



## **JOB SERVICE NORTH DAKOTA PROVIDES THESE SERVICES:**

- **www.jobsnd.com**—The Job Service website and the largest single source of job-related information in North Dakota, including current job openings and labor market information. To obtain information about a specific area of the state, click on one of the city locations found on the North Dakota map located on the lower right side of the page.
- Assistance with identifying skills and interests, determine what skills are needed for a chosen occupation, and skill certification.
  - [www.bridges.com/ct](http://www.bridges.com/ct) - An online tool to assist you in identifying your interests, work values, transferable skills, and other career exploration information. Ask a staff member for login information.
  - [www.online.onetcenter.org](http://www.online.onetcenter.org) – An online tool used to locate information such as the skills, knowledge, and abilities needed to perform a job, and more occupational information.
  - [www.keytrain.com](http://www.keytrain.com) – Take tests to determine your basic skill levels in areas such as reading, math, and locating information. You can do lessons to improve your skills before taking tests for certifications that can be included in your job seeking portfolio. Ask a staff member to set up an account.
- Testing of keyboard and software skills. Not satisfied with your scores? Brush up on your skills with recommended online tutorials and then retest.
- Access to computers, fax machines, copiers, and phones for job searching and career exploration.
- Guidance in creating and updating resumes and preparing for interviews.
- Labor Market Information, including information about wages, career possibilities, growing and declining occupations, and more. Click the NDWIN icon on [www.jobsnd.com](http://www.jobsnd.com) to locate a large selection of publications and other valuable information.
- Workshops (call your local Job Service for a schedule of available workshops).



## FINANCIAL ASSISTANCE TO HELP WITH JOB SEARCHING OR TRAINING

Contact your local Job Service office to determine if you are eligible to receive any of the following services to assist with your job search or training. Funding must be approved by Job Service prior to the beginning of the requested activity.

**Help with Job Search or Relocation Expenses** – Financial assistance to help with the cost of going to a job interview out of the area or relocating to accept a job offer.

**On-the-Job Training (OJT)** – A financial incentive for businesses to hire and train employees who do not have all the skills needed to perform the job they are being hired to do.

**Work Experience** – A short-term job for people who have never or not recently worked. The goal is to learn job skills and good work habits.

**Vocational Skills Training** – Assistance with tuition, fees, and books for training to gain skills needed to get a job. This could include short-term training (e.g. General Education Development (GED), computer software class, Commercial Driver License (truck driving), certified nurse assistant) or long-term training lasting up to 3 years.

**Support Services** – Job seekers may qualify for other services or financial assistance to overcome obstacles that may be preventing them from accepting a job or job hunting.

**Youth Program (Age 21 and Younger)** – Assists youth in obtaining training and work experience to prepare for a successful future.

## VETERANS' PRIORITY OF SERVICE

Job Service will offer priority of service to veterans and eligible spouses of veterans in all employment and training programs and activities funded by the U.S. Department of Labor, provided program eligibility is met. Definitions of veterans and eligible spouses of veterans are as follows:

**Veteran:** A person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.

### Eligible Spouse:

1. The spouse of a veteran who died of a service-connected disability.
2. The spouse of any member of the Armed Forces serving on active duty who, at the time of application for assistance, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
  - (i) Missing in action
  - (ii) Captured in line of duty by a hostile force
  - (iii) Forcibly detained or interned in line of duty by a foreign government or power
3. The spouse of a veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veterans Affairs.
4. The spouse of a veteran who died while a disability, as indicated in the paragraph 3 above, was in existence.

**If you have further questions, go to [www.jobsnd.com](http://www.jobsnd.com) and click on one of the city locations found on the North Dakota map located on the lower right side of the page to access the Veterans Employment Team contact information.**