



Career Assistance Program



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)



Career Advisor Process

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

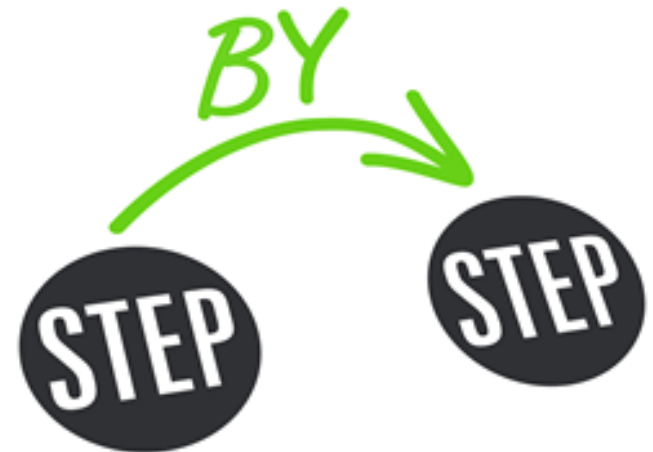
- Registration forms
- Overview ID documents / additional information needed
- Complete comprehensive assessment
- Develop a career plan

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

Ready to Roll !

+ Complete **online** form at
www.troymichiganworks.com

Events/Workshops tab

+ You'll receive an email –
Complete/Return form &
provide ID documents

(via email or drop off at our office)

+ Career Advisor Introduction

+ Your adventure begins!

Oakland County
MICHIGAN
WORKS!
TROY

550 Stephenson Highway
Suite 400
Troy, MI 48083
248-823-5101

What's New Hot Jobs Job Seeker Services Employer Services **Events/Workshops** Contact Us

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You are registering for **SEPTEMBER - Career Assistance Program Registration - process completed via email**
on **Thursday, September 30, 2021**
at in **ONLINE**
at the Troy Michigan Works! 550 Stephenson Hwy, Troy, MI 48083
If this is not the workshop you wish to register for, [CLICK HERE](#) to go back.

Otherwise,
Please complete and submit the registration form below.

First Name:

Last Name:

Birth Month: Birth Day:

Email Address:

Phone Number

Street Address:

City: State: ZIP:

Did you serve in the US Military?

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*
- + *SharePoint*
- + *Word*
- + *QuickBooks*

**LinkedIn Profile Picture (by appt)*

Thank you!

