



**GET
ACCESS
HERE**

**Kentucky
Career Center**
Career Training Employer
South Central

USER'S GUIDE

- **Job Searches**
- **Training Info. & Eligibility**
- **Resume Assistance**
- **Schedule On-Site Appointments
with Career Advisors**



Courtesy of:

**South Central Workforce
Development Board**

www.southcentralworkforce.com

WHERE DO I START? STEP BY STEP GUIDE FOR KCC ACCESS POINT CUSTOMERS



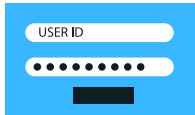
1. START IN FOCUS

[HTTP://APPS.KCC.KY.GOV/CAREER](http://apps.kcc.ky.gov/career)

Go to the above website FIRST to get started. It contains links for the following: Unemployment, Job Search, Disability Services, Career Services and more.

2. SIGN UP IN FOCUS

FROM THE ABOVE WEBPAGE, CLICK THE "UNEMPLOYED" LINK TO REGISTER FOR FOCUS



If you are unemployed or looking for a new career opportunity, Focus|Career™ provides both a professional resume builder and a path to job registration. Features allow you to: build a professional resume easily using the interview wizard, find job leads instantly that match your skills and transferable abilities, schedule job alerts daily or weekly to your inbox and explore career options and paths to reach your education and employment goals.



3. FILE AN UNEMPLOYMENT CLAIM

(IF NEEDED)

Again, from the "Unemployed" tab, click "Step 2: File your initial unemployment claim or access your existing claim" to begin the submission process.

4. BEGIN SEARCHING FOR JOBS

JOB SEARCH



Our search engine, Focus|Career™, offers one of the most comprehensive databases of available jobs anywhere - as well as the ability to apply online. To begin, click the "Job Search" tab.

5. NEED ASSISTANCE?



Go to the "Guided Tour on the Road to Success" tab. We have created this step-by-step process to make your journey easier.

While we have tried to make this process as self-explanatory as possible, if you ever need to set up an appointment with a Career Advisor to come on-site, please ask someone at your location to help set up an appointment for you at no charge.



Checklist for Focus/Career Job Seekers

RESUME BUILDER

- Are all previous jobs listed in the Work History? If you are unemployed, you are required to list at least three jobs or 10 years of experience, provided you have that much experience.
- Does each job in your Work History have a detailed description? The job matching function works better when you list as much detail as possible.
- Is all of your education listed? If your highest level of education is high school graduate or GED, make sure it is listed on the Education tab in the Education Details section.
- Should you use Summary or Objective? If you have a long work history, a Summary can be useful. Otherwise, an Objective, which explains how you can help a potential employer be more successful, would be more beneficial.
- Does your resume include any of the additional sections listed under the Options tab? This can help your resume stand out.
- If you are in the military, list your experience on the Profile tab. Also, include your Military Occupational Specialty (MOS), since that information is used to help match your experience to civilian jobs.
- The first question on the Preferences tab should be answered yes to ensure that employers can search and view your resume.
- Check that the geographic availability for searches is set wide enough to find jobs in nearby cities, or farther if you are willing to relocate.
- On the My Resume tab, make sure you aren't hiding too much information, or it will be difficult for employers to contact you about a potential job.

JOB SEARCH

- Make sure job alerts are turned on by clicking Organizer in the Searches and Alerts section. Your e-mail address must be valid to receive alerts.
- If your search results are poor, you may need to increase the search radius and/or lower the requirements. Change the star rating for jobs matching your resume to a lower number if necessary.
- Click the My Referrals section and enter a date range of at least the last month. If few referrals are listed, you need to apply for more jobs.
- Even if you are not a high-star match to a job, if you feel you qualify for the job, please apply by clicking "Show Me How To Apply".
- Some jobs require additional screening by Kentucky Career Center staff, but this generally takes only one to two business days.

INSIGHT

- Click the "people" icon to the right of a job posting to open the Insight page. The Insight page gives more information about what kind of education, experience and skills are needed to obtain a particular job.
- View the long-term Insight page by clicking the Insight link at the top of the Focus/Career page. This page can give you some examples of potential career paths based on resumes that are similar to yours.

What is WIOA?



The Workforce Innovation and Opportunity Act (WIOA) is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

SOURCE: United States Department of Labor

*Types of WIOA Programs for Individuals:

*NOTE: Participants must meet specific eligibility requirements in order to participate in any of the programs below.

