

americanjobcenter EAST

 AJCEasternCT |  americanjobcenters_easternct

CATALOG



**AMERICAN JOB CENTERS EAST:
FIND A BETTER JOB, BUILD A BRIGHTER FUTURE**



**Montville
American Job Center**

601 Norwich New London Tpke, Ste. 1
Uncasville, CT 06382

Phone: (860) 848-5240
Email: AJC@eastconn.org



**Danielson
American Job Center**

562 Westcott Road
Danielson, CT 06239

Phone: (860) 774-4077
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**Willimantic
American Job Center**

1320 Main Street, Tyler Square
Willimantic, CT 06226

Phone: (860) 450-7603
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WELCOME TO THE AMERICAN JOB CENTERS EAST!



The Eastern CT Workforce Investment Board (EWIB) has a vision that "Eastern Connecticut will create and sustain the global economy's best-educated, most-skilled, highest-productive workforce, with increased access to opportunities for all residents to pursue rewarding careers, such that every business has access to a qualified, skilled, job-ready workforce."

To accomplish its vision, EWIB oversees three American Job Centers (AJCs): A comprehensive AJC (offering a full complement of employment services) in Montville and affiliate AJCs (offering self-services and selected employment services) in Danielson and Willimantic. AJCs provide a range of jobseeker services under one roof through a partnership of state, regional, and local organizations that work as a single, customer-friendly system.

AJC EAST SERVICES

AJCs offer jobseekers a variety of FREE, convenient, virtual and in-person services, as well as referrals, resources, and much more!

General Employment Services: (Available In-Person & Virtually)

- One-on-one career counseling
- Job search assistance
- Professional résumé writing assistance
- Employer recruitments
- Job search, career exploration, and professional skills workshops
- Online training

Services for Priority Populations:

- Veterans
- Low-income
- People with disabilities (including the Ticket to Work program)
- In-school and out-of-school youth
- Older workers (including the MaturityWorks program)

Referrals to:

- Job training
- Support services
- Transportation assistance
- Other regional service providers and programs

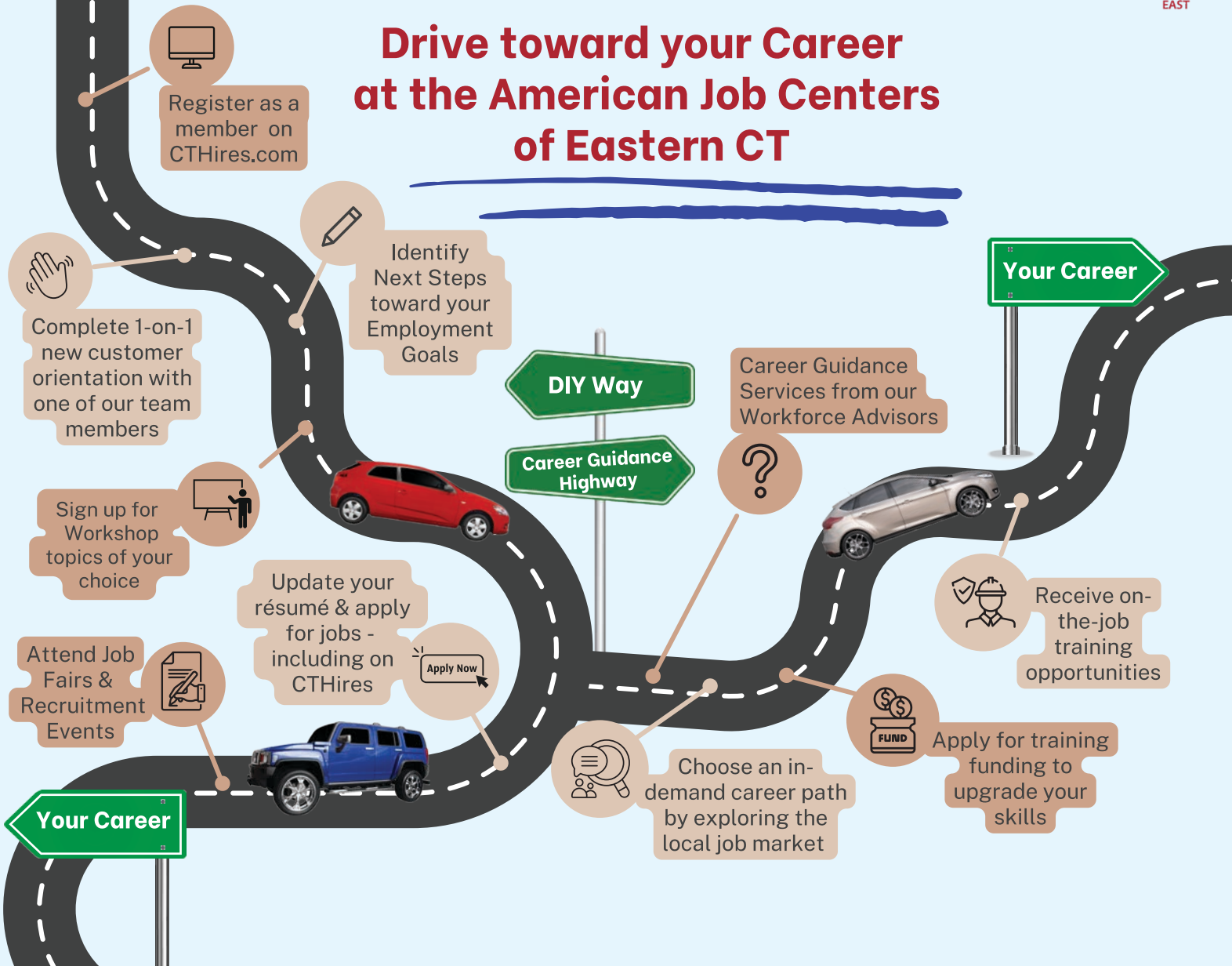
Resources:

