

MAY | JUNE 2017

CAREER *Connect*

a publication of

WorkOne
Northwest Indiana Workforce Board, Inc.



several

Healthcare careers

continue to grow in Northwest Indiana

Career & Job Fairs

How To Get A Leg Up
On The Competition



NW Indiana WorkOne

Helping Individuals Reach
Their Full Potential



**Need help with
an unemployment
claim?**

Call 1(800) 891-6499

You can also use WorkOne's live WebChat

in.gov/dwd/webchat.htm

WorkOne[®]
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Offering You **NO-COST** Individual Services

- Skills evaluation
- Resume development and cover letter assistance
- Career planning
- Training dollars and scholarship/grant information
- Job search assistance
- Interview preparation
- Youth career and work information

Job Search Tools Available

You'll gain the competitive edge you need to be successful in your job search by using (for free) the following WorkOne tools and information:

- Computer Lab
- Internet Access
- Fax Machine and Copier
- Telephone
- Information/Resource Center

Veteran Priority Service If you are a veteran—you'll receive priority service! Ask to speak to a WorkOne Veteran Rep.

FREE WORKSHOPS

See pages 11-15 for complete details!



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WorkOne
CAREER
Connect

a publication of **WorkOne** NWI

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WorkOne Northwest Indiana Career Connect is an initiative of the Northwest Indiana Workforce Board. Serving Jasper, Lake, La Porte, Newton, Porter, Pulaski and Starke Counties.

The WorkOne system is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. Call (800) 743-3333 (TDD/TTY relay services).

Editorial for Career Connect provided by Barbara Grimsgard, Communications Manager, Center of Workforce Innovations, Regional Operator-WorkOne Region 1. 2804 Boilermaker Court, Ste. E, Valparaiso, IN 46383 | 219-462-2940 gotoworkonenw.com

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Several healthcare jobs continue to grow in Northwest Indiana

If you're considering a career in healthcare and you live in Northwest Indiana, you won't need to worry about securing work, especially if you select one of these top five in-demand jobs: Registered Nurse, Licensed Practical & Licensed Vocational Nurse, Medical Assistant, Nursing Assistant, and Personal Care Aide.

What's the job all about?

REGISTERED NURSES (RNs) provide and coordinate patient care, educate patients and the public about various health conditions, and provide advice and emotional support to patients and their family members.

Registered nurses typically do the following:

- Record patients' medical histories and symptoms
- Administer patients' medicines and treatments
- Set up plans for patients' care or contribute to existing plans
- Observe patients and record the observations
- Consult and collaborate with doctors and other healthcare professionals
- Operate and monitor medical equipment
- Help perform diagnostic tests and analyze the results
- Teach patients and their families how to manage illnesses or injuries
- Explain what to do at home after treatment

Most registered nurses work as part of a team with physicians and other healthcare specialists. Some registered nurses oversee licensed practical nurses, nursing assistants, and home health aides.

Work Environment: Registered nurses may spend a lot of time walking, bending, stretching, and standing. They are vulnerable

to back injuries, because they often must lift and move patients.

In addition, the work of registered nurses may put them in close contact with people who have infectious diseases, and they frequently come in contact with potentially harmful and hazardous drugs and other substances.

Therefore, registered nurses must follow strict, standardized guidelines to guard against diseases and other dangers, such as radiation, accidental needle sticks, or the chemicals used to create a sterile and clean environment.

LICENSED PRACTICAL NURSES (LPNS) & LICENSED VOCATIONAL NURSES (LVNS)

provide basic medical care. They work under the direction of registered nurses and doctors.

Licensed practical and licensed vocational nurses typically do the following:

- Monitor patients' health—for example, by checking their blood pressure
- Administer basic patient care, including changing bandages and inserting catheters
- Provide for the basic comfort of patients, such as helping them bathe or dress
- Discuss the care they are providing with patients and listen to their concerns
- Report patients' status and concerns to registered nurses and doctors
- Keep records on patients' health

Duties of LPNs and LVNs vary, depending on their work setting and the state in which

they work. For example, they may reinforce teaching done by registered nurses regarding how family members should care for a relative; help to deliver, care for, and feed infants; collect samples for testing and do routine laboratory tests; or feed patients who need help eating.

Work Environment: Nurses must often be on their feet for much of the day and may have to lift patients who have trouble moving in bed, standing, or walking. These duties can be stressful, as can dealing with ill and injured people.

MEDICAL ASSISTANTS complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice.

They typically do the following:

- Record patient history and personal information
- Measure vital signs, such as blood pressure
- Help the physician with patient examinations
- Give patients injections or medications as directed by the physician and as permitted by state law
- Schedule patient appointments
- Prepare blood samples for laboratory tests
- Enter patient information into medical records



Northwest Indiana's Current Top 5 In-Demand Healthcare Job

	Median Hourly Earnings	Typical Entry Level Education
Registered Nurses	\$30.46	Bachelor's degree
Licensed Practical & Licensed Vocational Nurses	\$20.14	Postsecondary credential
Medical Assistants	\$13.94	Postsecondary credential
Nursing Assistants	\$11.41	Postsecondary credential
Personal Care Aides	\$9.63	No formal educational credential. Short term on-the-job training

Medical assistants take and record patients' personal information. They must be able to keep that information confidential and discuss it only with other medical personnel who are involved in treating the patient. Electronic health records (EHRs) are changing some medical assistants' jobs. More and more physicians are adopting EHRs, moving all their patient information from paper to electronic records. Assistants need to learn the EHR software that their office uses. Medical assistants should not be confused with physician assistants, who examine, diagnose, and treat patients under a physician's supervision.

