



MIDLAND COUNTY WORKSHOP SCHEDULE

*Interviewing	7/2	2-4 pm
*Mature Worker	7/3	9-11 am
Fast Start Info	7/3	2-4 pm
CLOSED	7/4	CLOSED
Surviving a Lay Off	7/9	2-4 pm
Fast Start Info	7/10	9-11am
*Team Building	7/10	2-4 pm
*Essential Work Skills	7/14-7/16	8:30-12 pm
*Conflict Resolution	7/15	2:30 pm
Out For Good	7/17	9-11 am
Fast Start Info	7/17	2-4 pm
*Stress Management	7/23	2-4 pm
Fast Start Info	7/24	9-11 am
Resume	7/24	1:30 pm
Job Search	7/24	3:15 pm
Surviving A Lay Off	7/29	8:30 am
Making Ends Meet	7/29	10:15am
*Networking	7/29	2:30 pm
Positive Attitude	7/30	2-4 pm
*Portfolio	7/31	9-11 am
Fast Start Info	7/31	2-4 pm

*Must be WIA registered attend these workshops.
Sign up to attend. Workshops may be cancelled if we don't have enough people signed up.

Please click below for a developing story regarding a new grant we've received. More information to come...
[Labor department announces \\$1.3 million grant to assist 200 former TRW Saginaw workers](#)

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

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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July 2014

THE JOB LINK

www.michiganworks.com

What Can Employers Say About Former Employees? How Much Information Employers Can Disclose About You

By Alison Doyle

One of the questions I get asked frequently is "What can an employer say about former employees?" Some job seekers presume that companies can only legally release dates of employment, salary, and your job title. However, that's not the case.

Can an employer say a former employee was fired or terminated for cause? How about saying that you quit without notice or your attendance record wasn't good? Are there limits to what an employer can say about you?

What Former Employers Can Say About You

There are no federal laws restricting what information an employer can disclose about former employees. If you were fired or terminated from employment, the company can say so. They can also give a reason. For example, if someone was fired for stealing or falsifying a time sheet, they can explain why the employee was terminated.

That said, because of laws regarding defamation (which is slander or libel) companies are usually careful about what information they provide to hiring managers confirming employment or checking references. What they say has to be the truth or the company can be subject to a lawsuit from the former employee. Legally, they can say anything that is factual and accurate.

Concern about lawsuits is why most employers only confirm dates of employment, your position, and salary.

State labor laws vary, so check your [state labor department website](#) for information on state labor laws that limit what employers can disclose about former employees.

Checking On What the Company Will Disclose

If you have been fired or terminated, check with your former employer and ask what information they will give out when they get a call to verify your work history. If they do give out more information than the basics, what they say may be negotiable and it can't hurt to ask.

When you left under difficult circumstances, you could ask someone you know to call and check your references, that way you'll know what information is going to come out. Or, you can also use a [reference checking service](#) to check on what will be disclosed to future employers.

Getting the Story Straight

It's important that your story and your former employer's story match. If you say you were laid-off and the company says you were fired, you're not going to get the job.

Also, not telling the truth during the application process can get you fired at any time in the future - even years after you were hired. That's because most job applications have a section where you verify the information is accurate.

Don't Presume the Company Won't Give Out Information

Don't presume that your former employer won't disclose the reason why your job ended. Large companies typically have policies regarding the disclosure of former employee information, but may not. Many smaller employers don't have a policy at all or aren't aware of or concerned about legal liability issues.

In either case, it's important to know what the employer is going to say about you, because what you say needs to match what the company is going to say.

Finally, if your version doesn't match theirs and you feel the company's story about your termination isn't accurate, be upfront and say so. You'll have a better chance of getting the job than if you say one thing and the company says another.



July 2014

THE JOB LINK

www.michiganworks.com

Jobseekers now can apply for Delta College's next Chemical Process Fast Start Training session

– Heather Jordan, MLive 06/2014

FRANKENLUST TOWNSHIP, MI — The Dow Chemical Co., Dow Corning Corp. and Hemlock Semiconductor, in collaboration with Delta College and Great Lakes Bay Michigan Works, have announced the next Chemical Process Fast Start Training session beginning this month.

