talk	Michelle Jones	Room 4
	What Recruiters and Hiring Managers REALLY Want from You	Panel Discussion (Novo Nordisk, Accentuate Staffing & CenturyLink)	Room 3
	Tips for Maximizing NC Works	Sonja Godsey	Room 5
12:30 PM – 2:00 PM	Calling All Veterans: After Service Survival Guide	Kenneth Kempf, DVOP	Room 4
	Tips for Maximizing NC Works	Sonja Godsey	Room 5
	Turning Barriers Into Bridges	Wendy Bowen	Room 3
	Basics of Self-Employment: What You Need to know to Start Your Own Business	Harry Swendsen	Room 6

10:30 am – 12:00 pm Workshops

Are You 40+? Life Reimagined for Work and Jobs

Are you worried about competing with younger jobseekers in a tight job market? Older workers bring more than experience into the workplace. This workshop will cover the many reasons employers should focus on workers over age 40 and will provide an overview of programs and AARP resources to help older workers and older job seekers.



Suzanne LaFollette-Black
NC AARP Associate State Director

Make Your Resume Talk

Is your resume an advertisement or an obituary? Are you selling your accomplishments or providing a list of tasks performed in the past? Give your resume CPR and learn how YOU can make your resume TALK!



What Recruiters and Hiring Managers REALLY Want from You – Panel Discussion

Ever wonder why you weren't called for an interview or a second interview? Or if your resume was even considered? During this workshop, HR pros discuss what might be costing you a job offer and what could make you an irresistible candidate. From the resume to the interview to the job offer – get the truth!



Tips for Maximizing NC Works

Are you using this state-of-the-art job matching system? This workshop will provide an overview of NCWorks Online including how to utilize various job search tools within the system including virtual recruiter to maximize job search efforts. Job seekers will learn how to access and use self-assessments for career exploration and planning. Workshop will also cover how to post a resume online using Resume Builder, search for training and education programs, and access labor market information to make more informed career choices.

12:30 pm – 2:00 pm Workshops

Basics of Self-Employment: What You Need to know to Start Your Own Business

Join this fast-paced overview of the questions you need to answer if you want to start your own business. Whether you want to start a bakery or an online store, we will discuss the basics of being the "owner" and "operator," from business type to financing to rules and regulations. There is a myth that small businesses are completely "on their own" when it comes to getting going. We will discuss the numerous resources available to start-ups in North Carolina, many of them free or at a reduced cost.



Calling All Veterans: After Service Survival Guide

There is a tremendous amount of help available to military veterans. This workshop will provide information on the resources and services available to help veterans in the process of returning to civilian activities or the workforce.



Kenneth Kempf
Veteran Employment Consultant
Employment Services,
NC Department of Commerce

Turning Barriers Into Bridges

Examine what employers want from their employees and how we should present ourselves in a way that meets the employer's needs. We will discuss looking in the "mirror" to make sure that we are the best candidate for the job and have removed all of our own barriers that may be holding us up. We will also examine proven tactics and ways to search for and locate jobs and employers that may be willing to hire someone with a criminal record. There will be an introduction to how to explain your criminal record on the application, and in the interview, followed by government incentive programs that are available to employers who hire people from certain target groups.



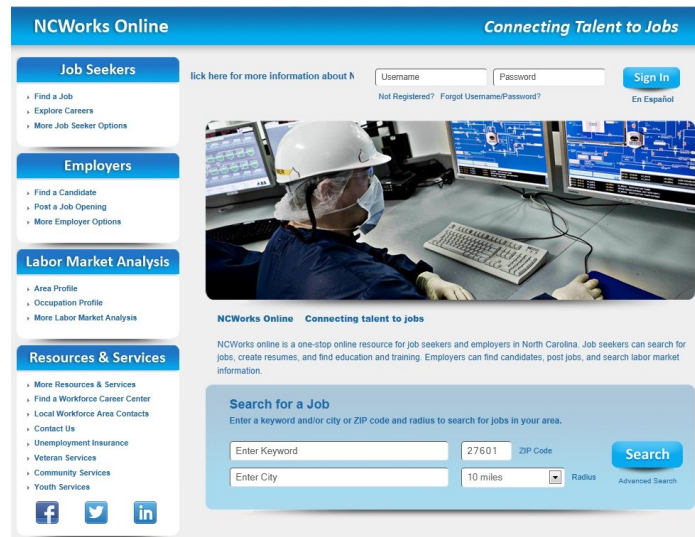
Wendi Bowen
Former Offender Program
Coordinator
Workforce Solutions,
NC Department of Commerce

Tips for Maximizing NC Works

NCWorks Online: The Virtual One-Stop

- Find jobs that match your skills
- Schedule automatic job searches
- Resume & letter builders
- Find occupations that are in demand
- Explore careers
- Hiring events
- Find training programs
- All in one place:

<https://www.ncworks.gov>



Virtual OneStop[®] (VOS) – Individual User

Logging In

If you don't have an account:

- Click the Home page *Register* link, near the Sign In button (e.g., a [Not Registered?](#), [Register as a New User](#), or [Register Now](#) link).
- Click Register > Individual.
- Create a unique user name and password.
- Fill in required (*) fields.

