



CHOOSE THE SERVICES THAT ARE RIGHT FOR YOU

Job Service North Dakota is your one-stop career center. Take advantage of the many services available to help you find the right job and get you on track to a great career.

www.jobsnd.com — Visit jobsnd.com, the largest single source of job-related information in North Dakota, for current job openings and labor market information.

Skills and Interests Identification — Identify your skills and interests, determine the skills needed for a chosen occupation, and achieve skill certification at:

- www.bridges.com/ct – Identify your interests, work values, transferable skills, and other career exploration information through this online tool. Ask a staff member for login information.
- www.online.onetcenter.org – Discover the skills, knowledge, and abilities needed to perform a job, and gather other occupation information.
- www.keytrain.com – Take tests to determine your basic skill levels in areas such as reading, math, and locating information. Practice your skills before taking tests for certifications that can be included in your job search portfolio. Ask a staff member to set an account up for you.

Skills Testing — Test your keyboard and software skills at any Job Service Office. If you're not satisfied with your scores, brush up on your skills with recommended online tutorials and take the test again.

Access to Business Equipment — Access computers, fax machines, copiers, and phones for your job search and career exploration.

Professional Guidance — Create and update your resume and prepare for the interview process through specialized software or with the help of experienced professionals.

Labor Market Information — Gather information about wages, career possibilities, growing and declining occupations, and more. Click the NDWIN icon on jobsnd.com to locate a large selection of publications and other valuable information.



Workshops — Call your local Job Service Office for a schedule of available workshops. For a listing of office locations, simply go to jobsnd.com and click the city of your choice on the North Dakota map.

FINANCIAL ASSISTANCE FOR JOB SEARCH AND TRAINING

You may be eligible to receive financial assistance to help with your job search and training. Contact your local Job Service Office to see if you are eligible for any of the following services. Funding must be approved by Job Service *prior* to the beginning of the requested activity.

Job Search and Relocation Expense Assistance — Financial assistance to help with the cost of attending an interview out of the area and/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 necessary skills to perform the job they are being hired to do.

Work Experience — A short-term job for people who have never worked or who have 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 the skills needed to get a job. This could include short-term training — General Education Development (GED), computer software class, Commercial Driver License (truck driving), Certified Nurse Assistant (CNA) — or long-term training lasting up to three years.

Youth Program (Age 21 and Younger) — Assistance to help youth obtain 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, contact a Veterans Employment Team representative at a location near you. Simply go to jobsnd.com and click the city of your choice on the North Dakota map.