



SAGINAW COUNTY WORKSHOP SCHEDULE

Communication	10/1	9-11am
Fast Start Info	10/1	1-2pm
Veterans Workshop	10/2	1-3pm
Conflict Resolution	10/3	9-11am
Mature Worker	10/6	9-11am
Resume	10/7	8:30am
Job Search	10/7	10:15am
Protect Your Attitude	10/8	9-11am
Fast Start Info	10/8	1-2pm
*Interviewing	10/9	1-3pm
Stress Management	10/13	9-11am
Resume	10/14	8:30am
Job Search	10/14	10:15am
Surviving a Lay Off	10/15	9-11am
Fast Start Info	10/15	1-2pm
*Portfolio	10/16	1-3pm
Out For Good	10/17	9-11am
*Essential Work Skills	10/21-22	8:30am-12:30pm
Fast Start Info	10/22	1-2pm
*Networking	10/23	1-3pm
*Team Work	10/24	9-11am
*Essential Work Skills	10/27	8:30am-4:30pm
Resume	10/28	8:30am
Job Search	10/28	10:15am
Making Ends Meet	10/29	9-10am
Fast Start Info	10/29	1-2pm
*Diversity	10/31	9-11am

*Must be WIA registered attend these workshops.

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

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.

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.

Veterans – NEW To assist with the transition from military work to jobs in the civilian workforce.

Great Lakes Bay Michigan Works Employed Job Seekers:

Last Fiscal Year 7/1/2012-6/30/2013	1,581
Year To Date 7/1/2013-6/30/2014	1,487

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

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October 2014

THE JOB LINK

www.michiganworks.com

5 Personal Details You Should Never Mention in Your Job Search

Don't give them a reason to turn you down.

By Catherine Conlan - Monster Contributing Writer

It can be tempting to share details about your personal life during your job search because it seems like a good way to humanize your cover letter or build rapport with an interviewer. That's not entirely a bad idea, but there are some personal details you should never mention in your job search. Here are five.

Your politics Don't volunteer information that has nothing to do with the job at hand, or your ability to do it well -- including politics. "I recently interviewed someone and they had no problem telling me how much they disliked the president, and how they were a proud NRA member," says Tim Glowa, co-founder and partner at Bug Insights. The candidate is of course entitled to this opinion, but "this information is completely irrelevant to the job (as a marketing consultant), and made the candidate look unprofessional" in an interview setting.

Your protected status You want to stand out because of your professional qualifications, so focus on those. "Candidates should avoid conveying information that directly or indirectly conveys their membership in a category that is protected by federal or state anti-discrimination statutes," says Caren Goldberg, professor with the industrial/organizational psychology faculty at George Mason University. "While some characteristics might be readily discernible in an interview (sex, for example), others, such as religion, are not."

In fact, two recent studies found resumes with evidence of membership or activity in a faith-based group are less likely to get a response from employers. In one of the studies, applications that included information about any religious identification got almost 20 percent fewer contacts than those with no mentions of religion.

Your problems in previous jobs Don't talk about the bad times in your employment past because it can influence the interviewer against you. "Candidates generally should not volunteer that they have been unhappy in prior roles, says Werner Krebs, CEO of Acculation.

"In general, employers do not want to hire habitual pessimists as it correlates negatively with job performance," Krebs explains. "Reasons for changing jobs should always be conveyed in a positive sense: looking for that next big career opportunity, or because you have concerns about your current company's future prospects, never that you hate your current boss."

Your perceived superiority Obviously, you want to be confident and show off your qualifications, but don't do it by tearing others down. Krebs says he's interviewed plenty of people who said they thought they were smarter or more qualified for the position than the hiring manager or even the CEO of the company.

"In one case, I had a candidate brag that he was qualified because he was smarter than his wife, who held a similar position at another firm. Candidates will occasionally express this sentiment when getting relevant technical questions wrong, but it turns a minor flub into a total failure," Krebs explained. The ability to defer to senior management when necessary is an important social skill to cultivate.

Anything that makes you look unreliable It may not be fair, but some personal details can make an interviewer think you're unreliable. A work-life balance issue may include "a sick grandparent, personal divorce or coaching a little league team," says Sarah Benz, a recruiter at the Messina Group. Other details include unstable living conditions or not having a reliable car.

No one expects you to be perfect and no one expects your tell-all life story to come out as part of the job search process. Resumes, cover letters and interviews are all platforms for putting your best foot forward and making a positive impression that will land you a new job. Don't let the urge to overshare stand in the way of reaching that goal.