The 13-week, 520-hour training program, which aims to prepare participants for careers as chemical process operators, begins Monday, June 30.

Area employers recently indicated a need for 60 to 80 new chemical process operators annually, according to a press release from Delta College. To meet this demand, Delta College officials expect to offer additional Fast Start courses later this year.

The upcoming training session is limited to 24 students. Applicants who are not selected will be placed on a waiting list for subsequent offerings, the release states.

Anyone who is interested in the program is encouraged to attend an informational meeting from 4-5:30 p.m. Thursday, June 12, in Room S105 at the college, 1961 Delta Road in Frankenlust Township.

Representatives of Delta College Corporate Services, area employers and Great Lakes Bay Michigan Works will provide details of the training, employment outlook and payment options, the release states.

"The Chemical Process Fast Start program is a highly successful program custom designed to meet the needs of employers in the Great Lakes Bay Region," Jennifer Carroll, director of Delta College Corporate Services, said in a prepared statement.

"Due to the high collaboration with employers and strong partnership with Great Lakes Bay Michigan Works, participants in our program have a job placement rate of 84 percent."

Cost to participate is \$5,400. Financial support may be available to those who qualify through Great Lakes Bay Michigan Works and the Walmart Brighter Futures 2.0 grant awarded to Delta College, the release states.

Delta College also offers an associate's degree program in chemical process technology.

Find more information or to apply, visit www.delta.edu/faststart/chemical-process-operator, or call 989-758-3612 with questions about the June 12 meeting.

It is anticipated that Delta College, in partnership with Great Lakes Bay Michigan Works, will need additional classes in the near future to meet the hiring needs of local employers.

We are actively recruiting for Chemical Process Fast Start. Now is the time to get prepared for the application process. It does take time to test in all 6 required WorkKeys areas. You can work with our Michigan Works Academic Centers to study and retake any of the assessments that you may score low in.

Entry into the Chemical Process Fast Start program is competitive. Your Career Manager can help you prepare for the application process. If you know someone that is interested, please invite them to visit their local Great Lakes Bay Michigan Works service center.

For a related article, please click here: [Applications open for Fast Start program Delta](#)



July 2014

THE JOB LINK

www.michiganworks.com

8 Traits You Need to be a Fearless Job Hunter

Published May 07, 2014

[LearnVest](#)

Why is it that some people just seem to effortlessly climb the career ladder? You know these folks we speak of: They always know how to dazzle during an interview, and they have a knack for nabbing that prime position before it's even posted.

What's their secret?

According to the authors of "Fearless Job Hunting: Powerful Psychological Strategies for Getting the Job You Want," these are people who have mastered the job hunt by not only honing their skills but also building up the psychological know-how to get through a sometimes soul-crushing process.

We tapped two of the book's coauthors—Bill Knaus, a psychologist who specializes in personnel selection, and Russell Grieger, a psychologist and organizational consultant—to find out what makes such so-called fearless job hunters tick.

Based on their research, Knaus and Grieger have pinpointed eight key traits that they say make these job-seekers so resilient—and a hiring manager's dream.

Fearless Trait #1: They Accentuate the Positives

It's easy to feel down on yourself after getting rejected for a dream job, either telling yourself that you're a failure or that you don't have what it takes to succeed. According to Grieger, that's because "so many people wrap their self-worth around their careers." There are, however, ways to dig yourself out of that hole of negativity, and approach the process in a more fearless fashion.

First, ask yourself whether what you're thinking is logical—and whether it gets you anywhere. Here's a hint: The answer to both should be no!

Then flip the script, and tell yourself, "This will be hard, but I can do it," or "I've accomplished a lot in my life, and I'm fully capable of accomplishing this." Even if your career prospects don't pan out, don't accept that as the be-all, end-all. Instead, say to yourself, "If I fail at this, it doesn't mean that my whole life is a failure," or "I have a lot to offer—if this interviewer doesn't appreciate it, someone else will."

Finally, give yourself a pep talk by writing down a list of your best qualities as a person, as well as an employee, and then read them aloud. This will help to build up your confidence—and further motivate you during the job hunt.

Fearless Trait #2: They Identify Their Hang-Ups

Does job hunting stress you out so much that you keep putting it off? Once you can confront your specific issues head on, you'll put less stress on yourself—fearless job hunter-style.