- Assistive technologies for persons with disabilities
- Local job postings
- Résumé and cover letter reference books and guides
- Job-related materials for veterans
- CT Department of Labor publications
- Computers with free Internet access for job search
- Résumé-quality paper and envelopes
- Job-related copying, mailing, and faxing services

CTHires is Connecticut's online workforce development system, providing free access to job postings, job search and resume tools, approved training providers, and other services. To receive AJC services, you must register at CTHires.com. For our account creation process guide, go to www.ewib.org/Portals/0/PDF/HowToCreateACTHiresAcct.pdf



Drive toward your Career at the American Job Centers of Eastern CT



AJC SERVICES – ONE-STOP SHOPPING FOR JOBSEEKERS

ELIGIBILITY FOR SERVICES

A variety of sources fund AJC services. While many services are available to anyone, some programs and services have eligibility requirements because of their funding source. Please ask an AJC staff person about the services you need and they will be happy to explain any eligibility requirements.

COMPUTER LAB & COMPUTER TRAINING

Computer literacy is critical in today's job market. AJCs offer workshops for computer novices and advanced users, as well as computers with free Internet access for customers to create résumés and cover letters, submit job applications, take online courses, and other job search-related activities. Drop into an AJC computer lab or call about workshops!

CAREER COUNSELING

AJC career counselors offer career planning and exploration, labor market information, help making employment decisions, assistance with job transitions, skills and abilities assessments, assistance overcoming employment barriers, résumé services, and job search training. For more information or to request an appointment, visit or call your local AJC.

RÉSUMÉ ASSISTANCE

A great résumé makes all the difference when you want to take the next step in your career. AJC Certified Professional Résumé Writers provide one-on-one assistance to help address problematic issues and identify areas for improvement, and offer several group workshops to help you build a better résumé. Visit or call your local AJC for more information.

INTERVIEW PREP

Your résumé can help you land an interview: the AJC can make sure you nail the interview! Learn to make a great first impression and sell yourself to employers with various interviewing strategies workshops, and get hands-on practice with a one-on-one mock interview and feedback session. Visit or call your local AJC to sign up.



MORE AJC SERVICES FOR JOBSEEKERS!

WORKSHOPS

MIX OF VIRTUAL AND IN-PERSON

- Computer Basics
- Computer Assistance for Jobseekers
- Getting Started with MS Word
- Email Essentials
- Email for Jobseekers
- Powerful Job Search Emails
- Exploring In-Demand Occupations
- LinkedIn
- Networking with LinkedIn
- Fundamentals of Résumé Writing
- CTHires Résumé Builder
- Mock Interviews
- Interviewing Strategies and Techniques
- Preparing for a Virtual Interview/Job Fair
- Successful Job Search Strategies
- How to Apply Online
- SkillUp CT Metrix Learning
- Picking Up the Pieces: Dealing with Pandemic Unemployment
- Confidence Makeover: Rebounding & Recovering from COVID Job Loss
- Careers, Training & You
- Career Transitions
- Pipeline Path to Your Manufacturing Career

ADVISORY SERVICES

A range of AJC partner organizations offer advisory services to help several focus populations achieve their career goals. Specific AJC programs offer

targeted employment supports to people with disabilities, veterans, out-of-school youth, older workers, Native Americans, and low-income individuals, among others. Visit or call your local AJC for more information.

BREAKING DOWN BARRIERS TO EMPLOYMENT!

Life is complicated. The AJCs make it simple to access services, offering supports that break down barriers to participation and – more importantly – to work. Human Services Specialists refer jobseekers to assistance meeting basic needs like housing, heat, food, transportation, health care, and child care. Our manufacturing and healthcare pipeline programs provide trainees with stipends, transportation support, and other support services. Other AJC programs offer various supports to help customers succeed. Ask an AJC staff person how we can help you!