If you have an account:

- Enter your user ID and password.
- Click the **Sign In** button.
- Or... Click [Forgot Username and/or Password](#) to retrieve a forgotten ID or password.
- Select a desired retrieval option.

Important Things You Can Do in VOS

How to Search for Jobs

- 1 Click **Job Search** from the Quick Menu.
- 2 Select from 5 most recent jobs viewed, OR Click Area link to select new search area, if applicable.
- 3 Select one of the following search methods:
 - *Quick Search* – select any combination of quick search criteria and click **Search**.
 - *Advanced Search* – select any combination of advanced search criteria and click **Search**.
 - *Job Search by Employer* – Choose an employer search method, continue search, and click the desired employer name.
 - *Job Search by Education* – Choose an education level, pick more, less, or exactly, and click **Search**.
 - *Job Search by Skills* – Choose a match ratio (70%, 50%, 25%, or all jobs) and click **Search**.
 - *Job Search by Resumé Criteria* – Choose a resumé to search by its desired salary, occupation, and education level; click **Search**.

How to Manage the Job Search Results

- 1 If multiple pages are displayed, perform one of the following:
 - Click the arrow to navigate one page at a time; OR,
 - Enter desired page number and click **Go**; OR,
 - Select desired records per page and click **Go**.
- 2 Choose the **Summary** or **Detailed** view.
- 3 Click **Hide Potential Duplicate Jobs** checkbox, if applicable.
- 4 Use the legend below the job search table to interpret results.
- 5 Re-sort the job search results by clicking a desired column heading. **For example:** *Click Salary column to sort jobs with the highest paying listed salaries at the top.*
- 6 Click a desired Action column link to view similar jobs, view additional jobs from this employer, to apply for the job, or view job details.

How to Make VOS Search for Jobs Automatically (Create Virtual Recruiter – Job Alert)

- 1 Conduct job search (as documented above).
- 2 On search results screen, click **Save search**.
- 3 Type a title for this job alert.
- 4 Select how often to run.
- 5 Select notification method.
- 6 Enter expiration date.
- 7 Click **Save**.

How to Apply for a Job

- 1 From the job search results screen, click the desired job title link
- 2 Review the job order details.
- 3 Click Apply for this job.
- 4 *For external jobs*, VOS opens a new browser window; follow website instructions.
- 5 *For internal jobs*, VOS either displays:
 - Preferred application methods (choose one), or
 - A list of one-stop offices. If you completed your background info, click **I intend to meet with staff to review my qualifications** for assistance.

How Do Employers Find You in VOS?

- **You must complete a resumé** – This allows system-registered employers to search for, view, and maintain your resumé as part of their account information in Virtual OneStop. Employers may choose the following resumé search options to find you:
- **Quick Search** – uses multiple-combination criteria such as your desired work location, occupation, and salary; keywords found in your resumé’s title or employment history section; minimal education requirements; or the resumé posting date.
- **Advanced (Resumé Ranking) Search** – offers various search criteria for employers to choose from, such as occupational experience, driver’s license info, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching resúmes, in ranked order, for the employer to review.
- **Resumé Search by Skills** – employers search for individuals whose job skills match a required job skill set by a pre-determined match ratio (usually 70%, 50%, or 25%).
- **Resumé Search by Job Order Criteria** – employers may find candidates using requirements from one of their job orders, such as desired work location, occupation, salary, and work experience.

Note: *To get employers’ attention, create resumé titles that reflect your desired occupation, because employers can, and frequently do, use keyword searches.*

- To create a resumé, click **Resumé Builder** from the Quick Menu.
- To review resumé writing tips, click **Job Seeker Services ▶ 10 Steps**.

Sign up today, at the VOS Mobile Unit



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WE ARE HIRING!

SALES MANAGEMENT

To help and improve an existing sales team with sales training, leadership and energy that will help our organization achieve revenue and profitability objectives.

Duties and Responsibilities:

- Create and implement effective sales strategies
- Provide supervision through field visits, observations and measurement of results to include performance appraisals and compensation reviews

Education & Experience:

- Bachelor's degree and five (5) years of sales experience with at least five (5) years of experience managing a direct sales force

ONLINE ADVERTISING SALES REPRESENTATIVE

This is an opportunity to build a career selling employment advertising online, and to work independently towards personal goals while being part of a team, with uncapped commission earnings. The ideal candidate will possess a high level of energy, outgoing personality, be deadline driven, and results oriented.