Start by pinpointing what could be the underlying cause (or causes) of your particular hang-up, and then "strip away whatever loadstone you have on your back," says Knaus. For instance, if you're nervous that your résumé isn't up to par, ask a mentor to critique it. Or if you're unsure of what to say in an interview, practice with a friend and videotape the session, so you can review it and improve upon your delivery.

Fearless Trait #3: They Have Passion—and Purpose

There are a lot of different ways to think about work. For some people, it's simply a way to put bread on the table. But fearless job hunters view their 9-to-5 as an expression of their purpose in life.

If you've never gotten this existential about your career before, here's a good place to start. Ask yourself what you believe is the real reason for being on this Earth—and what sort of job can help you achieve that goal. Grieger, for example, tells himself that he's here "to help people have happy and prosperous lives," which, in turn, fuels his passion for being a psychologist.

When you think about your career in this way, says Grieger, the job search becomes less of a drag and more of an exciting and profoundly satisfying experience. The hunt will no longer be a chore to postpone, but rather an opportunity that you can't wait to take advantage of. Plus, you'll optimize your search by focusing solely on positions that can help you express your purpose.

Fearless Trait #4: They "Pressure-Proof" Themselves

Successful job seekers are patient, persistent and, most important, resilient. "They see the job hunt as a process, not an event," says Knaus, adding that they exhibit what Grieger calls "high frustration tolerance."

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Please go back to Page 1 and let your Career Manager know which workshops you'd like to attend this month to improve your job search skills. Call, or email, your Career Manager to reserve your spot.



Continued from Page 4

Did bumper-to-bumper traffic make you late for an interview? Or did you spill coffee on your newly pressed button-down right before you met with a recruiter? These types of scenarios are less likely to derail the confidence of a fearless job hunter because they accept—and expect—setbacks.

Bottom line, says Grieger, is to acknowledge that you'll make mistakes along the way, and sometimes encounter circumstances that are out of your control. "Don't expect perfection from yourself," he says. "Do the best you can."

Fearless Trait #5: They Network, Network, Network

"Networking is the most important thing that you can do," says Knaus. "And it's the biggest return for your time." So think about who you know who might be able to give you the inside information on a job opening. When you're assertive and proactive, opportunities are more likely to come your way. This is not a time to be shy—put yourself out there.

Fearless Trait #6: They Always Do Their Homework

When you're getting ready for an interview, the more background information you have, the less anxious you'll feel. And we're not just talking about checking out your hiring manager's LinkedIn profile. Instead, look into the actual business.

"Use the Internet to make sure that you have knowledge of the organization," says Knaus. "Write down a few questions to ask the interviewer. And find out the company's main problems."

A good place to ferret this out is by reading customer complaints online. "Then suggest ways that you can help solve those problems," adds Knaus. "Or ways that you can add value to the company with your particular skills."

Fearless Trait #7: They Convey Confidence—Not Arrogance

Yes, you want to tout your skills and achievements, but your approach can mean the difference between coming across as likable or unhirable. So choose your words wisely, and own the motto "show, don't tell," suggests Knaus.

So rather than saying, "I'm amazing at increasing profits," use facts to back it up by saying, "Last year I was the leader of a team that boosted profits 40%." And build a rapport with an interviewer by finding common ground before you make it all about you. "If you see that the person has a photo of airplanes on the wall, you might ask, 'Do you fly?'" he says. "Show interest and see if you can get a conversation going."

Fearless Trait #8: They Learn From Each Letdown

In the job hunt, no one is ever going to bat a thousand. If you didn't get the position that you were positive you were a frontrunner for, assess what might have gone wrong—and see what you can change for the future.

"After you leave an interview, you often have 'woulda, coulda, shouldas'—things you know you could have done better," Knaus says. "Look back and recalculate, based on what you learned. See if there are patterns and trends."

Maybe you forgot to prepare questions, or you were under- or overqualified for the gig. Perhaps you got nervous and didn't sell yourself as well as you could have, or didn't know how to properly explain a career gap on your résumé. If you can identify your weaknesses, you can improve on them—and turn them into strengths for the next round.

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.