

ADULT CAREER SERVICES

If you are eligible and are selected, funding from the Workforce Investment Act (WIA) Adult program offers:

- ☞ Career Planning
- ☞ Training Scholarships
- ☞ Job Search Help
- ☞ Job Retention Assistance

Career Planning

With the help and guidance of your Job Counselor you can:

- ☞ Receive comprehensive and specialized vocational assessment to determine what your career goal is
- ☞ Have the opportunity to explore various careers, including short and long range career planning
- ☞ Learn how to find and understand Labor Market Information about what careers are growing, what kind of wages people in a career earn, what they do, and how to get into a career
- ☞ Develop a career plan that shows the steps you need to take to accomplish your career goals

Career Training Services

- ☞ Funding for tuition, books and fees for skill upgrading and retraining
- ☞ On-the-job training by reimbursing employers up to half of a new hire's wages during a training time as an incentive to hire employees who need additional training

While in the WIA Adult program your Job Counselor can work with you on a broad range of issues that might have an effect on your training or future employment.

Job Search Assistance Includes:

- ☞ One on One job search skills, counseling and training
- ☞ Assistance and guidance in developing your resume and interviewing skills
- ☞ Assistance in identifying and describing the skills you already have
- ☞ Help developing job leads & more

Job Retention Services

- ☞ Once you have found the job, your Job Counselor will meet with you to summarize the services you have received and explain the follow-up services that are available to you during your first year of employment in your new career.

You can be selected to participate in Career Employment Services if you meet the following eligibility requirements:

- ☞ You must be 18 or older. (If not ask about the YES Duluth Program)
- ☞ Your total household income for the last 6 months needs to be below the income guidelines for your family size
- ☞ Must be a U.S. citizen, U.S. national, or a legal alien with a permit to work in the U.S
- ☞ Males born after 1960 must be in compliance with the Military Selective Service Act
- ☞ Must be committed to staying in monthly contact with your job counselor while enrolled in the program and for one year after you have started working in your new job