In larger practices or hospitals, medical assistants may specialize in either administrative or clinical work.

Work Environment: Most of these assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities. In 2014, more than half of all medical assistants worked in physicians' offices.

Nursing assistants, sometimes called nursing aides, help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes.

NURSING ASSISTANTS provide basic care and help with activities of daily living.

They typically do the following:

- Clean and bathe patients or residents
- Help patients use the toilet and dress
- Turn, reposition, and transfer patients between beds and wheelchairs
- Listen to and record patients' health concerns and report that information to nurses
- Measure patients' vital signs, such as blood pressure and temperature
- Serve meals and help patients eat
- Some nursing assistants also may dispense medication, depending on their training level and the state in which they work.

In nursing homes and residential care facilities, assistants are often the principal caregivers. They have more contact with residents than

other members of the staff. Because some residents stay in a nursing home for months or years, assistants may develop close relationships with their residents.

Work Environment: The work of nursing assistants can be strenuous. They spend much of their time on their feet as they take care of many patients or residents. Because they frequently lift people and do other physically demanding tasks, nursing assistants have a higher rate of injuries and illnesses than the national average. They are typically trained in how to properly lift and move patients, which can reduce the risk of injuries.

PERSONAL CARE AIDES help clients with self-care and everyday tasks. They also provide social supports and assistance that enable clients to participate in their communities.

Personal care aides typically do the following:

- Care for and assist clients with cognitive impairments, such as Alzheimer's or mental illness
- Engage clients by talking to or playing games with them, or by taking them for walks
- Help clients with hygiene-related tasks, such as bathing, brushing teeth, and going to the bathroom
- Transfer clients to and from a bed or a wheelchair
- Complete housekeeping tasks, such as changing bed linens, washing dishes, and cleaning living areas
- Help prepare and plan meals
- Assist with organizing a client's schedule and schedule appointments
- Arrange transportation to and from doctors' offices or the store
- Help clients pay bills or manage money
- Shop for personal items and groceries
- Assist clients in going to work and participating in their communities

Personal care aides—also called caregivers and personal attendants—help clients with self-care and daily activities. Personal care aides

perform tasks that are similar to those of home health aides. However, personal care aides cannot provide any medical services, whereas home health aides may provide basic medical services.

Work Environment: Most personal care aides work in clients' homes; others work in small group homes or larger care communities. Some are hired directly by the client or the client's family, but many are employed by organizations or agencies that provide in-home services or support. Personal care aides have a higher rate of injuries and illnesses than the national average. Work as an aide can be physically and emotionally demanding. Aides may become injured when lifting clients or transferring them into and out of beds or wheelchairs. Aides often work with clients who have mental health issues or cognitive impairments and who may become difficult or violent at times. There are also dangers when working with clients who have communicable diseases or infections. Personal care aides can guard against many injuries and illnesses by following proper procedures.

(Source: US Department of Labor)



making the most out of **Career & Job Fairs**

Today, organizers of career/job fair events are seeing an influx in jobseeker attendance, which is no surprise with today's economic and job climate. Although such events are a wonderful opportunity to connect with several employers in one day, the bad news is that it could be tough to stand out in a crowd of eager job seekers. So being prepared in positioning yourself as a walking, talking, and breathing resume is going to be essential. And, while walking into a crowded room filled with booths and recruiters could be overwhelming, experts say that a **face-to-face brief chat with an employer could set you apart from the competition.**



TO GIVE YOU A LEG UP ON THE COMPETITION THAT WILL BE MILLING AROUND AT SAME JOB FAIR, CONSIDER PAYING ATTENTION TO SOME OF THESE TIPS:

- **Do your homework beforehand.** If you're able to, review the list of participating employers beforehand or check them out on-line. Many companies usually have a career opportunities link where you could find out about specific and current job opening. By learning a few basics of their business, you'll be able to ask focused questions the day of the event. Plus, it shows that you have a genuine interest in them.
- **Have an elevator pitch about yourself prepared.** Come up with a 20-second clear and concise pitch about yourself. Try to include your area of study, experience, and what you'd like to be doing. Practice it a few times so that you're familiar and comfortable with what you're saying.
- **Bring several copies of your resume.** Running out of resumes at such an event is not recommended.
- **Dress for success.** Dress as if you're going to an interview and err on the side of business conservative. First impressions are important and recruiters tend to remember folks that stood out among a crowd and made a good first impression.
- **Get acquainted with the territory and prioritize "must sees."** Arrive early and take a few minutes to review the floor plan and directory for the fair. Circle those employers you definitely want to see. If your schedule allows, you may want to start visiting employers you're least interested, allowing you to practice your approach and become more confident when you actually visit the employers you're especially interested in.
- **Introduce yourself.** Shake hands and introduce yourself by simply saying "hello" and state your name. Have your resume in your other hand to give the employer.
- **Don't discredit the small guys.** In other words, don't neglect the smaller or lesser-known companies. Although there may not be long lines of job-seekers at their booth, you may be surprised at what they may be able to offer you—it could turn out to be a perfect opportunity.
- **Inquire about next steps, get business cards and take notes.** After asking the recruiter for a business card, ask about how you should follow up. Listen and take notes because employers have different procedures on follow up. It doesn't hurt to follow up by emailing an electronic version of your resume with a brief reminder that you met them at the job fair and that you're still interested in a possible position with their company.
- **Common follow up.** After the event, send a thank-you note to the employers you connected with. It's simply a good professional habit.
- **Respect give-aways at the employers' booth.** Many times exhibiting companies bring along printed materials and give-aways. Those items are usually set on a display table and may be limited in quantity. If you'd like to show proper etiquette, check with the employer before taking materials from their table and remember that you're not trick-or-treating.
- **Be courteous!** If you've taken some of the recruiter's time during the booth visit, thank them before leaving.

