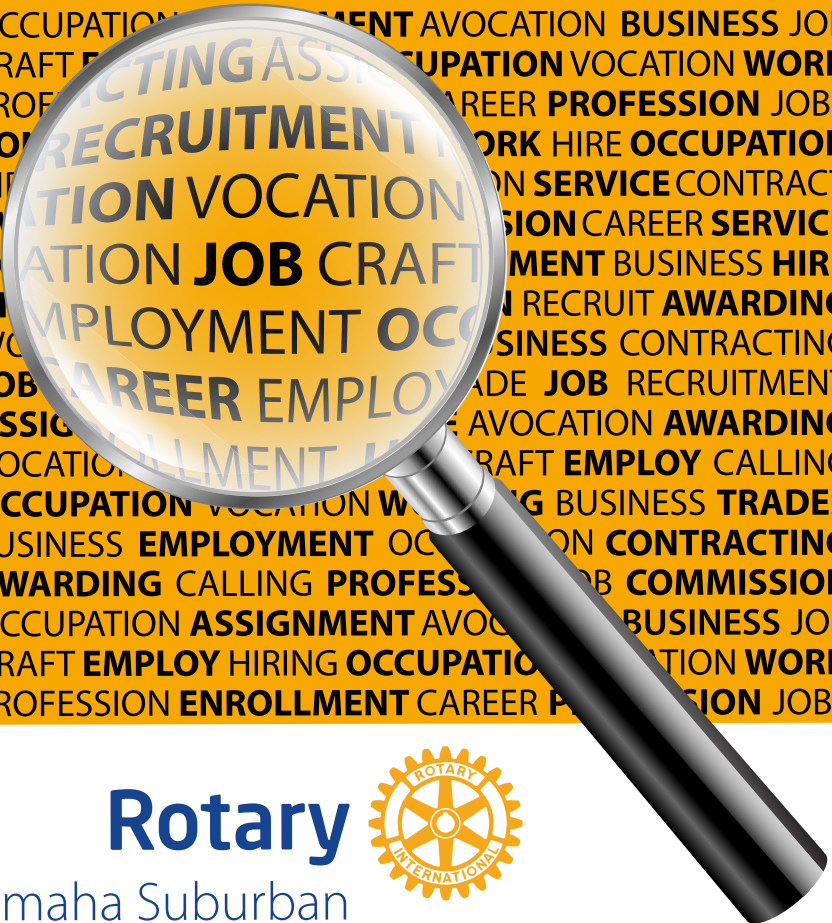


JOB SEEKER SURVIVAL GUIDE

Information to help you survive your employment search

WORK CAREER EMPLOYMENT BUSINESS CONTRACTING
JOB ENROLLMENT HIRING TRADE JOB RECRUITMENT
ASSIGNMENT SERVICE TRADE AVOCATION AWARDING
VOCATION COMMISSIONING CRAFT EMPLOY CALLING
OCCUPATION VOCATION WORKING BUSINESS TRADES
BUSINESS EMPLOYMENT OCCUPATION CONTRACTING
AWARDING CALLING PROFESSION JOB COMMISSION
OCCUPATION ASSIGNMENT AVOCATION BUSINESS JOB
CRAFT CONTRACTING ASSIG OCCUPATION VOCATION WORK
PROFESSION CAREER PROFESSION JOBS
RECRUITMENT WORK HIRE OCCUPATION
HIRING VOCATION SERVICE CONTRACT
AVOCATION ASSIGNMENT CAREER SERVICE
OCCUPATION JOB CRAFT ASSIGNMENT BUSINESS HIRE
HIRING EMPLOYMENT OCCUPATION RECRUIT AWARDING
WORKING BUSINESS CONTRACTING
JOB CAREER EMPLOYMENT TRADE JOB RECRUITMENT
ASSIGNMENT AVOCATION AWARDING
VOCATION CRAFT EMPLOY CALLING
OCCUPATION VOCATION WORKING BUSINESS TRADES
BUSINESS EMPLOYMENT OCCUPATION CONTRACTING
AWARDING CALLING PROFESSION JOB COMMISSION
OCCUPATION ASSIGNMENT AVOCATION BUSINESS JOB
CRAFT EMPLOY HIRING OCCUPATION VOCATION WORK
PROFESSION ENROLLMENT CAREER PROFESSION JOBS



Rotary



Omaha Suburban



On behalf of Omaha Suburban Rotary, I want to thank those companies listed in this Job Seekers Guide, and wish you success in your search for meaningful employment.

