

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 9:00 AM Orientation 10:00 AM Job Survival & Success Scale (JSSS)	4 9:00 AM TABE Assessment 11:00 AM Soft Skills 1:00 PM Interview Techniques	5 9:00 AM Soft Skills 10:00 AM Financial Literacy	6 9:00 AM Resume Builder 10:00 AM Transition-to-Work Inventory (TWI) 11:00 AM Soft Skills	7 9:00 AM Soft Skills 10:00 AM Interview Techniques 11:00 AM Online Applications
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Career Advisor Walk-ins:

Monday – Friday, 8:30AM – 10:45AM

Introduction to Services and Recruitment Events:

Monday – Friday

Check-in: 8:30AM Event: 9:00AM

Check-in: 12:30PM Event: 1:00PM

Resource Room: Monday – Friday: 8:00AM – 4:30PM

Thursday extended hours: 8:00AM – 6:30PM

Note: Jobseeker workshops are free and open to all. Participation is first come, first served. Days and times are subject to change without notice. Some seat availability restrictions may apply.

Orientation

Introduction to the Center's services for customers in improving employability skills. Walk-in customers welcome. First come, first served. Proof of age, residence and authorization to work in the U.S. required. MI State ID and SS Card are the preferred documents (Please see the sidebar for other acceptable documents).

Email, Attachments, and Online Storage Accounts

Learn how to set up a free email account, how to prepare and send an email, and how to set up a free online storage account. You will also learn how to attach and send files like a resume and cover letter, so you don't miss out on job opportunities.

Resume Builder

Create powerful resumes that capture the attention of hiring managers. Showcase your skills and experience with impressive templates that will make you stand out of the crowd.

Job Survival and Success Scale (JSSS)

Job survival and success skills are critical in today's workplace. You need to know what is required to not only keep your job, but to get ahead in your career. Knowing your strongest and weakest skills can help you to improve them, which will lead to increased job success. The JSS is designed to help you identify your most effective and least effective job survival and success skills.

Assessment

TABE® is the most comprehensive and reliable academic assessment product in adult basic education. Educators use TABE testing to provide a solid foundation for effectively assessing the skills and knowledge of adult learners. TABE Online is an easy-to-use, web-based assessment of adult basic and secondary education knowledge.



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Online Applications

Learn to navigate through company websites and job boards when applying for jobs electronically. Customers must have an email address, resume, and cover letter in electronic format.

Interview Techniques

Often, your tone of voice says more than your words do. You can say you know how to perform the job duties, but if it doesn't sound like you do then you won't inspire much confidence in the hiring manager. Because a positive first impression is so important, interviewing techniques will help get you off to a good start.

Transition-to-Work Inventory (TWI)

In our lives and careers, we experience many types of transitions, a period of change or the passage from one situation to another, such as from unemployment to employment. Transitions might also include going from school to work, prison to employment, job to self-employment, and disability to employment.

The TWI can help you make your career transition more effective and more rewarding. Regardless of your past work experience or skill level, the TWI guides you toward more-informed decisions by identifying careers that are related to your interests. The TWI will help you successfully navigate your transition and find work that you enjoy.

Soft Skills

The goal of this Lifelong Soft Skills eLearning series is to raise awareness among students and employees about key skills needed for workplace success. It encourages and suggests attributes that employers are looking for and is not intended to address employer practices or labor management relations.

Financial Literacy

Specifically designed to aid in understanding the importance of planning, problem solving, reasoning, and budgeting for managing money wisely.

Note: We recommend that you sign up for a free cloud storage account (e.g., Google Drive, Drop Box, iCloud) to save career portfolio documents.

Please see the list below of acceptable documents for registration.

Proof of Age

Please bring in one from the list below

- Birth Certificate
- Driver's License
- State Identification
- Official Government ID

Proof of Right to Work in the U.S.

Please bring in one from the list below

- Social Security Card
- Birth Certificate
- Alien Registration Card (I-94)
- Naturalization Certificate
- Resident Alien Card
- Passport

Proof of Michigan Residency

Please bring in one from the list below

- Driver's License/State ID
- Utility Bill (with name and address)
- Rent Receipts (with name and address)

Dislocated Worker Documents

If you have any of these documents, please bring them

- Unemployment Insurance Records
- Pay Check Stubs
- W-2 and/or tax returns
- Notice of Layoff
- DD214
- Notice of Closure of Plant, Factory, or Business

Detroit at Work Career Centers are operated by Detroit Employment Solutions Corporation, a Michigan Works! Agency. They are located throughout the city of Detroit and provide jobseekers with a wide range of FREE employment services, including job placement, career counseling, workshops, and access to training opportunities. To learn more about how Detroit at Work can help you find your new career, please visit DetroitAtWork.com.

An equal opportunity employer/program. Supported by the State of Michigan, Talent Investment Agency.
Auxiliary aids and services available upon request to individuals with disabilities. 1-800-285-WORK. TTY: 711.