Things to bring along to the fair

- Several copies of your resume
- Pen(s)
- Notepad or iPad to take down notes of the quick exchange of information you had with a prospective employer
- Breath freshener or mints
- Kleenex
- Bottle of drinking water
- A smile and a good attitude!



WorkOne

Helping individuals reach their full potential

Your local WorkOne has all you need to move forward with a job search along with personalized career development assistance.



Assistance is always **FREE**

- ✓ Personal assessment to help you learn what you need to get the job you want.
- ✓ Employment plan development and staff support to assist in planning and training for your job search
- ✓ Short-term services to help get you job ready
 - ✓ Career counseling for career change or advancement plan assistance
 - ✓ Filing of Unemployment Insurance

They offer free workshops to upgrade your job readiness skills so that you are ready for a job in a specific industry. They also offer occasional certificate training programs to get you skilled up for jobs in manufacturing, healthcare, hospitality, and transportation and logistics. These certificate training programs are at no-cost for qualified individuals.

Other services include:

- Adult education classes to prepare for the High School Equivalency exam or HSE (formerly GED)
- Scholarships/Tuition Assistance for help in applying for financial assistance.

Our staff will help you develop a resume that will work for you based on what you want to accomplish.

For a WorkOne near you, see back panel of this publication.

ACHIEVE FINANCIAL STABILITY



FREE FINANCIAL EDUCATION

CLASS SCHEDULE

- July 21** Financial Recovery
- July 28** Credit Check
- August 4** Spending and Saving Money
- August 11** Business Planning
- August 18** Retirement

All classes will be held 10am to noon at WorkOne Portage

1575 Adler Circle, Suite A
Portage, IN 46368



EARN A CERTIFICATE OF COMPLETION WITH EACH CLASS TO SHOW OFF YOUR NEW SKILLS.

You **must sign up two weeks in advance** and attendance is limited to 20 people per session so don't wait!

► Sign up online today at NIBOA.org or visit your local WorkOne office.



(219) 464-3583 | NIBOA.org | info@UnitedWayPC.org

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Start your career in Retail



Customer Service & Sales Training

Training for those wanting to enter the retail industry in entry level sales and service associate positions.

Training sessions will begin **May 22, 2017**.

Curriculum: Overview of retail industry, role of sales associate, the value of delivering excellent customer service, strategies to drive sales, and basic understanding of store operations.

Training will take place at the Retail Training Lab at Southlake Mall in Merrillville.

MORE TRAINING COMING IN JUNE!

Retail Fundamentals Certification class at the Gary WorkOne begins **June 12**.

Retail Fundamentals Certification class at the Retail Training Lab-Southlake Mall in Merrillville begins **June 26**.



For further information or to register call:
219-362-2175, ext. 535
srichardson@innovativeworkforce.com



These no-cost training sessions are made possible with funding from Chicago Cook County Partnership through a generous grant from the Walmart Foundation grant.

WorkOne

Where Job Seekers and Employers Meet

WorkOne Provides Assistance to **JOB SEEKERS**

NOT SURE HOW TO GET YOUR CAREER IN GEAR?

Whether you're exploring a career change, looking for a new job, preparing to graduate, or are currently unemployed, we'll provide you with the right tools to assist you every step of the way.

WE CAN HELP CONNECT YOU

Not only will you find out what jobs are in demand, our staff experts will work closely with you to understand your goals and help you find or prepare for the job you want. WorkOne staff knows the job market in the community, and has built relationships with many of the region's top employers.

WORKONE IS YOUR ONE-STOP RESOURCE FOR:

- Skill assessment
- Career counseling and planning
- Statewide job matching system
- Employment library and technology tools: access to computers, fax machines, phones
- Resume and cover letter writing assistance
- Adult Basic Education and High School Equivalency (HSE—formerly known as the GED) preparation.
- Training programs and workshops
- Work and family related support service and community resources

NEED FINANCIAL ASSISTANCE FOR EDUCATION AND TRAINING?

Our friendly staff will assist you in applying for financial assistance if you wish to pursue college or vocational training.

WHO USES WORKONE?

The answer is anyone looking for a job! From entry level to advanced professional positions, we are here for you!

WorkOne services are available for free of charge. Come in today and check out our fully equipped resource center that provides you with hundreds of job openings and training and education scholarship information at your fingertips.

For a WorkOne location near you, see inside back panel of this Career Connect publication.

WORKONE PROVIDES ASSISTANCE TO EMPLOYERS

YOU CAN'T BEAT THE EFFICIENCY AND COST-EFFECTIVENESS

Your local WorkOne delivers individualized solutions to help you build, develop, and maintain your workforce, to gain a competitive edge and prosper in today's global economy. Why drain your budget with expensive advertising and out-sourced training? WorkOne services are available at little to no cost.

PROVIDING YOU WITH INDIANA'S LARGEST JOB-SEEKER DATABASE

Our Business Services Team provides high-visibility recruitment services, and will pre-screen job candidates for you. Take advantage of WorkOne's free statewide job-seeker database where you'll receive high traffic exposure for your job postings.

TOOLS TO UPGRADE YOUR EMPLOYEE'S SKILLS AND IMPROVE YOUR BUSINESS

WorkOne's Business Services Specialists are at your service with tools to gauge the key abilities necessary for a specific position. Assessments, such as WorkKeys®, measure candidates' communication, problem solving, and interpersonal skills, while job profiling allows you to define the skills required for specific positions. We will arm you with the information you need to make smart hiring and training decisions.