Rotary is 1.2 million neighbors, friends and community leaders who come together to create a positive lasting change in our communities around the world. We believe in “Service Above Self” and look for opportunities to apply leadership and expertise to help solve social issues and find unique solutions to problems in our communities.

We are proud to play a part in bringing excellent Omaha companies together with those that have a goal to seek meaningful employment in our community. We hope this Job Seekers Guide and the Youth Career Fair help in setting goals to accomplish change in your lives.

The strength of our community is in the people that come together to help one another and provide mentorship to help those in need of help to take charge of their lives and careers. We wish you success in your journey to accomplish your goals.

Sincerely,
Tom Kerfoot
Omaha Suburban Rotary
Club President

suburbanrotary.org

See the Job Seeker Survival Guide online at: stacysview.com/jssg



TRiO PROGRAMS

Educational Opportunity Center

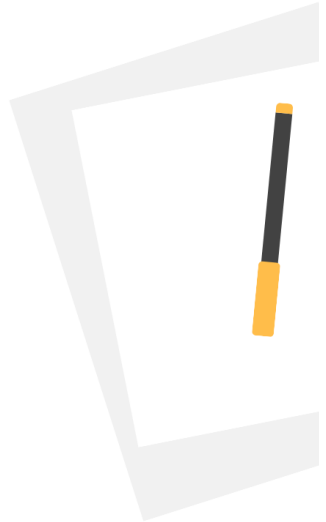


Our Free Services

- College Enrollment Services
- Financial Aid Assistance
- Scholarship Search
- One-On-One Resume Writing
- Adult Literacy Classes and Tutoring
- College and Career Advising

Resume Tips

- Keep your wording clear and concise
- Limit your resume to 1-2 pages
- If you lack work history, highlight your education, extra-curricular activities, and volunteer experiences
- List your most recent or current job first then continue chronologically
- Remember to include all of your contact information in the heading including your name, phone number, email, and address



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Ask a lot of questions during job interviews

Ask about the specific role and responsibilities, but don't shy away from more meaningful questions. Ask the interviewer about their work journey – how they got where they are, what they like about the company, what they like about their specific job. People want to hire people who are interested in their company, so do your research, and ask questions that show you're excited about the opportunity. Nine times out of ten, enthusiasm beats experience. Anyone can train & learn new skills, but passion can't be taught.

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OVERCOMING BARRIERS

By Kelly Adams

When looking for a job, whether you have one or whether you don't, we all have some barrier to overcome. It is difficult to start the process of finding employment no matter the situation. We ask ourselves:

- **How will I get there?**
- **Will I earn enough to cover my costs of transportation and childcare?**
- **Will it be something I want to stay at long term?**
- **What if I don't have a degree?**
- **What if I'm overqualified?**

These questions are just the tip of the iceberg when it comes to the issues that each individual face when pursuing employment, and one of the most under-acknowledged barriers is anxiety.

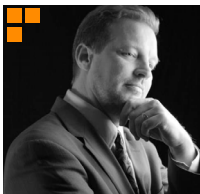
We all have it to some level. And when we deal with the stress of change or something new it just amps up the level of the anxiety.

I have been helping people get employed in one fashion or another, for 30 years. And I always ask the same questions when speaking to a new client:

- **What work have you done?**
- **What skills do you have?**
- **What do you want to do?**
- **What are you willing to do?**

When pursuing employment, break down each issue, one at a time. Visit with friends. Network, and above all else use the resources available to you ... This book was designed to help with that process. Good luck on your journey and I leave you with this quote from the Movie 'Dave' with Kevin Kline:

"I've had some experience with this, they look like they could fly. And it's not about the pay. If you've ever seen the look on somebody's face the day they finally get a job, check, it's about respect, it's about looking in the mirror and knowing that you've done something valuable with your day"



Kelly Adams is an Employment Specialist with Community Options Individual & Family Services, helping individuals with disabilities find & maintain employment. He also hosts an employment-centric podcast called "Employment Gurus", check it out at: <https://employmentgurus.buzzsprout.com>

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Being good at your job includes a lot of boring stuff

It doesn't matter if you're the CEO or if you're sweeping the floors, being good at your job means being good at a lot of tasks that aren't very exciting. Proofread anything you put in

writing, show up on time (or early!), help with tasks that "aren't your job," and be organized and tidy. People are more productive when things are running smoothly, so look for ways to make your job more efficient. This could be something as simple as keeping your workspace clean and organized, or it could be watching tutorials on YouTube to better understand unfamiliar technology.



