



Career Assistance Program



CAP Individualized Services

- Career advisors are available to assist in jumpstarting your journey to success!
- We have a collaborative process for assistance in areas such as:
 - + One-on-One Consultation
 - + Career Planning
 - + Resume Customization
 - + Interview Preparation
 - + Personalized Skills Analysis
 - + Networking/Personal Branding
 - + Early access to local job postings
 - + Barrier identification / referral to resources



Eligibility Requirements

- Adults who are 18 or older
- US citizen or eligible non-citizens
- For males – MUST be registered with Selective Service *(if applicable)*
- Must be seeking full-time employment
- Youth Program (24 and under)



Training Guidelines

- Contingent on program funding availability (usually \$3,000 - \$4,000)
- Short term training only (completed within 12 months)
- Training must be in a high-demand occupation or emerging industry
- All training programs must lead to an **industry recognized credential**
- Must demonstrate a comprehensive job search before training is considered (share your job search log w/Career Advisor)
- Consider work history and references
- Complete basic skills assessment



Supportive Services \$\$

- Transportation – mileage reimbursement
- Auto repairs / Auto insurance
- Childcare Expenses
- Work-related Clothing / Tools / Supplies
- Educational Expenses – books / fees / supplies
- Other possibilities:
 - Housing / Medical / Dental (one-time expenses)

Career Advisor Process

WIOA Enrollment (virtual / in-person) with Career Advisor

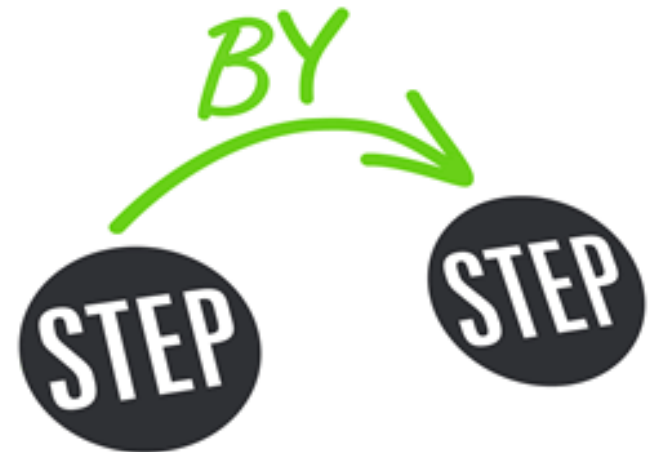
- Registration forms
- Overview ID documents / additional information needed
- Complete comprehensive assessment
- Develop a career plan

Follow-up Appointments with Career Advisor (as needed)

- Resume analysis
- Continue other areas of job development

Training (Must have exhausted comprehensive job search)

- Occupational goal review
- LMI/job postings
- Training institution research
- Training and funding approval
- Contract signing



Documents & additional information needed for WIOA program consideration

- * Driver's License or State Identification with current address
- * Social Security Card or W2 (showing full 9-digit number)
- * Birth Certificate or valid U.S. Passport or Green Card
- * Copy of your resume
- * U.S. Military Veterans: DD214 form
- * DHHS letter if enrolled in Food Assistance Program
- * UIA "Monetary Determination Letter" & proof of UIA deposits

Oakland County Michigan Works!

Self-Serve Resources

- + Computer Lab – Internet and MS Office products
- + Fax machine and copier (*limit 20 copies/day*)
- + Resource materials and job search tools
- + Regional career fair information
- + Latest publications and news resources
- + Job postings and career library



Veterans Priority of Service

- + Served actively in the military
- + Discharged under conditions other than dishonorable
- + Eligible spouses

Other Self Serve Resources

Career Workshops

Virtual Career Workshop Program

Prepare for Your Next Career Opportunity Right from Home

Oakland County Michigan Works! is ready to provide you with valuable career assistance. We are launching a series of interactive, virtual workshops on multiple dates, led by our trained advisors who will help you prepare for your next career opportunity. Each lasts one hour, including a guided presentation and time for questions.

<https://www.oakgov.com/workforce/education/Pages/virtual-workshop-program.aspx>

LearnKey Tutorials

- + *Access*
- + *Excel*
- + *Outlook*
- + *PowerPoint*
- + *Word*
- + *QuickBooks*

**LinkedIn Profile Picture (by appt)*

Thank you!

