

## WHAT IS THE WORKFORCE INVESTMENT ACT (WIA)?

### *Benefits May Be Provided to Adults and Dislocated Workers*

#### **Program Description**

The Adult and Dislocated Worker Program, under Title I of the Workforce Investment Act of 1998, is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business.

#### **Services**

Services are provided through One-Stop Career Centers. There are three levels of service:

Core services - includes outreach, job search, placement assistance, and labor market information available to all job seekers.

Intensive services - includes more comprehensive assessments, development of individual employment plans, counseling and career planning.

Training services - Customers are linked to job opportunities in their communities, including both occupational training and training in basic skills. Participants use an "individual training account" to select an appropriate training program from a qualified training provider.

#### **Additional Services**

"Supportive" services may be provided under certain circumstances to allow an individual to participate in the program.

"Rapid Response" services at the employment site for employers and workers who are expected to lose their jobs as a result of company

closings and mass layoffs are also available. Individuals whose layoff was created or affected by international trade, may access information and services under the Trade Act programs.

#### **Target Population**

All adults, 18 years and older, are eligible for core services. Priority for intensive and training services must be given to recipients of public assistance and other low-income individuals where funds are limited. In addition to unemployed adults, employed adults can also receive services to obtain or retain employment that allows for self-sufficiency.

#### **Definitions of Dislocated Workers**

A dislocated worker is a person who:

- \* Has been terminated or laid off, or has received a notice of termination or layoff from employment.
- \* Is eligible for or has exhausted unemployment insurance.
- \* Has demonstrated an appropriate attachment to the workforce, but not eligible for unemployment insurance and unlikely to return to a previous industry or occupation.
- \* Has been terminated or laid off or received notification of termination or layoff from employment as a result of a permanent closure or substantial layoff.
- \* Is employed at a facility, where the employer has made the general announcement that the facility will close within a 180 days.
- \* Has been self-employed (including

employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community or because of a natural disaster; or  
\*Is a displaced homemaker who is no longer supported by another family member.  
( [www.doleta.gov](http://www.doleta.gov))

There are also WIA programs available for high school age and young adults.

Before meeting with a Job Service staff member, all prospective participants in the WIA programs must be fully registered on the Job Service ND website at: [www.jobsnd.com](http://www.jobsnd.com).

**Job Service ND Offices will be closed Veteran's Day  
Wednesday, November 11**

#### **Happy Holidays!**



**Job Service North Dakota  
offices will be closed for:**

**Thanksgiving**

**Thursday, Nov. 26**

**Christmas**

**Noon-5:00, Thurs., Dec. 24**

**Friday, Dec. 25**

# SELL YOURSELF WITH AN EXCELLENT RESUME OR JOB APPLICATION

Submitting a resume or job application to an employer is almost always the first step in the quest to obtain employment. Many job seekers will cut corners and try to save time by rushing through the application, skipping some questions, scribbling illegibly, using a pencil if a pen is not handy, providing broad, general statements to describe job history, etc. In today's competitive job market this approach will practically guarantee failure as employers may use an incomplete, messy application or error filled resume as their first screening device to eliminate candidates. Your resume or job application is the first opportunity you have to "sell yourself" to a prospective employer. In addition to great job descriptions and achievement examples, it is imperative that your resume or application is neat, legible and one hundred percent free of grammar, spelling and typing errors.

The goal of a resume or job applica-

tion is to prove to the employer as clearly and directly as possible how your qualifications match the job's requirements. You should highlight your experience, accomplishments, education, and skills that most closely fit the employer's job opening. Use the job announcement as a guide, using some of the same key words and phrases to describe your work and education. Think of concrete examples that show skills and accomplishments. When describing your work experience, for instance, you might say that you increased sales by 10 percent, finished a task in half the usual time or received three letters of appreciation from customers.

When it comes to resumes and job applications, the bottom line is that attention to detail matters greatly. "Stepping up your game" and "going the extra mile" will ensure a much greater chance of success in achieving your goal of getting a job.

## BEWARE: WORK-AT-HOME SCAMS

"Work at home" offers should be closely scrutinized to make sure they are legitimate. The Federal Trade Commission lists "medical billing," "envelope stuffing" and "assembly work" as jobs that are often fraudulent. They ask you for money for materials to "get you started," and the promised work never materializes. Some questions to ask about work-at-home offers:

- What tasks will I have to perform? Ask the program sponsor to list every step of the job.
- Will I be paid a salary or on commission?
- Who will pay me?
- When will I get my first paycheck?
- What is the total cost of the work-at-home program, including supplies, equipment and membership fees? What will I get for my money?
- If you have to buy equipment or supplies, ask whether and under what circumstances you can return them for a refund.
- Is there a market for the work you are doing? Ask for names of good leads so you can confirm their interest.
- Ask for references for people who have worked there in the past.
- Don't bother with unsolicited email offers for work-at-home jobs; many are scams.

([www.pueblo.gsa.gov](http://www.pueblo.gsa.gov))



### IMPROVE YOUR JOB SEEKING SKILLS BY ATTENDING A JOB SERVICE WORKSHOP

**All workshops—9:30-Noon**

**Advance registration necessary.**

#### Jump Start Your Job Search

Tuesday, November 10

Tuesday, November 24

Tuesday, December 8

#### Resumes, Etc.

Wednesday, November 25

Wednesday, December 9

#### Acing Your Interview

Thursday, November 12

Thursday, December 10

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*We're on the Web!*

[www.jobsnd.com](http://www.jobsnd.com)

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To remove your name from or add your name to our mailing list please email: [bhalgrim@nd.gov](mailto:bhalgrim@nd.gov).

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