ADULT

An adult who has one or more barriers to employment

DISLOCATED WORKER

An individual who has lost their job through no fault of their own

YOUTH

A young adult who has one or more barriers to employment

ADULT EDUCATION & LITERACY

An individual who is seeking a GED (KY Skills U/Adult Ed)

WAGNER-PEYSER

An individual who is receiving Unemployment Insurance & wants to return to the workforce

VOCATIONAL REHABILITATION

An individual who has a disability

Are you Eligible?

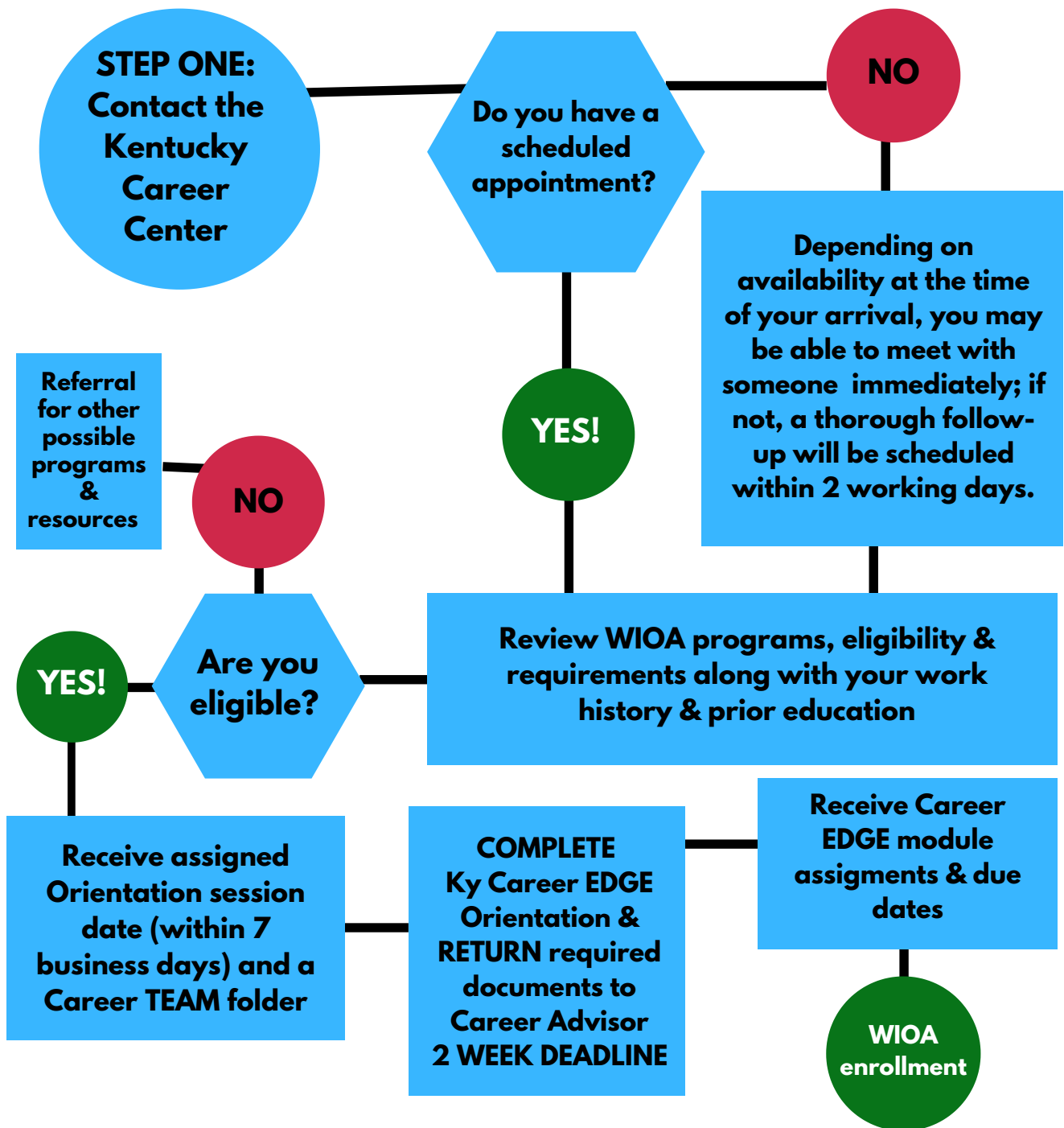
Contact one of our Career Centers to find out today!