Options include: skills upgrading to improve employee retention, short-term vocational training at area institutions, and use of our computer-based learning lab. Your business may also qualify for grants and incentives from state and federal sources. We will help identify which grant is right for your company and training needs.

KEEPING YOU INFORMED

WorkOne's workforce development partner programs, employer forums, and other special events provide you with the ideal opportunity to network and tap into key trends, issues, and practices that can support your HR strategies.

DURING TOUGH TRANSITIONS, WE'RE HERE TO HELP

Our team is ready to provide caring, competent, and immediate outplacement services for employees in transition due to reorganization, layoffs, or mergers. We can also assist with skills upgrading, resume workshops, job referrals, and job fairs prior to layoff. No matter what your industry, our staff is ready to assist you with customized training, on or offsite and tailored to your business needs.

WORKONE IS YOUR ONE-STOP RESOURCE FOR:

- Free Job postings
- Recruitment, pre-screening, and referrals of job applications
- Job applicant testing (WorkKeys® Assessment, job-profiling, etc.)
- Resources for employee training
- Information on tax credits and training grant opportunities
- Assistance for employees due to reduction in workforce
- Labor market information

Call Allison Bertl to schedule an appointment with a WorkOne Business Service Representative at 219-462-2940, ext. 41 or email abertl@gotoworkonenw.com

WorkOne Successes



WorkOne workshops and the right training lead to driving career

Jane Campbell had been running a business with her husband for 20 years managing residential property. After he passed away, she was out of the workforce for years. She was looking for a labor

job, but with no experience, limited skills for the job, and no resume; she came to WorkOne for help.

Campbell attended workshops while working with a career advisor to create a resume, prepare for interviews, job search, and research training opportunities. She became interested in Certified Production Technician (CPT) training and decided to attend. Upon completion Campbell received a Manufacturing Skills Standards Council Certification. Afterwards, she was still having a hard time finding employment. She researched additional training and completed CDL training with DriveCo and received her CDL-A license.

Her career advisor found a job listing with the Indiana Department of Transportation (INDOT). Campbell applied, and has been working full-time since November as a driver in the LaPorte district.



WorkOne provides customer opportunity for regaining career

Angela Moore was unemployed and looking to get back to her marketing career in the healthcare industry. A family member suggested she go to WorkOne for assistance. She went to WorkOne and attended a few basic workshops.

Moore has a rich work history and an educational background in communications and public relations, but decided that she needed extra support with a career advisor to regain employment.

Through networking and advice from her career advisor, Moore was able to get her career back, "My WorkOne Career Advisor was very helpful and supportive. He provided many job referrals as well as job coaching suggestions such as updating my LinkedIn, connecting with friends, and getting the word out about what type of job I was looking for. I am very thankful to WorkOne for their workshops and support."

Moore is now employed as the Director of Marketing and Public Relations for Franciscan Communities at St. Anthony Village. She is satisfied with her employment and leaves this advice, "I highly recommend taking as many

workshops as possible, taking advice from career specialists, and putting the word out about what your needs are."



Meeting regularly with WorkOne staff and taking advantage of the services moves customer to new career

Alan Tapley was working for ResCare

Workforce Services as an IMPACT Supervisor when they announced layoffs. He was directed to the local WorkOne office for unemployment assistance. With a Bachelor's degree in Family & Consumer Sciences Business, his work experience included serving as an administrative professional with management experience in non-profit, faith based, human services, and government contract initiatives.

He attended WorkOne's job search workshops to help him understand the process of having his resume reviewed by various employers. He met regularly with his career advisor to follow-up with job leads, while getting assistance on updating his resume and cover letter. Tapley was often told that he was over qualified for positions, but he remained focused and continued forging ahead when he received a call from eSense Incorporated in Fishers, Indiana. Tapley was interviewed and accepted the position as a Quality Analyst/Auditor. He has since moved to Indianapolis to fulfill his new position and is satisfied with his employment.

Tapley left these words of encouragement, "Remain loyal to who you are, be optimistic. Never stop knocking on doors and speaking to people, as you never know who you might encounter who is willing to give you the hand you need to rise. It is not easy being unemployed, but keeping a smile on your face, kind words, prayer, and willingness to knock on every door, you will find great success."



WorkOne helps customer get back on original career path after layoff

Mike Nieto was working for The Times Media Company since 2004 when he got laid off in January 2016. He filed for unemployment and went to WorkOne Portage seeking additional assistance to regain employment. He sat down with a career advisor to review his options and the outline steps he needed to take in order to get back into his career.

Nieto was dedicated. He came to the WorkOne office on a regular basis to use resources and consult with his career advisor. He attended all of WorkOne's free workshops that were recommended to him—18 different sessions total to help him with his resume, interviewing skills, and enhance his job searching techniques.

Due to Nieto's ambition and unwillingness to settle for the rate unemployment pays, he found a substitute teaching job at School District 215 in Calumet City while he continued his search for full-time employment.

In May, Nieto was able to make a connection with the Chicago Tribune to talk about possible job openings. He took the copy/editing test around June/July and received a call in October offering him a position as the Chicago Tribune's Sports Copy Editor. He is enjoying learning new things and his new role.

Nieto left this advice for anyone thinking about going to WorkOne, "Take advantage of it, it's free! They helped me to get job leads and interviews. They know what to do and are very encouraging and helpful."

WorkOne offers **New** Workshops

How to Get a Job in Northwest Indiana (NWI)

Do you know what local employers are looking for? What industries have the best careers in your area? What can you do to get yourself into a great local position? How to Get a Job in Northwest Indiana gives you a peek at what you can expect employers to be on the lookout for, what industries and careers are in-demand, and what you can do to launch yourself towards your next great career move!

