

# Job Search Procedures

1. Complete weekly classes in order below:

\_\_\_\_\_ **Data Collection for Resume** with Carol/Brandi

Date Completed: \_\_\_\_\_

\_\_\_\_\_ **How to complete a Job Application** with Carol/Brandi

Date Completed: \_\_\_\_\_

\_\_\_\_\_ **Complete Book a Librarian Appointment** with High Plains Library District

Date Completed: \_\_\_\_\_

\_\_\_\_\_ **On-line application class** – High Plains Library District

Date Completed: \_\_\_\_\_

\_\_\_\_\_ **Connecting Colorado** website –High Plains Library District

Date Completed: \_\_\_\_\_

2. Attend the **Job Log Class** with Carol or Brandi.

All job logs must have the contact name and number of the supervisor you spoke with. This is a good way for you to follow up on the job position and shows initiative. Refer to the attached sample job log)

Date Job Log Class Completed: \_\_\_\_\_

3. If you are receiving food stamps, you will need to meet with Workforce Case Manager weekly for workforce support or vocational rehabilitation.

Dates you met with your case manager at workforce:

Workforce Case Manager Name and Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Learn to use the Resource Room at Workforce. Sign Up at the front desk and ask them to show you how to make use of all benefits of the Resource Room.

5. **Attend All Workforce Classes located at:**

Location A: 1551 N. 17<sup>th</sup> Ave, Greeley, CO

Location B: 315B N. 11<sup>th</sup> Ave, Greeley, CO

Location C: 2950 9<sup>th</sup> Street, Fort Lupton, CO

\_\_\_\_\_ **Resume 1**

Date Completed: \_\_\_\_\_

\_\_\_\_\_ **Resume Lab (Pre-requisite Resume 1)**

Date Completed:

\_\_\_\_\_ **Job Applications/Search**

Date Completed:

\_\_\_\_\_ **Interviewing**

Date Completed:

\_\_\_\_\_ **Transferable Skills**

Date Completed:

6. Turn in your job log weekly to your Shelter Case Manager:

Dates you turned in your job log to your Case Manager:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: You must print and turn in email confirmations of all online applications to your Shelter Case Manager with your weekly job log.

7. CRC Assessment

\_\_\_\_\_

Date Completed:

8. When all of the above steps are complete, visit [GFCLearnfree.org](http://GFCLearnfree.org) for online tutorials. Completion of weekly tutorials is required; you will complete the tutorial and then print tutorial assessment and turn in to your case manager.

Recommended tutorials are highlighted below. If you have areas of weakness in your CRC Assessment you can focus your learning in those areas and then retake your CRC Assessment.

- Math Basics
- Money Series
- Workplace Basics
- And many other online tutorials

If you need GED training, please schedule another Book a Librarian Appointment to use [LearningExpress.com](http://LearningExpress.com)