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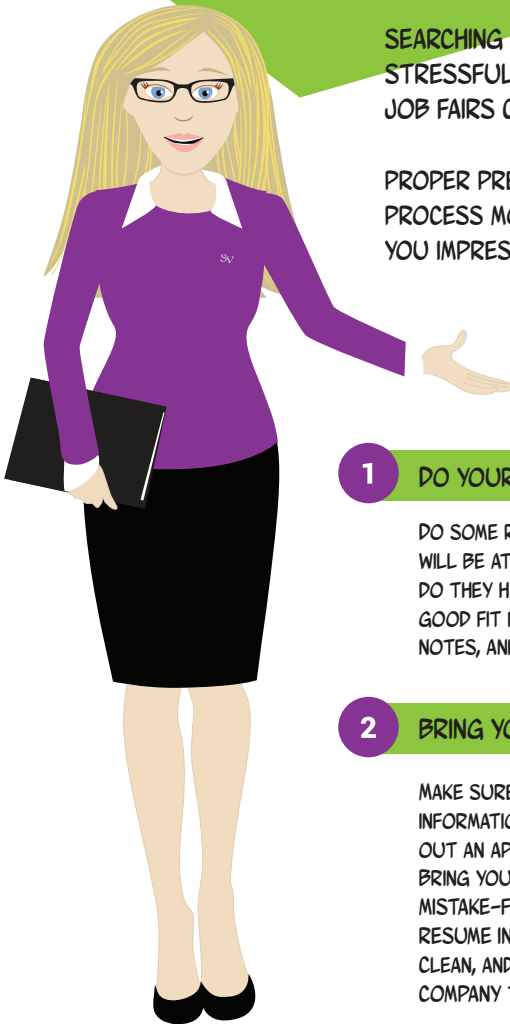
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Must meet eligibility. Subject to Meal Policy Guidelines. EOE.

TIPS FOR ATTENDING A JOB FAIR!



SEARCHING FOR A JOB CAN BE STRESSFUL, AND ATTENDING JOB FAIRS CAN FEEL OVERWHELMING.

PROPER PREPARATION WILL MAKE THE PROCESS MORE ENJOYABLE AND HELP YOU IMPRESS POTENTIAL EMPLOYERS.

1 DO YOUR RESEARCH

DO SOME RESEARCH ON THE COMPANIES THAT WILL BE ATTENDING THE JOB FAIR. WHAT JOBS DO THEY HAVE AVAILABLE? AND ARE YOU A GOOD FIT FOR THEIR COMPANY? MAKE SOME NOTES, AND BRING THEM WITH YOU.

2 BRING YOUR RESUME & INFO

MAKE SURE TO BRING ALL OF YOUR CONTACT INFORMATION. YOU MIGHT BE ASKED TO FILL OUT AN APPLICATION WHILE YOU ARE THERE. BRING YOUR RESUME, AND MAKE SURE IT'S MISTAKE-FREE. CARRY COPIES OF YOUR RESUME IN A FOLDER TO STAY NEAT AND CLEAN, AND BRING ENOUGH FOR EVERY COMPANY THAT MIGHT WANT ONE.

3 DRESS APPROPRIATELY

UNLESS IT SAYS DIFFERENTLY ON THE ADVERTISING FOR THE JOB FAIR, DRESS IN BUSINESS ATTIRE. NO MATTER WHAT, YOU SHOULD LOOK CLEAN AND PROFESSIONAL. DRESSING RESPECTFULLY SHOWS THAT YOU ARE SERIOUS ABOUT GETTING A JOB.

4 GET TO THE JOB FAIR EARLY

THIS WILL HELP ENSURE THAT YOU CAN SPEAK WITH EVERY COMPANY IN ATTENDANCE. ALSO, PARKING MIGHT BE AN ISSUE, ESPECIALLY IN COMMUNITIES THAT HAVE A HIGH UNEMPLOYMENT RATE. YOU DON'T WANT TO FEEL FRAZZLED BEFORE YOU EVEN WALK IN THE DOOR.

