



**CAREER RESOURCE CENTER** - Computers are available to the public, at no charge, and may be used for résumé and cover letter writing, job searching, application completion and enrollment onto the CareerLink website, as well as all other employment sites. Complimentary copies and faxes of resumes and unemployment documents are also available.

**INFORMATIONAL WORKSHOPS** -Topics include: job search strategies, resume writing, civil service jobs, and social media as a job search tool. Additional topics are offered throughout the year on an as needed basis.

**COMPUTER CLASSES** - Northstar Digital Literacy classes teach basic skills needed to perform tasks on computers and online. Classes are offered to enhance computer knowledge and skills for job seekers. Topics include: computer, e-mail, and internet basics as well as Microsoft Office, Word and Excel. Classes are free to the public. Interested job seekers simply call to register.

**TRAINING OPPORTUNITIES** - On-the-Job training or classroom training may be available for job seekers that are unable to obtain suitable employment with their current aptitudes and skills. Contact a CareerLink representative for eligibility guidelines.

**EMPLOYERS ON-SITE** - Employer recruitments/job fairs are held at the CareerLink and will be advertised on our Facebook, Twitter and PA CareerLink websites as well as in the Daily American.

**REFERRALS TO PARTNERING AGENCIES** - Career Planners can make referrals to partnering agencies including the Office of Vocational Rehabilitation (OVR), Job Corps., Adult Basic Education/GED classes, and other community service programs as needed.

**ASSESSMENTS** - The O\*NET Interest Profiler and the O\*NET Work Importance Profiler assist with determining career paths. The CareerScope Interest and Aptitude Assessment will combine a job seekers interests and aptitudes in order to match them to applicable career pathways. WorkKeys Assessments are available for specific occupation referrals and are recognized as a nation-wide career readiness certificate.

**YOUTH PROGRAMS** - A variety of career development programs are available through our youth services department to young adults ages 16 -24 that meet WIOA (Workforce Innovation Opportunity Act) eligibility and suitability requirements. Programs include paid work experiences, post secondary school funding opportunities, industry tours, career fairs and job readiness workshops. Call for eligibility and suitability guidelines or to get more information.

**VETERANS** - All veterans will receive priority of service, referrals to veteran service agencies, information on DD214 replacement, preferences in State/Federal Civil Service positions, vocational rehabilitation, the GI Bill and more.

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