WOW! WorkOne Can Help You! What is WorkOne all about? In Wow! WorkOne Can Help You! you will learn about all of the amazing free services that WorkOne has to offer the community and you! Need help with your resume? Or maybe you are nervous about an upcoming interview. Come on in and attend this session to learn exactly how WorkOne can help you!

Computer Basics Come to this hands-on free session to receive some quick tips and assistance with your computer skills. This session will allow you time to practice your computer skills and get some quick tips. We will also give you access to some great resources to take your computer usage and skills to the next level!

You've Got Skills* Have you ever struggled to describe all of the things you know how to do? Froze when talking to an employer? Have you been at the same job for years, and think that it is the only thing you know? This interactive workshop will get you seeing yourself in a whole new light! You've Got Skills! Let us help you identify them, so the next time you are in front of an employer you will know exactly what to say! You will walk out of this workshop with a list of skills you can offer an employer, an understanding of where you fit best in the working world, and the knowledge that You've Got Skills!

Topics include:

- The difference between suppressed an unsuppressed job orders
- Different searching techniques (by area employer, etc.)
- Tips on avoiding limited results (salary too high on search criteria, etc.)

▶ Learning Outcomes Covered:

- Job Search
- Career Interest
- Digital Literacy
- Resume Development
- Work Readiness

Resume Success* Are you unsure if your resume is hitting the mark with employers? With this hands on workshop experience you will discover exactly what employers are looking for, crucial tips to creating the best resume for you, editing advice for that extra touch to get you noticed, and much more! If you want your resume to hit the mark, this workshop is the one for you! You will leave the class with the ground work for an amazing resume every single time! We will help you find Resume Success!

▶ Learning Outcomes Covered:

- Resume
- Work Readiness
- Job Search

Interview Power* Do you struggle to find the right words to say when they ask you, "Tell me about yourself?" Maybe you just haven't had an interview in a while? This interactive workshop will get you up-to-date on the latest interview trends, put you through the paces with a realistic mock-interview, and help you be prepared to answer any question thrown your way! After sitting through this session you will have some serious Interview Power!

Topics include:

- The purpose of the interview (not to get hired, but to establish self as the best candidate)
- Types of interviews commonly used
- ▶ What purposes they are used for
 - Qualities employers seek out in applicant responses
 - Questions you must be able to answer if prompted
 - Dealing with difficult questions
- ▶ Learning Outcomes Covered:
 - Interviewing
 - Work Readiness
 - Job Search
 - Career Interest

Get Job "Fit"* Do you know what matters most to an employer? What does "Job Fit" even mean?! This engaging workshop will help you look at the skills that job seekers forget about the most! Teamwork, honesty, reliability, can-do spirit! Sound familiar? This workshop will take you to the next level in developing these skills and knowing how to talk about it. By the end of the class you are sure to Get Job "Fit!"

Northwest Indiana Professional Networking (NIPN)*

This exclusive networking group is for WorkOne clients currently working with a Career Advisor who possess an Associate's Degree or higher, or equivalent work experience. Operating as a hybrid for improving your job search skills while networking with others who have similar experiences. This workshop experience is unique in that participants meet every week to build their networks, supports, and skills as they work their way into their next great career move! A non-enrolled individual may attend one session of NIPN as a guest. Customers must be scheduled for this session by a Career Advisor.

ONLINE OFFERINGS INCLUDE:

Orientation provides clients with an overview of the services available at WorkOne. The goal is to encourage customers to make full use of WorkOne offerings, enroll in intensive level services and work with a Career Advisor. Core Level and Self-Service.

▶ Learning Outcomes Covered:

- Orientation to WorkOne services

Unemployment Insurance provides customers with information they need to navigate the Unemployment Insurance process. Topics include the initial claim, eligibility, and work search requirements. Core Level and Self-Service.

▶ Learning Outcomes Covered:

- Unemployment Insurance
- Job Search
- Digital Literacy
- Financial Literacy

* Please note that in order to attend one of the following workshops the customer must be enrolled and working with a WorkOne Career Advisor.

WorkOne no-cost workshop calendar

Workshop Schedule Subject To Change. Please register for our workshops on our website www.gotoworkonenw.com

Gary Office

May 2017

June 2017

3522 Village Circle, Gary, IN, (219) 981-1520

Hours of Operations: Mon, Tues, Wed, Fri-8:00AM-4:30PM; Thu-10:00AM-4:30PM

MONDAY

9:00 A.M.-9:30 A.M. How to Get a Job in NWI
9:30 A.M.-10:00 A.M. WOW! WorkOne can Help You!
10:00 A.M.-10:30 A.M. Computer Basics

1

2:00 P.M.-2:30 P.M. How to Get a Job in NWI
2:30 P.M.-3:00 P.M. WOW! WorkOne can Help You!
3:00 P.M.-3:30 P.M. Computer Basics

8

9:00 A.M.-9:30 A.M. How to Get a Job in NWI
9:30 A.M.-10:00 A.M. WOW! WorkOne can Help You!
10:00 A.M.-10:30 A.M. Computer Basics

15

2:00 P.M.-2:30 P.M. How to Get a Job in NWI
2:30 P.M.-3:00 P.M. WOW! WorkOne can Help You!
3:00 P.M.-3:30 P.M. Computer Basics

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OFFICE CLOSED

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WEDNESDAY

10:30 A.M.-11:00 A.M. How to Get a Job in NWI
11:30 A.M.-12:00 P.M. WOW! WorkOne can Help You!
12:00 P.M.-12:30 P.M. Computer Basics

10

10:30 A.M.-11:00 A.M. How to Get a Job in NWI
11:30 A.M.-12:00 P.M. WOW! WorkOne can Help You!
12:00 P.M.-12:30 P.M. Computer Basics