Bowling Green Career Center: 270-746-7249



What are the steps in WIOA?

From first visit to enrollment takes an average of 2 weeks!

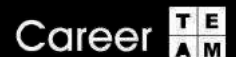


Interested in WIOA?

Make an appointment with one of our Career Advisors!



Bowling Green Career Center:
270-746-7249





KENTUCKY IS ON THE CUTTING EDGE FOR CAREERS

Kentucky Career EDGE is a FREE web-based platform to deliver virtual career services to Kentucky job-seekers!



LIFESKILLS

Get to better know yourself & your career goals



PROFESSIONAL DEV.

On the job success, communication & your future



TOOL KIT

Resume builder, interview simulation trainer & more!



Offer available for KY residents only

**GET STARTED TODAY AT:
WWW.KYCAREEREDGE.COM/SOUTHCENTRAL**

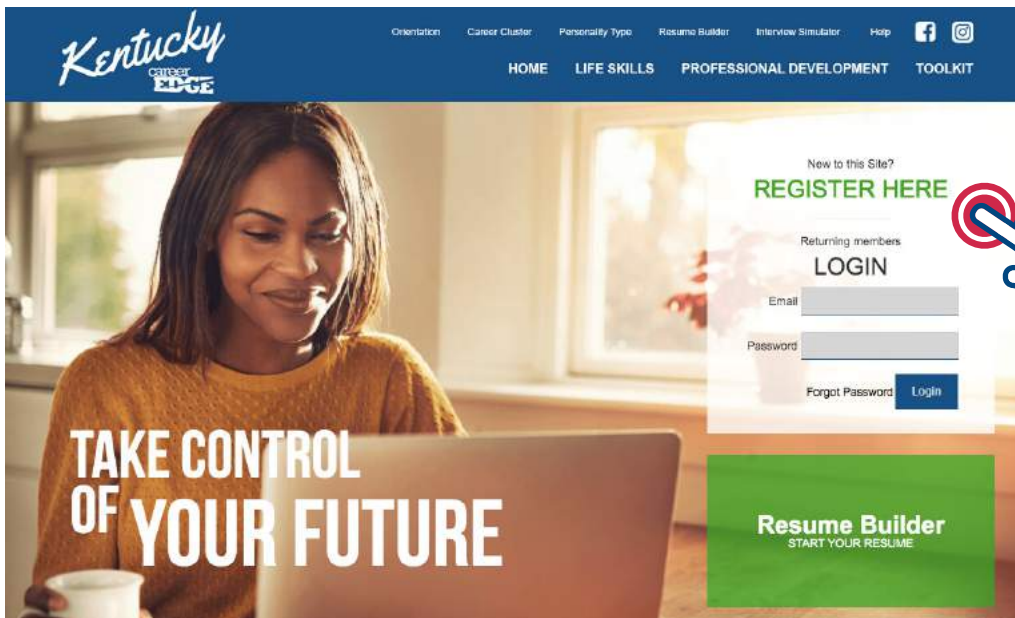


REGISTRATION STEP-BY-STEP

MAKES REGISTRATION QUICK AND EASY!



