



BAY COUNTY WORKSHOP SCHEDULE

*Essential Work Skills	8/4 – 8/7	8:30am-12:30pm
*Portfolio	8/4	2:30pm-4:30pm
Out for Good	8/5	2:30pm-4:30pm
Resume	8/7	2:00pm-3:30pm
Job Search	8/7	3:30pm-5:00pm
*Customer Service	8/11	8:30am-10:30am
*Diversity	8/11	2:00pm-4:00pm
Effective Communication	8/12	8:30am-10:30am
*Interviewing	8/12	2:00pm-4:00pm
*Networking	8/13	2:00pm-4:00pm
Fast Start Info	8/14	8:30am-10:00am
*Mature Worker	8/18	2:00pm-4:00pm
Resume	8/19	8:30am-10:00am
Job Search	8/19	10:00am-11:30am
Protecting Attitude	8/20	2:00pm-4:00pm
Fast Start Info	8/21	2:00pm-3:30pm
*Conflict Resolution	8/25	8:30am-10:30am
Surviving A Layoff	8/25	2:00pm-4:00pm
*Stress Management	8/26	8:30am-10:30am
Making Ends Meet	8/26	2:00pm-4:00pm
*Team Building	8/27	2:00pm-4:00pm
Fast Start Info	8/28	8:30am-10:00am

*Must be WIA registered attend these workshops.

Sign up to attend. Workshops may be cancelled if we don't have enough people signed up.

WORKSHOP DESCRIPTIONS

Fast Start Information – Learn how to be a good candidate for the Chemical Process, Solar, Advanced Manufacturing, Battery and Business Process Fast Start programs at Delta College.

Essential Work Skills – Interactive workshop that provides a certificate of completion that demonstrates to employers that you possess skills necessary to be successful. Required for anyone interested in training.

Mature Worker – Job Search targeted to job seekers 45+ years old.

Networking – Learn to develop your own networking circle and how to expand it to tap into a large number of jobs that are never advertised.

Out For Good – For job seekers with felonies/misdemeanors with specific job search issues.

Portfolio – Show off your accomplishments by creating a portfolio. Materials provided.

Great Lakes Bay Michigan Works Employed Job Seekers:

Last Fiscal Year 7/1/2012-6/30/2013	1,581
Year To Date 7/1/2013-3/31/2014	1,049

Like us on Facebook (Great Lakes Bay Michigan Works) and follow us on Twitter (@GLB MiWorks) if you'd like to receive notices on new job postings.

Great Lakes Bay Michigan Works offices are accepting applications for Assembler/Operator positions at Nexteer. Here is the link: [Nexteer Job Lead](#)

Please remember to include:

- Completed Application
- Copy of WorkKeys Assessments (minimum 4)
- Copy of your High School Diploma or GED

Workshop Schedule Page 1

The 5 Best Things You Can Say in a Job Interview

Page 2

How To Write a Thank-You Note That Gets You The Job

Page 3-4

Now Recruiting for Chemical Processing Fast Start Training

Page 5

Fast Start Training Information

Page 5



August 2014

THE JOB LINK

www.michiganworks.com

The 5 Best Things You Can Say in a Job Interview

By Hannah Hamilton -Monster Contributing Writer

Interviewing for a new job can be incredibly nerve wracking and it's natural to feel nervous about it. But if you take a deep breath and focus on preparing to say the things recruiters want to hear, you'll be fine.

Just take these five tips from experts.

"Let me tell you about a time that I solved that problem."

Even if an interview question could be answered with a simple "yes" or "no," you want to be sure to say more so you highlight the value you'd bring to the organization if you're hired for the position.

"Always have an anecdote or story about your previous experience that relates and can give more insight into yourself on the job," suggests David Morgan, President of IT and Engineering at Addison Group.

"Can you clarify?"

Asking follow-up questions such as "does that make sense," demonstrates to an interviewer you're intent on communicating thoroughly and accurately, a skill most employers appreciate.

"Checking-in with the interviewer by asking him or her whether things are clear and establishing a common understanding is a good way to not only engage, but also demonstrates a certain amount of care, both of which do wonders in getting that follow-up interview," says The Workforce Consultants Managing Director Lynda Zugec.

"I read about that project on your web site."

When two people meet for the first time, it's polite to ask questions and express an interest in each other. In a job interview, though, you demonstrate your interest in the company by doing research before you show up, so don't have to ask basic questions and can move on to having an intelligent conversation about it.