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MONDAY

2:00 P.M.-2:30 P.M. How to Get a Job in NWI
2:30 P.M.-3:00 P.M. WOW! WorkOne can Help You!
3:00 P.M.-3:30 P.M. Computer Basics

5

9:00 A.M.-9:30 A.M. How to Get a Job in NWI
9:30 A.M.-10:00 A.M. WOW! WorkOne can Help You!
10:00 A.M.-10:30 A.M. Computer Basics

12

2:00 P.M.-2:30 P.M. How to Get a Job in NWI
2:30 P.M.-3:00 P.M. WOW! WorkOne can Help You!
3:00 P.M.-3:30 P.M. Computer Basics

19

9:00 A.M.-9:30 A.M. How to Get a Job in NWI
9:30 A.M.-10:00 A.M. WOW! WorkOne can Help You!
10:00 A.M.-10:30 A.M. Computer Basics

26

WEDNESDAY

10:30 A.M.-11:00 A.M. How to Get a Job in NWI
11:30 A.M.-12:00 P.M. WOW! WorkOne can Help You!
12:00 P.M.-12:30 P.M. Computer Basics

7

10:30 A.M.-11:00 A.M. How to Get a Job in NWI
11:30 A.M.-12:00 P.M. WOW! WorkOne can Help You!
12:00 P.M.-12:30 P.M. Computer Basics

21



Portage Office

May 2017



June 2017

Ameriplex Commercial Park, 1575 Adler Circle, Ste.A
Portage, IN, (219) 762-6592

Hours of Operations: Mon, Tues, Thu, Fri-8:00AM-4:30PM; Wed-10:00AM-4:30PM

MONDAY

9:00 A.M.-9:30 A.M. How to Get a Job in NWI
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22

OFFICE CLOSED

29

WEDNESDAY

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24

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3:00 P.M.-3:30 P.M. Computer Basics

21



no-cost workshop calendar

WorkOne

WorkOne no-cost workshop calendar

Workshop Schedule Subject To Change. Please register for our workshops on our website gotoworkonenw.com

Hammond Office

May 2017



June 2017

5265 Hohman Ave., Hammond, IN, (219) 933-8332

Hours of Operations: Mon, Tues, Thu, Fri-8:00AM-4:30PM; Wed-10:00AM-4:30PM

MONDAY

2:00 P.M.-2:30 P.M. How to Get a Job in NWI
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17

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31

MONDAY

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LaPorte Office

May 2017



June 2017

300 Legacy Plaza West-Sagamore Center
La Porte, IN (219) 362-2175

Hours of Operations: Mon, Tues, Wed, Fri-8:00AM-4:30PM; Thurs- 10:00AM-4:30PM

MONDAY

2:00 P.M.-2:30 P.M. How to Get a Job in NWI
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no-cost workshop calendar
WorkOne

Northwest Indiana is home to over 30 **adult education** and **learning sites**

Providing
FREE
classes!

Many area
adult education
programs can
help you:



**The GED is now
the HSE!**

- Brush up on basic math, reading and writing skills before registering for college
- Prepare you for the H.S.E. exam
- Strengthen your English language skills and adapt to practical everyday situation in the U.S.

Adult Basic Education (ABE)

Addresses basic skill needs; e.g., reading, writing, language and math.

Adult Secondary Credit (ASC)

Provides the opportunity for those who didn't finish high school to return as adults and complete credits toward a regular high school diploma.

High School Equivalency (HSE) Preparation (formerly GED Preparation)

Prepares student to pass the exam for the HSE diploma—the equivalent to a credential for high school completion. The actual HSE testing is only offered at a few sites.

English as a Second Language (ESL)

Provides English language instruction to non-English speaking adults along with practical skills for everyday personal, social, and working situations.

*Note: Many adult education locations may require an annual \$20.00 administrative fee to cover books, materials, and/or supplies, however instruction is free.

Northwest Indiana Adult Learning Sites

JASPER COUNTY

Jasper County Adult Learning Centers

First Church
5387 West State Road 10
Wheatfield, IN 46392 • (219) 863-9145
Tues., Wed., Thurs. - 9:00 am to Noon
ABE, HSE, ESL

Jasper County Adult Learning Centers

Saint Josephs Chapel
1498 S. College Ave., Rensselaer, IN 47978
(219) 863-8591
Mon. - 9:00 am to 3:00 pm
Tues. & Wed. - 3:00 pm to 6:00 pm
ABE, HSE, ESL

LAKE COUNTY

Crown Point Adult Learning Center

Crown Point Comm. Library, 122 N. Main St.,
Crown Point, IN 46307 • (219) 314-9904
Mon. & Wed. - 9:30 am to 12:30 pm;
1:00 pm to 4:00 pm; and 5:30 pm to 7:30 pm
ABE, HSE, ESL

East Chicago Adult Education

Central High School
1100 West Columbus Drive
East Chicago, IN
Mon.-Thurs. - 9:00 am to Noon and
4:30 pm to 7:30 pm
219-391-4000 ext. 74060

Lowell Adult Learning Center

Cedar Creek Community Center
151 N. Fremont, Lowell, IN 46356 • (219) 696-6777
Mon. - 10:00 am to 2:00 pm
Wed. - 10:00 am to 3:00 pm
Thurs. - 1:00 pm to 7:00 pm
ABE, HSE

Hobart Adult Learning Centers

Hobart Public Library
100 Main St., Hobart, IN 46342
(219) 942-2243 ext. 672
Wed. & Thurs. - 12:00 pm to 4:00 pm
ABE, HSE