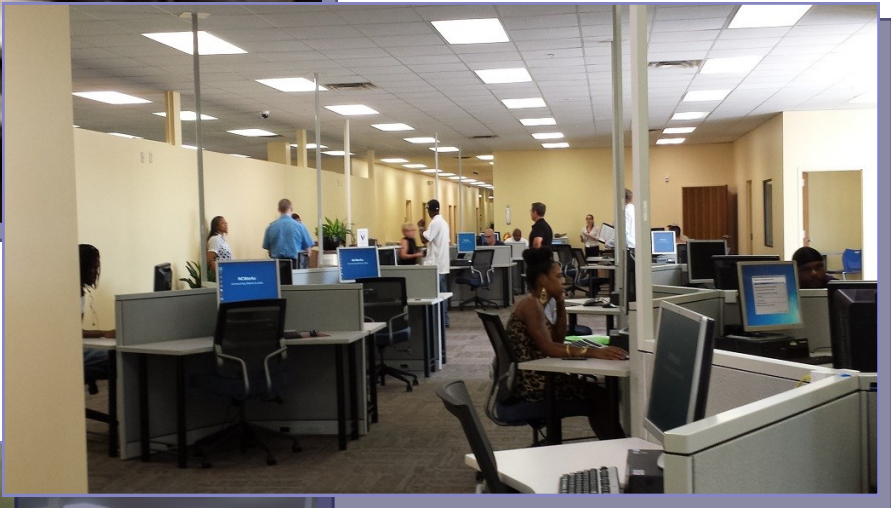
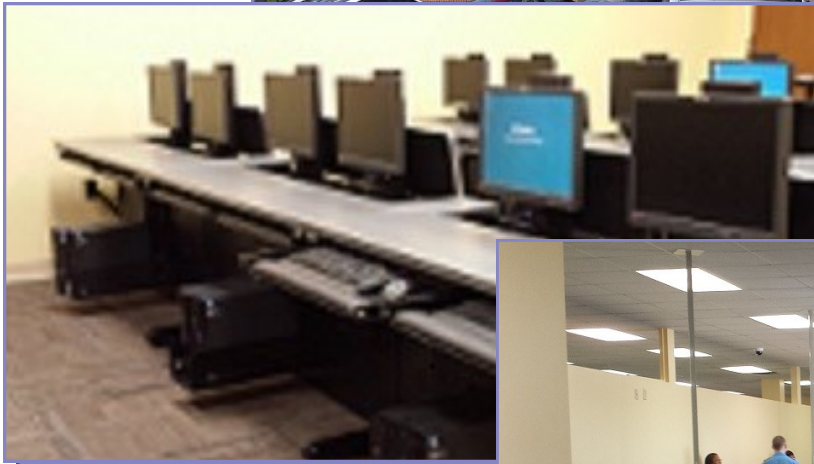
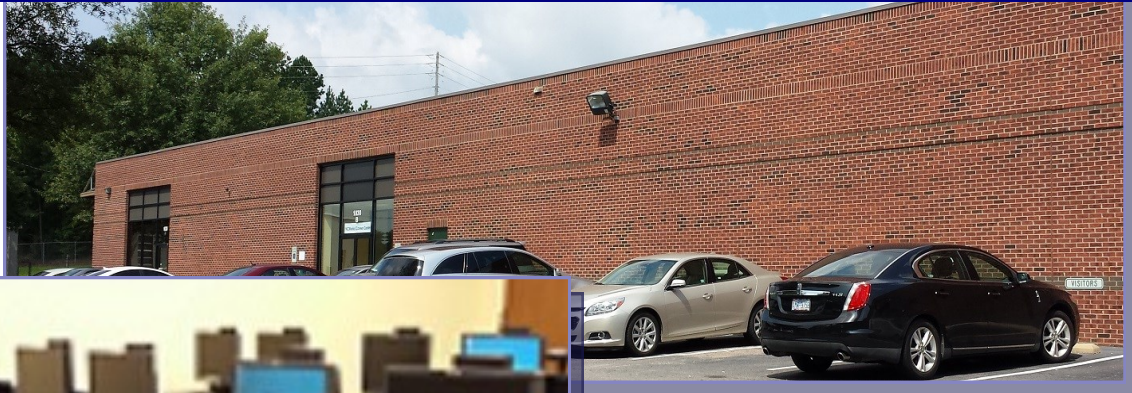
Position Responsibilities:

- Develop and maintain business relationships with potential accounts to generate online sales
- Make telephone calls and prepare presentations/proposals/quotations to prospective customers

Qualified candidates, please e-mail resume to:
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