"I don't mean memorizing the About Us page on the company website. I'm talking about doing your due diligence (read: research!) and *knowing* the company you're applying to," says Voices Human Resources Manager Jessica Campbell.

"What made you decide to work here?"

Well-thought answers to an interviewer's questions demonstrate your knowledge, experience and communication skills. But companies also want to see you're curious about what they do.

"One of the best things you can do at an interview is come prepared with thoughtful questions for the interviewer," says Cheryle Palmer, owner of [Call to Career](#). Doing so demonstrates an interest in the company and the job, and shows you did your homework before the interview.

"I'd love the chance to join this team!"

There's a huge difference between begging for a job and expressing a genuine desire to work for a company and fill the role you're interviewing for. Recruiters are looking for people who are excited about the company and have a real interest in their prospective role.

"If the job truly is your first choice and you would accept it if given an offer, then say it," says Jennifer Bevan, founder of Job Coaching. "Hiring managers want to give offers to exceptional candidates who have a high likelihood of accepting the offer."



How To Write A Thank-You Note That Gets You The Job

- Emmie Martin
- Jun. 24, 2014, 9:30 AM

In today's job market, sending a post-interview thank-you note can be the difference between landing the job and being completely overlooked. Yet, over half of job seekers *never* send one, according to Wendy Enelow, founder and president of Career Thought Leaders.

"It's not elective, it's mandatory," Enelow says. "It instantly gives you a competitive distinction to everyone else they're interviewing."

But a generic, "Thank you for your time" won't cut it. You'll want to really stand out from the competition.

Here are five elements of an outstanding thank-you note:

1. Reiterate skills, experience, and accomplishments.

"Even though you might have shared them during the interview, everybody doesn't hear everything that you say," Enelow explains. Give specific examples that show the hiring manager why you'd be a good fit for the position, and distinguish your skill set from the competition.

However, don't mention anything unrelated to the job at hand. If you're interviewing for a sales job, talk about your previous experience in sales, not accounting. "All they care about is *that* job," Enelow says.

2. Supplement your interview answers.

Use the thank-you note as an opportunity to expand on points you made during the interview or to add additional information you want the company to know.

But again, remember to keep it concise and job-specific.

"If you feel like you didn't quite answer a question or couldn't think of something at the time, you could mention that," says Caroline Ceniza-Levine, a career coach with SixFigureStart. For example, you could say, "You asked about my experience in the Middle East region, and I forgot to mention that I did this research project on"

This is also a great opportunity to send any links to projects, news stories, or websites you may have mentioned during the interview.

3. Share ideas

Share an idea of how you would solve a problem, overcome an obstacle, or meet a challenge faced by the company. This proves that you understand the employer's goals and can immediately become part of the team.

"It makes somebody think, 'Wow, this person is really interested in the company, really listened to what I said to them, and already has good ideas,'" Enelow says. She suggests a straightforward approach, such as, "I was thinking about the issues you're having around your new product launch, and I might offer the following suggestions"

Great Lakes Bay Michigan Works offices are open every work day in August.

Please go back to Page 1 and let us know which workshops you'd like to attend this month.

Con't on
Page 4



Con't from Page 3

4. Dismiss any potential objections.

Whether the interviewer verbally brought up an objection, or you could just sense her unease, address potential issues head-on to dispel any skepticism. Enelow says: "Maybe you know how to use three different financial software systems, but aren't necessarily familiar with theirs. Then you would write something like, 'For the past 15 years, I've used a number of different financial management software packages, and I'm sure it won't take me any time to get up to speed with yours.'"

This is your chance to overcome any doubt in the interviewer's mind that you're the perfect candidate by showing her exactly why she shouldn't worry.

5. Be proactive.

Close your email or handwritten note by showing that you want the job and will actively continue to pursue it. "Always include an action," Enelow advises. For example, if the company is still looking at other candidates, say, "I understand that you're interviewing other applicants, but I will be certain to follow up in two weeks because I'm particularly interested in this opportunity."

Bottom line: No matter job you're applying for or what content you choose to include in your thank-you note, keep it succinct and polite.

Here's an example of a well-written thank-you note from Enelow:

Subject Line: Sales Manager Interview Follow-Up

Dear Steve:

Reiterate skills

Make it about the company

There's no doubt that FixTraders has an exciting future, and I would like to help the Client Services Division skyrocket to a market-dominant position.