Hobart First United Methodist Church
654 E Fourth St, Hobart, IN 46342
Tues. & Thurs. - 4:30 pm to 7:30 pm
ABE, HSE

Trinity United Methodist Church
3561 Randolph St., Hobart, IN 46342
Mon. & Wed. - 8:30 am to 11:30 am
ESL

Tri-Town Adult Learning Center

St. John Community Center
1515 Lincoln Hwy., Schererville, IN 46375
(219) 322-6700
Mon. & Wed. - 3:00 pm to 7:00 pm
Tues. & Thurs. - 10:00 am to 3:00 pm
ABE, HSE, ESL

Hammond Area Career Center

5727 Sohl Ave., Hammond, IN 46320
(219) 933-2419
Mon thru Thurs. **ESL** - 9:00 am to 12:30 pm
and 6:00 pm to 8:30 pm
Mon. thru Thurs. **HSE** - 9:00 am to 1:00 pm
and 6:00 pm to 8:30 pm
ESL/Citizenship/Naturalization Classes - Sat. 9:00 am to 12:30 pm
Note: Citizenship classes are at at Greater Hammond Community Center)

Lake Ridge Schools

6111 W. Ridge Rd., Gary, IN
(219) 838-1819 ext. 130
or **(219) 989-7816**
Mon. thru Fri. - 9:00 am to Noon
and 1:00 to 4:00 pm
HSE, ABE, ASC

Merrillville Adult Education

Merrillville High School
6701 Delaware St., Merrillville, IN 46410
(219) 650-5310

HSE Prep. Program (ABE)

Mon. thru Thurs. - 6:00 pm to 9:30 pm
Jan. thru March
Apr. thru June
July thru Sept.
Oct. thru Dec.

HSE Testing

Twice Monthly - Mon. & Tues.
4:45 pm to 9:00 pm
Dates available at
www.mvsc.k12.in.us/adulteduc

Adult Secondary Credit (ASC)

Diploma Completion
Mon. thru Thurs. - 3:45 to 9:15 pm

GARY CITY-WIDE SITES

Gary Adult Continuing Education Systems (ACES)

Gary Area Career Center

1800 East 35th Ave.
(219) 963-2085
Mon., Tues., Wed., Thurs. - 4:30 pm to 8:30 pm
Also offers Adult Secondary Credit (ASC) classes
Mon. thru Fri. - 3:00 pm to 8:00 pm

Ivy Tech Community College

1440 East 35th Ave., Room C207
(219) 981-1111
Tues. & Thurs. - 9:00 am to Noon (offers ESL also)

WorkOne (Village Shopping Ctr)

3522 Village Court
(219) 981-4100
Tues., Wed., Thurs. 9:00 a.m. - Noon

LA PORTE COUNTY

La Porte High School

602 F Street, LaPorte, IN 46350
Max Miller (mmiller@lpcsc.k12.in.us)
Paul Lindeman (plindeman@lpcsc.k12.in.us)
(219) 362-3102
Adult Secondary Credit Classes (ASC)
Mon. thru Thurs. - 4:00 to 7:00 pm

La Porte WorkOne

300 Legacy Plaza West, La Porte, IN 46350
(219) 362-2175
Mon. & Tues. - 1:00 pm to 7:00 pm
Wed. & Thurs. - 9:00 am to 4:00 pm
No classes on Fridays

St. Joseph's Church

109 C Street, La Porte, IN 46350
(219) 873-2120
Tues. & Thurs. - 4:00 pm to 8:00 pm
ESL Classes

Center Township Trustee

1700 Lincolnway Place, La Porte, IN 46350
(219) 362-2736
Tues. & Thurs. - 4:00 pm to 8:00 pm
ESL Classes

A.K. Smith Career Center

817 Lafayette St., Michigan City, IN 46360
(219) 873-2120
Mon. thru Thurs. - 9:00 am to 8:00 pm
ESL - Mon. & Wed. - 4:00 pm to 8:00 pm

Michigan City Public Library

100 E. 4th Street, Michigan City, IN 46360
(219) 873-3043 (Call for specific days and hours)
Individualized tutoring services include GED preparation,
Adult Basic Education (ABE), and English as a
Second Language (ESL)

Grace Learning Center

1007 West 8th Street, Michigan City, IN 46360
(219) 879-6788 (Call for specific days and hours)
Literacy Classes

NEWTON COUNTY

Newton County Government Center

4117 S. 240 West, Suite 300, Morocco, IN
219-285-8005 ext. 2701 or 2702
Mon thru Thurs. - 9:00 am-3:00 pm

PORTER COUNTY

Chesterton Adult Learning Center

Westchester Public Library
100 West Indiana St., Chesterton, IN 46304
(219) 921-0567
Mon. & Wed. - 8:30 am to 2:30 pm
Tues & Thurs - 6:00 pm to 9:00 pm
ABE, HSE, ESL

Valparaiso Adult Learning Center

Trinity Lutheran Church
201 Washington St., Valparaiso, IN
(219) 916-7444
Mon., Tues, Wed. - 9:30 am to 1:30 pm
Thurs. & Fri. - 6:00 pm to 9:00 pm
ABE, HSE, ESL

Neighbors Educational Opportunities, Inc. (NEO) Home of New Vistas High School & NEO Adult Learning Center

5201 U.S. Highway 6, Portage, IN 46368
(219) 850-4448
www.neoadulted.org

Adult ABE & HSE (16 yrs. and older)

Daytime: Mon. thru Thurs. - 9:30 am to 1:00 pm
Daytime Open Lab - 1:30 pm to 4:30 pm
Evening: Mon. thru Thurs. - 4:30 pm to 8:30 pm

ABE intake

Daytime: Every Fri. - 9:00 am to 1:00 pm,
or by appointment

ABE/ESL intake

Evening: Every other Thurs. - 4:30 pm to 8:00 pm

ESL

Daytime: Mon thru Thurs. - 9:00 am to 1:00 pm
Evening: Mon. thru Wed. - 4:40 pm to 8:30 pm
Citizenship Class: Mon. - 5:00 pm to 7:00 pm

Exact test dates available at www.neoadulted.org or call
(219) 850-4448. Credit recovery options are available
for high school students to complete diploma
requirements. Call for more details.