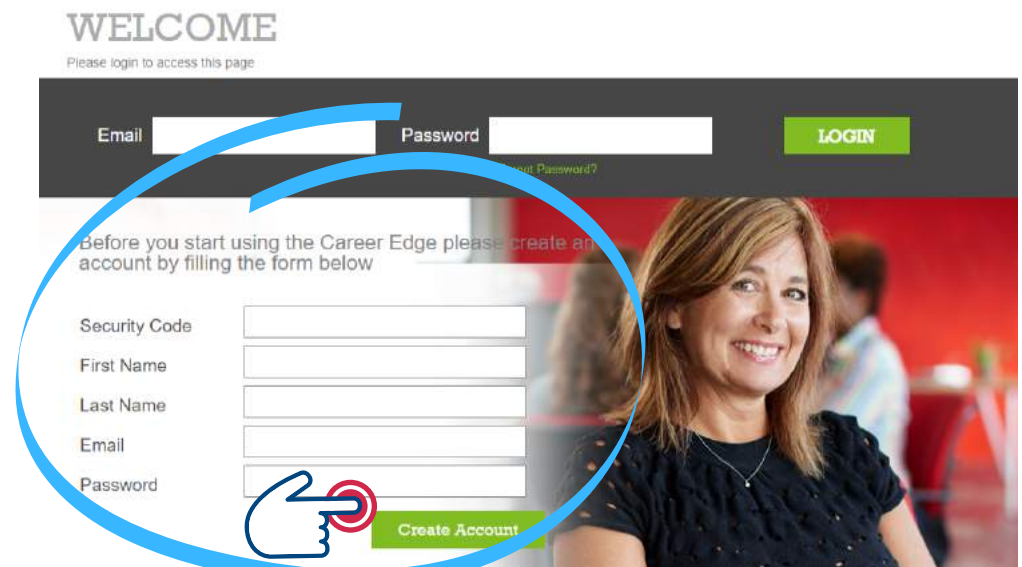
Go to
www.kycareeredge.com



STEP #2:

