



Wayne County

A proud partner of the
American Job Center network

358 West North Street

Wooster, OH 44691

(330) 264-5060

<http://OhioMeansJobs.com/Wayne>

ORIENTATION

OhioMeansJobs Center Overview

The OhioMeansJobs center was established to provide a one-stop location to access various tools and programs related to getting and keeping jobs. We're under guidance of the State of Ohio designed to help match job seekers and employers. Through the OhioMeansJobs center you may conduct a job search, apply for training services, or access information on partner agencies.

3 Goals for Orientation

- Complete profile and upload professional resume on OhioMeansJobs.com
- Learn about services available through OhioMeansJobs Wayne County
- Get connected to job search, training service, or partner agency

Job Search

Our job seeker services are self-directed, and we encourage you to make an appointment. Located in OhioMeansJobs Wayne County is a Career Resource Center. Here are some of the services available through the Career Resource Center:

- Up-to-date listing of available jobs
- Assistance with resume and cover letter preparation
 - If you already have a resume, please have a Career Specialist review it. If you need help creating a professional resume, schedule an appointment to complete one with a trained Career Specialist.
 - Remember to keep your resume up to date with keywords relevant to the job you want. We recommend uploading your professional resume on OhioMeansJobs.com for employers to begin viewing.
- Access to computers, internet, telephones, fax and copy machine, and resume paper
- Guidance on OhioMeansJobs.com – Ohio's best website to search and apply for jobs
 - OhioMeansJobs.com is internet based so it's available to you 24/7. In addition to your job search, you can discover career pathways, career assessment, practice interviewing and online training. We recommend starting with the guided tour and completing your profile.
 - If you are not comfortable conducting an online job search, our Career Specialist can show you how. We believe this is an important skill to learn.



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Training Services

Our friendly and knowledgeable staff will meet with you to discuss your career goals. Need help with knowing what jobs are available? Our staff will guide you to available in-demand careers and short-term training opportunities to learn a marketable skill. Short-term training candidates must be assessed for eligibility and appropriateness of service. Speak with a Career Specialist for more information and to get started.

Youth & Young Adult Services

Specialized employment and training services are available to youth and young adults between the ages of 14-24. If you are interested in learning more, please let our staff know.

Partner Agencies

Our partner agencies work together to assist you with your job search or training needs. Our partners included:

- ASPIRE
- Anazao Community Partners
- Catholic Charities
- Community Action Wayne/Medina
- Goodwill Industries of Wayne & Holmes Counties
- Mental Health Recovery Board
- Ohio Department of Job & Family Services
- OneEighty
- Opportunities for Ohioans with Disabilities
- Orrville Public Library
- The Counseling Center of Wayne & Holmes Counties
- The Ohio State University ATI
- The University of Akron Wayne College
- United Way of Wayne & Holmes Counties
- Vantage
- Wayne County Economic Development
- Wayne County Department of Job & Family Services
- Wayne County Public Library
- Wayne County Schools Career Center
- Wayne Metropolitan Housing

Veterans of the U.S. Military receive priority of service. If you have served in the military, please let our staff know.

OhioMeansJobs Wayne County is committed to equal access of services. For job seekers who have a barrier to employment due to injury, illness, or impairment, additional resources may be available. Please discuss any specific needs with a Career Specialist so that we may better assist you.

All of the services through OhioMeansJobs Wayne County are provided to you at no cost and are available virtually, by phone or in-person. Appointments are recommended to speak with a Career Specialist. Please call (330) 264-5060 to schedule your appointment today. The Career Resource Center is open Monday through Friday from 7:30 a.m. to 4:00 p.m.

Visit www.everybodyworks.org/wayne to learn more about OhioMeansJobs Wayne County.



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Be sure to check us out on social media to see posts on employers that are hiring. We're on Facebook, Instagram, Twitter, and LinkedIn.

Customer Survey

Your feedback is important to us. Before you leave today, please complete a customer survey and share what we are doing right and what we could be doing better. The survey is available from any computer in the resource room.

We're here to help. We provide the tools you need to help you succeed!

Next Steps

Needed	Completed	Goal
		Complete profile and upload professional resume on OhioMeansJobs.com
		Learn about services available through OhioMeansJobs Wayne County
		Get connected to job search, training service, or partner agency

Plan for Next Steps:



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OhioMeansJobs Wayne County Rules

- Career Resource Center is open Monday through Friday 7:30 A.M. TO 4:00 P.M.
- Appointments are recommended by calling (330) 264-5060.
- Children under the age of 14 are not permitted in the Resource Center or Events
- Please No food or drink in computer labs (Career Resource Center)
- Please refrain from using foul and/or offensive language
- All equipment (computers, copier, phone, etc) must be used for employment and training purposes only
- Please notify OhioMeansJobs Wayne County if you need to reschedule/cancel your attendance for a events or appointment
- LinkedIn is the only approved social media site allowed in the computer labs
- Please save documents to a flash drive. See a staff member if a flash drive is needed. (Only 1 flash drive per person)
- Abuse of the OhioMeansJobs Wayne County services will result in suspension from Resource Center for 3 months, 6 months, or permanently, at the discretion of the Program Administrator



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Orientation Acknowledgement

I, _____ have read the Orientation and OhioMeansJobs Wayne County Rules provided through OhioMeansJobs Wayne County. I understand and agree to comply with the rules at OhioMeansJobs Wayne County. I agree to accept liability for any damages, expenses, or harm which may result from my use of OhioMeansJobs Wayne County. My signing below attests that I have received an orientation to OhioMeansJobs Wayne County, and provided general information on available services and how to access them.

Signature of individual receiving orientation

Date

Partner Signature

Partner Agency



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Release of Information

Name: _____ Date: _____

Address: _____

Phone: _____ Date of Birth: _____

Signature of individual certifying release

Date

I hereby authorize OhioMeansJobs Wayne County and its partners to release my name and pertinent information to:

- ASPIRE
- Anazao Community Partners
- Catholic Charities
- Community Action Wayne/Medina
- Goodwill Industries of Wayne & Holmes Counties
- Mental Health Recovery Board
- Ohio Department of Job & Family Services
- OneEighty
- Opportunities for Ohioans with Disabilities
- Orrville Public Library
- The Counseling Center of Wayne & Holmes Counties
- The Ohio State University ATI
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- United Way of Wayne & Holmes Counties
- Vantage
- Wayne County Economic Development
- Wayne County Department of Job & Family Services
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- Wayne County Schools Career Center
- Wayne Metropolitan Housing

The purpose for this release is as follows:

This release can be withdrawn by written request at any time.