5 AVOID DISTRACTIONS

UNLESS YOU ARE FILLING OUT A JOB APPLICATION, AND NEED TO LOOK-UP SOME INFORMATION, PUT YOUR PHONE AWAY, AND DON'T WEAR HEADPHONES. ALSO, COMPANIES SPEND A LOT OF MONEY TO HIRE THE RIGHT PEOPLE. DON'T BE DISTRACTED BY KOOZIES AND FREE PENS.

6 SPEAK CLEARLY AND MAKE EYE CONTACT

YOUR POTENTIAL EMPLOYERS COULD INTERVIEW YOU ON THE SPOT. FIRST IMPRESSIONS ARE VERY IMPORTANT. YOU HAVE A SHORT WINDOW TO MAKE A GOOD IMPRESSION AND TO STAND-OUT FROM ALL THE OTHER JOB SEEKERS. A CONFIDENT VOICE AND EYE CONTACT, WHILE YOU ARE HAVING A CONVERSATION WITH EMPLOYERS, WILL GO A LONG WAY!

7 MAKE NOTES & FOLLOW-UP

TAKE A FEW MOMENTS BEFORE YOU LEAVE TO JOT DOWN NOTES ABOUT THE EMPLOYERS YOU SPOKE WITH, AND WHOM YOU WOULD LIKE TO CONTACT AGAIN. YOU'VE JUST MET A LOT OF PEOPLE, AND YOU WOULDN'T WANT TO FORGET STUFF. SENDING A SIMPLE THANK YOU NOTE, TO A POTENTIAL EMPLOYER, SHOWS THAT YOU ARE SINCERELY INTERESTED, AND KEEPS YOU ON THEIR RADAR.



Glenwood Resource Center is hiring!

Join Our Community

Glenwood Resource Center (GRC) is a strategic community partner in preparing & supporting individuals to live in the community of their choosing by working with the community to explore all reasonable and appropriate options before a person comes to live on the campus.



Positions we hire for:

- Resident Treatment Workers (CNA) FT/PT
- LPN and RN – FT/PT
- Environmental Services
- Activities Aide
- Administration/Clerical
- Therapeutic (PT/OT)
- Supervisory



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governmentjobs.com/careers/iowa



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Whether you are looking to help someone through out the aging process, have a passion for helping other people, or want to enhance the lives of aging adults throughout your community, Home Instead can help.

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- ▶ **Have you ever wondered what Ticket to Work was all about?**
- ▶ **Do you receive SSI or SSDI but need to make more money?**
- ▶ **Are you afraid of losing your benefits? Let us help!**

How can we help you?

- Gain financial and professional independence.
- Will provide a “safety net” for you to get back to work.
- Provide you with the ability to not only get a job, but to keep a job.

Community Options Individual and Family services is here to help you be successful. *If you're ready to begin working, contact us right way.*

Phone: 402-312-3785
Email: kellya@coifs.org
www.COnebraska.com
<https://www.facebook.com/conebraska>



Community Options
Individual and Family Services





As a young person, what is in it for me?

The Workforce Innovation and Opportunity Act is a program designed to help young people overcome obstacles that keep them from completing their education and obtaining employment.

- Assistance obtaining a GED or returning to high school
- Education Planning
- Career exploration and training tuition assistance
- Tutoring assistance
- Job readiness classes and work experiences
- Leadership opportunities
- My Next Move

Who can join?

In School and Out-of-school youth ages 16-24, who are eligible to work in the U.S. and have one of the following barriers:

- Disabled
- English language learners
- High-School Dropouts
- Homeless
- In a foster care facility or aged out of foster care
- Pregnant or Parenting
- Those subjected to any stage of the judicial process
(*IE: have been arrested, or are on probation*)

Contact

Youth interested in education or employment opportunities and agencies assisting youth should contact a youth Career Specialist.

Email: Youth.desi@hws-ne.org

Call: (531) 600-5860



*All males 18 and above must be registered for Selective Service to be eligible for any federal aid program.



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**No one actually
knows what
they're doing
100% of the time**

Don't let yourself be intimidated by others' perceived success. Everyone starts somewhere, and everyone struggles. People generally want to help others, especially if it means better output for their business. And it's okay to not know everything! Just keep asking questions and striving to learn and improve. The best way to learn is by doing, and the best quality you can have in any field is to be able and willing to learn and adapt. The only thing constant is change!

Finding a Culture that Fits

by Lynn Owen, SHRM-CP, PHR
HR Business Partner, CQence Health
Group and HRAM President Elect



Culture. All companies have one, good or bad. When looking for a new job, it's important to find a culture that complements your personality. But how do you know what the company culture is really like? Keep reading for a few tips to help you along the way.