**Click
REGISTER
HERE**

STEP #3:
Fill in all the
required info
& click
**CREATE
ACCOUNT**

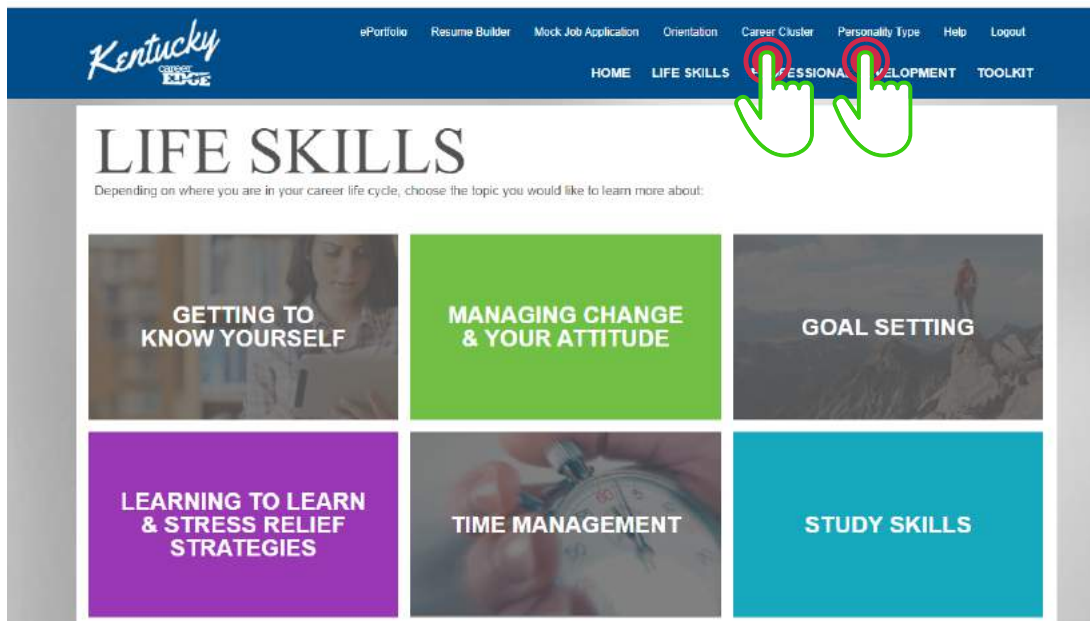




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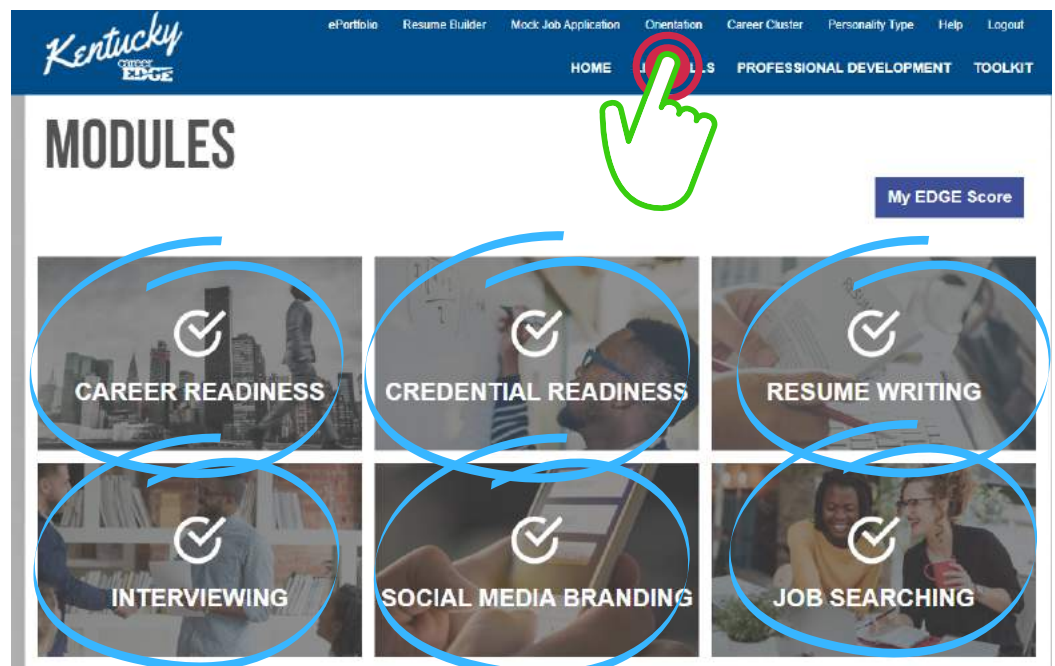
STEP #4: Click on PERSONALITY TYPE AND CAREER CLUSTER and Take Assessments



STEP #5:
Print out the last page containing results of your assessments and submit to Career Advisor.

STEP #6:

Click on **ORIENTATION** at the top. Complete **ALL SIX Modules** (circled.) Inform Career Advisor when completed.





RESUME BUILDER CHEAT SHEET

MAKES BUILDING A RESUME QUICK AND EASY!

FIRST STEPS:

- **NAME THIS RESUME**—Your full name or “practice resume” or “master resume”
*NOTE: You can create multiple resumes focusing on different types of work and name them likewise, for example “Office,” “Manufacturing,” etc.
- **CHOOSE YOUR INDUSTRY**—If you have experience in one of the listed fields you can choose it, but for the average student, just choose any field.
- **CHOOSE CHRONOLOGICAL** (you can watch the video to learn more.)
- Click **SAVE** and **NEXT**.

ABOUT YOU:

- Make sure to write your **WHOLE** address, including city, state, and zip code.
- State is abbreviated as **KY** (IN ALL CAPS)
- LinkedIn is a social media professional networking site, if you don't have an account leave this blank. You do **NOT** need to check the box by Add My ePortfolio.

SUMMARY:

- The purpose of this section is to 1) Write an objective statement or 2) Highlight key skills an employer is specifically looking for. **IF YOU DO NOT NEED TO DO EITHER OF THESE**, you can leave this entire section **BLANK**.
- An Objective states what you want/looking for, it can be very specific or more general. For example, "Experienced server seeking part time position with a thriving restaurant." OR "Hard working individual seeking full time position with a successful company."
- Skills—**MOST** students should leave this blank, unless you have a specific skill that a particular employer is desiring. For example, if applying to a construction job, you can list “2 years experience working manual labor on family farm.”



RESUME BUILDER CHEAT SHEET

MAKES BUILDING A RESUME QUICK AND EASY!

EDUCATION:

- Type FULL high school name, "Warren Central High School"
- List the Program Enrolled in as "High School Diploma"
- For "Location" just include City, KY
- Descriptions can highlight key academic accomplishments (GPA, dual enrollment classes, etc.)

WORK EXPERIENCE:

- Start by choosing the type of job from the drop-down box. This populates suggestions for well-worded work descriptions. If none of the types apply, just choose "Previous Job."
- Descriptions should highlight key Skills, Abilities, or Accomplishments NOT just describe your job position.
- Descriptions should also start with a **STRONG ACTION** verb and be concise.
- Descriptions are the "Heart of your Resume", telling employers WHY and HOW you would be a good employee.
- Type FULL company name with correct Capitalization and an Accurate job title. If it is a current position leave the End dates blank.

CERTIFICATIONS/LICENSES/VOLUNTEERING:

- Think carefully about ALL your experiences, you can add a lot to this section, which is helpful if you have limited Work Experience.
- Choose the description, the order does not matter because the Resume Builder will put the same type together. You can
- choose Other and add Extracurriculars for sports and clubs.
- Name is the activity or experience. For example, "Serving at a soup kitchen" name would be Salvation Army.
- Description should tell what you did, with who, why or for who, and how often. For example "Served residents lunch every Monday for 4 weeks. Cleaned kitchen afterwards."