



# 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)





# 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

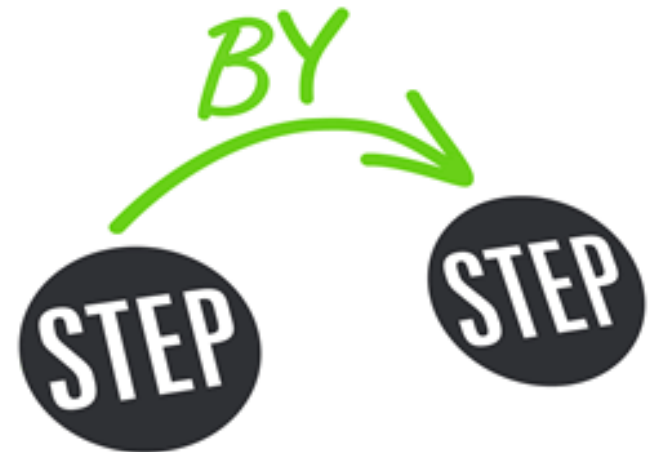
- Registration forms
- Overview ID documents / additional information needed
- Complete comprehensive assessment
- Develop a career plan

## 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!