JOB SEARCH AND JOB FAIRS

Our AJCs can also help you find a great job: Career counselors provide 1-on-1 job search coaching; workshops cover topics including online applications, job search emails, and job search strategies; Virtual job fairs and in-person recruitment events allow you to meet with employers who are looking to hire.

For workshop descriptions, flyers, and a calendar, visit: www.ewib.org/workshops



TRAIN FOR A BRIGHTER FUTURE!



CAREER SKILLS TRAINING

For some jobseekers, training is the only thing standing between them and a good job. EWIB can offer financial assistance through Individual Training Accounts (ITAs). AJC customers who qualify for ITAs work with Workforce Advisors to develop an Employment Plan and select an approved training program based on an assessment of the customer's job skills; job readiness; employment and training needs; financial, social, and supportive needs; and potential for successful completion of training and job placement. Contact your local AJC to learn more!

MANUFACTURING PIPELINE INITIATIVE PROGRAM

Over the next several years, members of the Eastern Advanced Manufacturing Alliance (EAMA) – including Electric Boat (EB) – and other area employers plan to hire thousands of workers for entry-level manufacturing jobs with career advancement opportunities. EWIB's national-award-winning Manufacturing Pipeline Initiative (MPI) Program has placed 2,400+ unemployed and under-employed workers (most with no prior manufacturing experience) in these jobs after just 5-10 weeks of no-cost training!

More than 90% of MPI participants who complete intensive, short-term, hybrid (virtual and hands-on) training programs land jobs as machine operators, welders, pipefitters, electrical workers, designers, and planners, among others. MPI training is free, and trainees receive a stipend, support services (such as mileage reimbursement, day care, and clothing), and guided job search.

Enroll today at EWIB.org/pipeline!

HEALTHCARE PIPELINE INITIATIVE PROGRAM

Eastern Connecticut healthcare employers need hundreds of new workers every year! The Eastern CT Healthcare Pipeline Initiative (HPI) Program provides free, short-term training to help unemployed and under-employed residents qualify for in-demand careers as personal care aids, sterile processing technicians, pharmacy technicians, certified nursing assistants (CNAs), and phlebotomists, among others. HPI participants receive no-cost training, support services to promote program completion, and job search support. No previous healthcare experience is required to participate.

Visit ewib.org/Healthcare today to learn more and to register!

The CT Department of Labor and Eastern CT Workforce Investment Board are Affirmative Action/Equal Opportunity employers and equal opportunity program and service providers. Auxiliary aids and services are available upon request to individuals with disabilities.

AJC POLICIES

To maintain a fair, professional, and productive environment, please follow the following AJC policies. AJC staff may monitor all activities in the AJC. Any violation of these policies could result in loss of privileges, up to and including termination of services.

COMPUTERS:

- Computer usage is limited to 2 hours per day
- Knowledge and ability to use a computer is required – please ask the front desk about computer-related workshops
- Computers – including personal email – may be used for job-search-related activities only
- Files created on AJC computers must be saved to the customer's email or a flash drive – not to the computers
- Inform a staff member about issues with the computers
- No food or drink is allowed at the computers

COPIER/FAX/MAIL:

- Mail and fax limit of 5 per day
- Customers may only mail or fax job- or program-related documents
- Limit of 10 copies of job-related documents per day

Important: For your own protection, please sign out of online accounts and discard any personal documents before leaving the AJC.

CELL PHONES:

- Keep phones on vibrate
- Step outside to make/take calls

PERSONAL ITEMS:

- Keep personal items with you at all times. The AJC is not responsible for lost or stolen articles.

CHILDREN AT THE AJC:

- The AJC is a place of business. If you have a staff appointment or are visiting the AJC for job search activities or to use computers, we suggest that you arrange care for your children. Customers who bring children to the AJC are responsible for monitoring their children, and the AJC is not liable for injury to children in the AJC. Children are not allowed in workshops.

VIRTUAL SERVICES:

- An Internet-connected computer, laptop, or smart phone is required to participate in virtual services – please talk to an AJC staff person if you do not have Internet access or a device

COMPLAINTS:

- Should any problems or grievances occur in an AJC, please immediately request to speak with an AJC supervisor, who will attempt to resolve the problem in a fair and timely manner.

OTHER POINTS TO REMEMBER:

- Customers must check in at the front desk EVERY TIME they visit the AJC
- The AJC has a ZERO TOLERANCE policy for disruptive or threatening language/actions directed at staff or customers at the AJC, on the phone, or online. This will be addressed immediately and accordingly.

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Call or visit your local American Job Center today to take the next step on your career journey!



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 [AJCEasternCT](https://www.facebook.com/AJCEasternCT) |  [americanjobcenters_easternct](https://www.instagram.com/americanjobcenters_easternct)

www.ewib.org/Job-Seekers/Contact-the-American-Job-Centers

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