What Hiring Managers Really Want To Know When They Ask 'What's Your Biggest Weakness?'

Jacquelyn Smith ■ Apr. 9, 2014, 10:29

Most hiring managers will at some point pop this dreaded interview question: “What's your biggest weakness?”

Asking this is similar to sifting through resumes looking for a reason *not* to hire a person, says Lynn Taylor, a national workplace expert and the author of “Tame Your Terrible Office Tyrant: How to Manage Childish Boss Behavior and Thrive in Your Job.”

"The underlying question translates to: 'Is there anything I'm missing that could eliminate you from the running?'" she says. "Since the question has a negative slant, it's designed first to test your mettle, and second, your character. This is why it can be a deal maker or breaker, depending on whether you handle it with thought."

Ryan Kahn, a career coach, founder of The Hired Group, and author of “Hired! The Guide for the Recent Grad,” says this type of questioning accomplishes two things: “In addition to potentially revealing any professional weaknesses that may derail a candidate, it also provides insights into if that person is of a mindset of continual improvement.”

Here's what hiring managers really want to know when they ask about your biggest weakness:

They want to test your character. You want to be honest, but that doesn't mean you should provide a laundry list of flaws. Also, remember that hiring managers can play back your answers to any references you provide, so your integrity may be measured after the interview is over, Taylor says.

They want to make sure you're not a robot. Your interviewer will want to hear a prompt and thoughtful answer. Try to avoid using cliché answers to this question, like, “I'm too much of a perfectionist,” Kahn says.

You'll want to think about your answer to this question beforehand so that you don't hem and haw — but be careful not to sound too rehearsed, Taylor says.

They want to get a sense of your self-awareness. Your response should show the hiring manager that you objectively examine your own strengths and weaknesses.

They want to hear that you're working to strengthen this weakness. “Answer the question truthfully, positioning it as a development area versus a weakness, and always include what steps you are taking to grow your strengths in that area,” Kahn says. HR representatives want to hire someone who is aware of his or her personal-development areas and taking steps to grow.

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

Please return to Page 1. Let us know which workshops you'll be attending this month.



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They want to see how you handle tough questions. Your response should not be overly general, Taylor says. “Indicate that you have genuinely thought about your answer.”

Avoid saying, “I don’t know,” or, “Honestly, that is a tough question. I’m always doing my best.” And don’t give unrelated responses, like, “I have a weakness for fast food.”

They want to see you keep your composure. You’ll need to demonstrate an ability to keep your cool when put on the spot with a tough question, just as you’ll do on the job.

They want to hear something positive. “If you can incorporate a positive thing about yourself into the response, that’s even better,” Kahn says.

A good answer might be something like: “One area that I’m continually trying to improve is prioritization. I’m someone who likes to gain lots of new experiences and work with new people, so I tend to say yes to too many projects, and that’s created some issues for me in the past. I’ve been working on growing my project-management and prioritization skills to make sure that whenever I take on something new, I’m confident I can meet deadlines and turn in work at the level of quality I expect from myself.”

They want to know your weakness won’t affect your performance. “Read the job description carefully in advance. You don’t want to inadvertently play up a weakness that collides with requirements,” Taylor explains. However, if your weaknesses *would* impair your ability to perform well in this role, know that it might not be the right job for you.

“Look! They’re hiring. How can I get a job there?”

Harry Dahlstrom – Now Hiring Apply Yourself, A Pocket Guide for Job Hunters Who Don’t Need a Resume

One of the easiest ways to get a job is to look for a “Now Hiring” sign on a business building, door, or window. Then, all you have to do is walk in, smile, and ask for a job application. Here’s what to say –

1. Ask one of the workers where you can get a job application

“Excuse me, I saw your ‘Now Hiring’ sign. Could I get a job application, please?”

2. Ask a few questions to show your interest

*“Which jobs are available?”
“What are the duties of a (retail sales clerk)?”*

3. Ask if there’s someone from your neighborhood or school who works there

*The best way to get a job is to get a worker to put in a good word for you. So, ask if someone from your neighborhood or school works there.
“Does anyone from Holliston work here?”*

4. Notice how the employees are dressed

If you are invited back for a job interview, you’ll know what to wear. The idea is to dress like the employees and show that you fit in.



Now Recruiting for Chemical Process Fast Start Training

This training program has been highly successful -- over 86% 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: TBA

Application Deadline: TBA

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.