Research. Research. Research.

Prior to your interview, spend plenty of time scouring the web to learn everything you can about the company culture. Check out the company website and take the time to read the blog posts that are published. These are a good indication of the type of culture the company has and what's important to them.

Look at all the social media platforms. Better yet, follow them. Dig around on Facebook and LinkedIn and read their posts. Make sure to take a look at the comments as well! Who's following them and mentioning them? What are the employees saying? Find their YouTube channel to see what's important to them. Go ahead and Google the company as well. You may find additional information here that the company hasn't shared itself.

Find employee testimonials.

You can typically find many of these on the website in both video and quote formats. Employees need to give permission to publish these and you can generally trust that they are authentic. But go a step further and check out Indeed and Glassdoor too. Testimonials on these pages are 100% authentic and written directly by the employees.

When you arrive on site to interview, you really have a chance to see if what's been touted online matches what you see and feel when you're there.

Be mindful of the demeanor of the employees.

Does the receptionist happily greet you when you arrive for your interview? Are you offered something to drink and is he or she genuine about making you feel comfortable? As you walk through the halls, do the employees smile or say hello? Employees who are friendly and in good spirits at work are likely more engaged and enjoy the work they are doing.

Take a look at your surroundings.

As you walk by employee desks, do you notice if they are personalized to show each individual's personality? This would be an indication that employees are allowed to bring their *whole* self to work. And if they have a desk that's personalized to them, they probably don't consider themselves a short-timer.

Make sure to ask specific questions about culture during the interview.

Here's your chance to dig a little deeper and ask specific questions that are important to you. Simply asking, "what is the company culture like?" may not be enough. Listen to see if they give examples in the questions you ask. This will help you see what the culture is like rather than what it feels like.

Ask about company communication. How is news and information communicated throughout the organization? This is important to see how “in the know” employees are of regular activities. Companies that regularly share information with staff will have a number of ways to do so. Regular one-on-ones with employees, a company intranet where news is posted often for all to see, and regular “town halls” are a good indication that the company values communication throughout the organization.

Ask how employees are recognized for a job well done. Companies that recognize their employees will have a solid answer here. There should be various ways, both publicly and privately, for employees to be recognized. Gift cards, company lunches, recognition boards, posts on the company intranet and cards of appreciation are a few examples.

Inquiring about development and continuing education opportunities is important too. Companies that want to keep employees motivated and challenged will regularly allow employees to take part in additional development opportunities. Do they have a portal with online classes? Do employees take part in offsite seminars? Do teams partake in group development opportunities or teambuilding activities?

Be sure to take the time to ask questions that are important to you. Work/Life balance, telecommuting options, company events, and social philanthropy are other areas that can help you visualize what the culture is like.

When you are interviewing, it’s not just the company deciding if you’re right for the them—you get to decide if they feel like the right fit for you. Keep your eyes and ears open, and pay attention to the subtle signals that you definitely would (or wouldn’t) like to work at that organization.



Lynn has been a member of HRAM since 2012 and served as the co-chair for the Government Affairs committee before moving into the President Elect 2020/2021. Lynn is currently employed at CQuence Health Group as an HR Business Partner. She provides strategic guidance and HR support to the business units, focusing on talent management initiatives, including recruitment and retention, training and development, and performance management practices. She also has additional experience in payroll and benefits.

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HRAM is made up of a growing network of over 1,000 human resources professionals in the Omaha metro area. We provide education and networking opportunities to over 500 metro area companies.

www.hram.org

Job Seeker Resources:

The following FREE resources are available to help your job search. The Job Seeker Survival Guide is not affiliated with these resources, and lists them here as a service to our readers. For more information, contact the resource directly.

Websites:

careerlink.com
indeed.com
LinkedIn.com
networks.nebraska.gov
jobfairsnebraska.com

Job Fairs:

Jobs Guide
Goodwill
Urban League
Heartland Workforce

Physical locations:

Heartland Workforce Solutions
5752 Ames Ave, Omaha NE
hws-ne.org

Iowa Works
300 West Broadway, Council Bluffs IA
iowaworkforcedevelopment.gov/council-bluffs

Urban League of Nebraska
3040 Lake Street, Omaha NE
urbanleagueneb.org

Iowa workforce
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Goodwill Employment Solutions
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goodwillomaha.org/services/employment-solutions

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