



## BAY COUNTY WORKSHOP SCHEDULE

Protect Your Attitude	11/3	8:30-10:30am
CLOSED	11/4	CLOSED
Out For Good	11/5	2-4pm
*Portfolio	11/6	8:30am-10:30am
Fast Start Info	11/6	2-3:30pm
Resume/Job Search	11/7	8:30-11:30am
*Mature Worker	11/10	8:30am-10:30am
*Stress Mgt.	11/10	2-4pm
CLOSED	11/11	CLOSED
Communication	11/12	2-4pm
*Networking	11/13	8:30-10:30am
Resume/Job Search	11/13	2-5pm
*Essen. Work Skills	11/17-18	8:30am-12:30pm
*Diversity	11/17	2:30-4:30pm
*Team Building	11/18	2:30-4:30pm
Resume/Job Search	11/19	2-5pm
Fast Start Info	11/20	2-3:30pm
Veterans	11/21	8:30-10:30am
Surviving a Layoff	11/24	8:30-10:30am
*Customer Service	11/24	2-4pm
Making Ends Meet	11/25	8:30-10:30am
*Conflict Resolution	11/25	2-4pm
*Interviewing	11/26	2-4pm
CLOSED	11/27-28	CLOSED

\*Must be WIA registered to 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 rarely 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

Workshop Schedule Page 1

The 5 Best Things You Can Say in a Job Interview Page 2

How to Salvage a Job Interview That's Going Downhill Page 3-4  
Ten Things You Should Keep to Yourself at the Office (Job Site) Page 4

Now Recruiting for Chemical Processing Fast Start Training Page 5

Fast Start Training Information Page 5



November 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 Cheryl 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."



November 2014

## THE JOB LINK

www.michiganworks.com

### How to Salvage a Job Interview That's Going Downhill

This article originally published at [BusinessNewsDaily](#) [here](#)

No job seeker ever wants an interview to go badly. But even the most seasoned candidates can find themselves in a situation where they know the hiring manager isn't impressed. Whether you start talking in circles, accidentally say the wrong thing or just get nervous and blank out on a question, sometimes your interview doesn't go the way you planned.

Getting negative reactions — or no reactions at all — from an interviewer is certainly discouraging, but it doesn't mean you should throw in the towel. In fact, making a concerted effort to turn the interview around could end up being your saving grace.

"If the candidate remains calm and confident, and approaches the remainder of the interview in a professional and congenial manner, the chances are better [he or she won't be disqualified] than if the candidate cracks," said Jane Trnka, executive director of the Career Development Center at Rollins College Crummer Graduate School of Business. "Leaders are determining if the candidate is a fit for the company. So, depending on how well the candidate handles the situation will be an indicator of how he or she will manage a stressful situation at work."

Trnka shared some telltale signs that an interview is going badly, and offered advice for handling any of these scenarios like a pro.

#### **You realize you're not qualified for the job.**

The recruiter begins to talk about the skills and experience required for a role, and you don't have them. This may be due to poor communication regarding expectations on the employer's part, or poor research on your part. In either situation, be honest, Trnka said. Explain that, although you thought the job was X, it is apparently Y, and then turn the conversation toward why you would like to be a part of the team in a different capacity.

#### **The interviewer's body language says he or she isn't impressed.**

A hiring manager often won't outright tell you that you're screwing up an interview. Instead, he or she will say it with body language: a concerned look on his or her face, an audible sigh, avoiding eye contact or tuning you out when you speak. If this is the case, Trnka advised asking if the interviewer desires additional information or clarification to your response. If he or she says yes, you have the opportunity to reframe your answer. If he or she says no, then at least you can say you tried. In any case, once the interview is over, be professional and polite by sending a [thank-you note](#). This may remind the hiring manager to review your qualifications and reflect on the conversation.

Continued on  
Page 4

The Dow Chemical Company is recruiting **Logistics Packagers**.

October 29<sup>th</sup> | 1-5pm | Bay County Service Center; 4061 N. Euclid, Bay City, MI 48706

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



Continued from  
Page 3

## The interviewer asks inappropriate questions or makes inappropriate comments.

There are at least two people involved in any job interview, and it's not always the candidate's fault when something goes wrong. A hiring manager may ask a non-job-related question, or make a questionable comment that throws you off. Maintaining your confidence is key in this situation, Trnka said. An appropriate response to a completely irrelevant question or comment is asking the interviewer why this would be important for the role.

## You "just know" it's going badly.

If your gut feeling tells you the interview is failing, tell the hiring manager outright that you sense the interview isn't going well, and although you realize you may not be the right candidate for the job, ask for feedback. He or she may appreciate the boldness and provide you with constructive criticism. The interviewer may even see this boldness as a characteristic that would fit with the company culture.

Please be aware that the Great Lakes Bay Michigan Works offices are closed for the following dates for the month of November:

Tuesday, November 4<sup>th</sup> – Election Day

Tuesday, November 11<sup>th</sup> – Veterans Day

Thursday & Friday, November 27<sup>th</sup> and 28<sup>th</sup> – Thanksgiving

*"Feeling gratitude and not expressing it is like wrapping a present and not giving it."* William Arthur Ward

*"See how many are better off than you are, but consider how many are worse."* Seneca

## Ten Things You Should Keep to Yourself at the Office (Job Site)

From Global Information Technology Job Prep 10/2013

There are certain things you shouldn't share/spread/do at work.

Here are 10 of them.

Some are quite obvious; some are not. Some could get you into serious trouble; some only get the finger of shame pointed your way.

See how many of these rules you have broken.

- 1: **Drama**—Drama is something that should have ceased in high school.
- 2: **Rumors**—Rumors damage both the source and the target.
- 3: **Jealousy**—Jealousy is an ugly beast, no matter how you look at it.
- 4: **Libido**—Libido can really cause serious issues in the office.
- 5: **Personal life**—You can't always prevent your personal life from seeping into work.
- 6: **Confidential information**—Confidential information is given to you in, you guessed it, confidence.
- 7: **Plans to quit**—Thoughts or plans of quitting are easily spread between employees.
- 8: **Politics and religion**—Politics and religion are dangerous subjects.
- 9: **Salary**—Salary should never been discussed.
- 10: **Social media remarks**—Social accounts can cause problems at work. Don't share your Twitter, Facebook.



November 2014

## THE JOB LINK

www.michiganworks.com

### **Now Recruiting for Chemical Process Fast Start Training:**

This training program has been highly successful -- over 88% 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 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's 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 manage valving stations and headers; understand and use pneumatic tools and equipment; connect, disconnect, load, unload and manage tanker transfer stations;. They 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 manage normal equipment maintenance; calibrate instrumentation; and handle 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 manufacturing of chemical products is a continuous process. Work weeks cover the weekends and operators often work overtime and occasionally are required to cover shifts on holidays. All employees in a chemical plant are required 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 products.

### **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 cannot be met by the local job market. Students for Fast Start trainings are selected by Delta College. Michigan Works can help you be more 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. Strong Manufacturing/Technical skills are required along with strong math and science skills. (13 week class)

Academic Programs are also available at Delta College; 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. (16 weeks)

Work with your Career Manager to complete the WIA requirements to determine if you are eligible for funding.