Share ideas

FixTraders' new offerings will definitely give the company a market advantage. As we discussed, my experience with Schwab closely parallels your new Sales Manager position. I know the market ... I know the key players ... I know the industry and products ... and I have the experience to deliver both immediate revenue results and sustainable long-term growth.

Supplement answers from interview

With the right person at the helm, the first-year goal of \$10 million in sales is easily reachable. I believe I am that person, and hope you agree.

As you requested, I am attaching a list of professional references, and I will follow up with you on July 16 to schedule our next interview.

Follow up

Thank you for sharing so much time and information with me this week; I am inspired by your enthusiasm and eager to play a key role in FixTraders' continued success.

Leslie Arnold
202-555-1888
larnold@msn.com



Now Recruiting for Chemical Process Fast Start Training

This training program has been highly successful -- over 84% of students have re-careered and received job offers. [Dow Chemical](#), [Dow Corning](#) and [Hemlock Semiconductor](#) have indicated that hiring will remain strong with 60-80 job vacancies per year for the next several years. Starting salaries are \$13-20 per hour.

This is a 13 week, 520 hour training program (40 hours per week in class plus assignments outside of class). Successful completers can earn up to 25 academic credits (CPI 110-260) toward the Chemical Process Technology Associate degree and be qualified to apply for employment as a Chemical Process Operator.

Preferred Candidate Qualifications

24 seats available. Positions/seats will be offered to the applicants who best meet the preferred candidate qualifications listed below.

WorkKeys: You must provide a copy of the following six ACT WorkKeys® assessments:

- Applied Mathematics - Level 5
- Reading for Information - Level 5
- Locating Information - Level 5
- Applied Technology - Level 4
- Observation - Level 5
- Teamwork - Level 4

Work Experience: Provide a copy of your resume demonstrating how you meet a minimum of 1-2 years of work or military experience in a manufacturing, technical, or chemical occupation/field. (+DD214 if veteran)

Educational Experience: An associate or bachelor's degree in a technical field from an accredited college or military training in a technical area is preferred, but not required.

Class Dates: October 1, 2014 – January 9, 2015

Application Deadline: September 15, 2014

Chemical Process Operators: work with the handling, transporting, transferring, storage and disposal of chemicals and other materials in compliance with all state and federal regulations; they operate, troubleshoot, monitor, and control both continuous and batch processes; assemble, disassemble and stage reactor systems; line up and management of valving stations and headers; understand and use pneumatic tools and equipment; connect, disconnect, load, unload and manage tanker transfer stations; are knowledgeable and uphold the standards regarding health, safety, and the environment; interface with chemical engineers and tradesmen, technicians, and co-workers involved with these processes; hands on and management of normal equipment maintenance; calibrate instrumentation; and handling of medium to heavy tools, products and equipment.

Working Conditions: Chemical Process Operators work in teams and shifts to maintain and operate large manufacturing facilities 24 hours a day. The level of direct supervision varies by plant and company, but is typically minimal. Process Operators monitor the computers that run the plant working often in a control room environment and also in the field performing field work such as maintenance. Shift teams rotate day, afternoon, or night shifts because the manufacture of chemical products is a continuous process. Work weeks cover the weekends and operators often work overtime and occasionally they are required to cover shifts on holidays. All employees in a chemical plant have to wear safety helmets, goggles, safety shoes, gloves, and respirators. Chemical Process Operators may work in enclosed spaces or high places; may be required to climb ladders to storage tanks; and lift process equipment and product.

Ask Me About *Fast Start!*

Delta College, in partnership with Michigan Works, provides short term specialized training when local employers are projected to have hiring needs that can not be met by the local job market. Students for Fast Start trainings are selected by Delta. Michigan Works can help you be competitive for that selection process.

Advanced Manufacturing:

Trains students for entry level manufacturing positions. Manufacturing experience is preferred, not required. 4 week class.

Chemical Processing: Trains students for entry level Process Operator positions.

Manufacturing/Technical skills are required along with strong math and science skills. 13 week class.

There are Academic Programs available at Delta; Associate's degree and Advanced Certificate. We may be able to help fund this training.

We are actively recruiting for this Fast Start training opportunity. Ask your Career Manager if you are interested.

Accelerated CNC: Trains students for entry level machining jobs. High math and technical skills are necessary. Training runs for one semester at Delta College.

Work with your Career manager to complete the WIA requirements to determine if you may be eligible for funding.