PULASKI COUNTY

Pulaski Co. Adult Learning Center

Pulaski Co. Annex
125 S. Riverside Dr., Winamac, IN 46996
(574) 242-0131
Mon. & Wed. - 4:00 pm to 7:00 pm
Tues. & Thurs. - 9:00 am to noon
ABE, HSE

STARKE COUNTY

Starke County Adult Learning Center WorkOne

1913 S Haenton St., Knox, IN 46534
(574) 249-8720 or
(574) 772-6882 ext. 75
Mon. & Wed. 5:00 pm to 8:00 pm
Tues. & Thurs. 10:00 am to 2:00 pm
ABE, HSE, ESL



**INTERESTED IN EARNING SOME
EXTRA, EXTRA INCOME!**

**EARN \$700 PLUS EVERY 28 DAYS
DELIVERING THE TIMES**

REQUIREMENTS: 7 DAYS A WEEK, EARLY MORNING HOURS,
RELIABLE TRANSPORTATION, VALID DRIVER'S LICENSE,
PROOF OF INSURANCE

CALL TODAY: 219.237.5267

THE TIMES 
MEDIA COMPANY

Supporting internships and work opportunities

EMPLOYERS WIN BY HIRING AN INTERN

- Increase productivity and complete backburner projects
- Reduce recruiting costs
- Gain unique perspectives and diversity



INTERNS WIN TOO:

- Apply academic coursework to the professional world
- Explore career interests and expand networks
- Gain relevant skills for future career



**Attention NW Indiana employers!
Ask about the 50% wage reimbursement through
EARN Indiana when hiring an eligible intern.**

To learn more about internship opportunities, contact Sandra Alvarez, regional Indiana INTERN.net representative at **219-462-2940**, ext. 33 or email salvarez@innovativeworkforce.com. Supporting internships and work opportunities.

INTERESTED SPECIFICALLY IN THE SHORT-TERM AND CERTIFICATE TRAINING? CALL A WorkOne OFFICE AND SPEAK TO A CAREER ADVISOR ABOUT CURRENT PROGRAMS AND FIND OUT IF YOU QUALIFY FOR FREE TRAINING. FOR A LOCATION NEAR YOU, SEE THE INSIDE BACK COVER OF THIS PUBLICATION.

Where Job Seekers & Employers Meet

For all your employment or training needs contact one of the WorkOne centers now! www.gotoworkonenw.com



WorkOne Gary

3522 Village Court • Gary, IN
219-981-1520 or 981-4100 Fax: 219-981-4121
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne Hammond

5265 Hohman Avenue • Hammond, IN
219-933-8332 Fax: 219-933-8370
Hours of operation:
Mon, Tue, Thurs & Fri - 8:00am – 4:30pm
Wed - 10:00am – 4:30pm



WorkOne Knox

1913 S Heaton St. Suite B • Knox, IN
574-772-6882 Fax: 574-772-6899
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne LaPorte

Sagamore Center • 300 Legacy Plaza West
LaPorte, Indiana 46350-5876
219-362-2175 Fax: 219-362-1198
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne Michigan City

302 W. 8th Street
Michigan City, Indiana 46360
219-809-0575 Fax: 219-809-0577
Hours of operation:
Mon, Wed & Fri - 8:00am – 4:30pm



WorkOne Morocco

4117 S. 240 West, Ste. 400 • Morocco, IN
Newton County Government Center
800-661-2258 Fax: 219-285-2213
Hours of operation:
Mon, Tues & Wed - 8:00am – 4:30pm



WorkOne Portage

Ameriplex Commercial Park
1575 Adler Circle, Ste. A • Portage, IN
219-762-6592 Fax: 219-762-1052
Hours of operation:
Mon, Tues, Thurs & Fri - 8:00am – 4:30pm
Wed - 10:00am – 4:30pm



WorkOne Rensselaer

116 N. Van Rensselaer Street • Rensselaer, IN
219-866-4330 Fax: 219-866-2746
Hours of operation:
Mon, Tues, Wed & Fri - 8:00am – 4:30pm
Thurs - 10:00am – 4:30pm



WorkOne Winamac

123 N. Market Street, Ste. 2 • Winamac, IN
574-946-6300 Fax: 574-946-3628
Hours of operation:
Tues & Wed - 8:00am – 4:30pm (EST)

Oversight of Region 1 WorkOne System is provided
by the Northwest Indiana Workforce Board

www.gotoworkonenw.com

WorkOne
Northwest Indiana
americanjobcenter
INDIANA

READY TO FIND YOUR NEXT JOB?

- WorkOne offers extensive employer data base with Northwest Indiana job listings
- WorkOne offers daily skill building and job search workshops
- Free assistance with building your resume
- Veterans receive Priority of Service at WorkOne
- Scholarships for short-term education and training
- Adult education resources such as HSE (GED) preparation and ESL



Get started by logging on to
indianacareerconnect.com

Let WorkOne Help
It costs you NOTHING!

A full listing of Northwest
Indiana WorkOne locations is
on the inside back panel of this
publication!

Check out the local WorkOne
website at:

gotoworkonenw.com

WorkOne is WIOA Title 1-funded program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333.