

## **September Programs for Job Seekers and Employers At the Greater Portland CareerCenter**

PORTLAND-The Greater Portland CareerCenter announces September programs for job seekers, those who are considering training for a new career and employers in need of workers.

"Maine reached an all-time high in payroll jobs this year, and our unemployment rate has been under 4.0 percent for 22 consecutive months," said Governor Paul R. LePage. "There is no better time to find work than now, especially as we head into the fall hiring season. Maine CareerCenters can help you update your resume, practice interview skills, or connect you with education or training, and you may qualify for free tuition. Our employers need you. Make yourself stand out from other applicants-take the first step and contact your closest CareerCenter."

Events are held at the Greater Portland CareerCenter, located at 151 Jetport Boulevard in Portland, unless otherwise noted. Maine veterans receive priority of service in all CareerCenter programs.

**\*\*Greater Portland CareerCenter Job Fair: Wednesday, September 6, Noon to 3 p.m.\*\***

More than 25 employers will be recruiting and accepting resumes at the Greater Portland CareerCenter's monthly job fair. Employers have the availability to use the resources of the Career Center for recruiting, interviewing, and testing, while job seekers are able to meet a variety of employers. A list of Employers who will be attending Job Fair can be found on the CareerCenter website at [www.mainecareercenter.gov](http://www.mainecareercenter.gov). Come dressed for success and bring copies of your resume.

**\*\*Resume Information Seminar: Friday, September 8 and 22, 9 to 11 a.m.\*\***

This is a not-to-be-missed workshop that will teach you how to write a dynamic resume. It provides you with the tools to promote and target your qualifications to directly match the employer's needs. You will learn how to insure that your resume and cover letter make the best first impression to employers.

Registration is required as the workshops fill up quickly. Please call the reception desk at 822-3300 to register.

**\*\*Career Exploration Workshop (CEW): Monday, September 11 and Tuesday, September 12; Pre-Assessment on Thursday, September 7\*\***

This extensive and informative two-day workshop is offered to Vocational Rehabilitation (VR) Clients at the Greater Portland CareerCenter. VR clients will be able to explore a variety of career paths, and research the required skills needed for these careers. Registration through Vocational Rehabilitation is required. Please call 822-3300 and ask for Vocational Rehabilitation to register.

**\*\*Vocational Rehabilitation Orientation: Wednesdays, September 13 and 27, 10 to 11:30 a.m.\*\***

This program assists eligible individuals with disabilities to prepare for, obtain, and maintain viable employment, and provides persons with disabilities information and services to assist them to overcome barriers to employment. Assistance with job search and job placement is also discussed.

If interested please call 822-3300 and ask to speak with the Counselor of the Day to sign up. You can also view a video of the orientation online at [http://www.maine.gov/rehab/vr\\_orientation.shtml](http://www.maine.gov/rehab/vr_orientation.shtml).

**\*\*Employers' Emporium: Wednesday, September 27, 1:30 p.m.\*\***

This workshop is designed to help employers identify and develop tools that will enable them to attract and retain the workforce they need in this very tight labor market. Our September session will feature Rachel Knight of Destination Occupation, which produces and distributes career exploration videos tailored to specific occupations and employers.

Destination Occupation has produced dozens of professional, engaging and relevant videos for clients that include Jotul North America, Hancock Lumber, SIGCO, and BIW. This growing video library is being used in schools, career centers and workforce development agencies throughout the state to meet the educational, training and workforce needs of Maine students, job seekers, and employers.

**\*\*Job Interview Workshop: Friday, September 29, 9 to 11 a.m.\*\***

Be prepared to successfully interview with the employer you want to work for and for the job you seek. In this workshop you will explore interview preparation and have the opportunity to practice the most commonly asked questions in an interview setting. You will learn how to make that great first impression to employers emphasizing your strengths and motivating employers to want to hire you. The workshop will give you tips on how to answer employer's tough interview questions, and is targeted for people just beginning the job search process or those who have not had success in finding work.

Space is limited and preregistration is required. Please call 822-3300.

**\*\*Unemployed Professionals Group: Every Tuesday in September, 8:30 a.m. to 12 noon\*\***

The group offers real time networking, professional advice, current information as to what employers are looking for in resumes, invitations to networking events and contacts for the "hidden" job market. This workshop is a great resource for the unemployed, under-employed, and employers seeking individuals looking for work. It is a great tool for career exploration. Open to the public. No registration required.

**\*\*Essentials of College Planning for Adults: Every Tuesday in September by Appointment Only\*\***

You will discuss college and trade schools in our region, entrance requirements, readiness and transitional issues, admission issues and financial aid. Bring your 2016 Federal Tax Return and your High School or GED Transcripts (if available). Please contact Randi Paine at 1-800-281-3703, to register.

**\*\*Gateways to Employment: Every Thursday in September by Appointment\*\***

An introduction to job search covering a variety of topics tailored to your particular needs, which may include: assessing individual abilities, interests and skills; discovering the "hidden job market"; cover letter tips; job search strategies; and other resources for job seekers. These sessions are targeted to both first-time job seekers and those who have not yet been successful in their job search. Pre-registration is necessary.

Contact the Senja St. John at 822- 3347or [senja.st.john@maine.gov](mailto:senja.st.john@maine.gov) for information.

**\*\*About the CareerCenter\*\***

The Greater Portland CareerCenter is part of a two-story, 75,000 square foot facility, co-located with the Department of Health and Human Services. The new facility offers a high-tech information center and computer lab for job seeking, resume writing, and applying for jobs, and spacious conference rooms and interview rooms to host workshops, job fairs, and individualized employer recruitments.

The CareerCenter is a stop on Portland Metro Route 5 and is located just off Exit 46 of the Maine Turnpike, and offers free parking. The CareerCenter is open 8 a.m. to 5 p.m., Monday through Friday. More information is available on the CareerCenter website, <http://www.mainecareercenter.com> or by calling 822-3300 (TTY users call Maine Relay 711).

CareerCenters, part of the Maine Department of Labor, offer a variety of services to help people find employment or upgrade skills. Each center provides several public-access computer workstations with Microsoft Office software, resume writing and cover letter software, Internet access and O'Net software for skills assessment. All CareerCenter services are free of charge.

Maine CareerCenters are an equal opportunity provider. Auxiliary aids and services are available upon request to individuals with disabilities.