

## Basic & Individualized Career Services

### Career Services

We assist individuals in reaching their employment goals by offering *Basic* and *Individualized* career services. Basic career services are self-directed and available to the public. For individualized career services, a Career Planner conducts a preliminary assessment of a job seekers' skills, interests, and employment goals and then develops a plan with the job seeker to achieve those goals. There are eligibility and suitability requirements for Individual career services.

### Basic Career Services Include:

- Enrollment onto PA CareerLink® website
- Use of computers & Internet for job search
- Labor market information
- Access to job fairs
- Various job search workshops
- Orientation on available services

### Individualized Career Services Include:

- Assessment
- Development of an employment plan
- Resume writing
- Mock interviewing
- Career development
- Case management
- Job shadowing
- On the job training opportunities
- Classroom training
- Adult & Dislocated Worker Transitional Work Experience Program
- Paid Work Experiences - Young Adults (ages 16-24)
- Industry tours (ages 14-24)
- CareerSafe Online Courses
- Job retention skills
- One-on-one career counseling & job search assistance

## Workshops & Social Media Outlets

### AVAILABLE WORKSHOPS

Interviewing  
Job Applications  
Employer Expectations  
Effective Job Hunting  
Job Search Using Social Media  
Civil Service  
Resume Writing  
Northstar Digital Literacy Computer Classes  
Mature Workers  
Criminal Background

### SOCIAL MEDIA OUTLETS



Follow us on Instagram

<https://www.instagram.com/pacareerlinksa/>



Like us on Facebook

<https://www.facebook.com/pacareerlinksomersetcounty>



Connect with us on LinkedIn

<https://www.linkedin.com/company/pa-career-link-southern-alleghe-nies-region/>

*Eligibility and suitability required for some services  
Equal Opportunity Program/ Auxiliary aids and services are  
available upon request to individuals with disabilities.*

*"These programs are made possible through the support of  
the Southern Alleghenies Workforce Development Board,  
the region's leader and active partner in workforce development  
efforts."*



### PA CareerLink Somerset County

6022 Glades Pike, Suite 100

Somerset, PA 15501

Phone 814-445-4161

Fax: 814-445-3913

TTY: 814-444-5814

[www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

### MISSION

The mission of the PA CareerLink® Somerset County site/system, serving as the foundation of Somerset County's Workforce Delivery System, is to support local and regional economic development by providing comprehensive, market-driven employment, training, education and economic development services to customers.

### VISION & GOALS

- Serving as the primary source of assistance for solutions to employment, education and workforce issues in the county.
- Developing a comprehensive one-stop labor exchange system of choice for customers.
- Providing on-site career preparation and supportive services to customers.
- Identifying and responding with solutions to employers/job seekers training needs.
- Developing a primary mechanism through which the employment and skill improvement needs of the region's employers and workers are met.
- Developing an integrated, customer focused delivery point of workforce services.

A proud partner of the  American Job Center network

## PA CAREERLINK SERVICES

### CAREER RESOURCE CENTER (CRC)

The CRC at the PA CareerLink of Somerset County provides multiple resources to assist job seekers with their job search. Inside the CRC you will find desk top computers equipped with high speed internet that may be used for any aspect of the job search process.

Specialized computers with assistive technology are available for use by individuals with hearing, vision or dexterity impairments. In addition to having access to our search engine, [pacareerlink.pa.gov](http://pacareerlink.pa.gov), job seekers also have access to other online job search sites, can complete online applications and can create & print resumes, cover letters and thank-you letters.

#### The CRC also offers:

- Paper applications for local employers
- Faxing service for UC and job related materials at no cost to customer
- Up to date Labor Market Information
- Local daily newspaper
- Brochures on local community services
- Literature on local education programs, schools and services
- Veterans Information

### ON-THE-JOB-TRAINING (OJT)

#### PROGRAM PURPOSE

On-the-job training is designed to provide eligible candidates the knowledge and skills necessary for long-term, meaningful employment. It also provides reimbursement to employers for the extraordinary costs of training individuals who do not possess all of the skills required at the time of hire.

#### ADVANTAGES to the EMPLOYER

- Employer reimbursement (maximum of 50%) of training wage; maximum of 960 hours.
- Access to CareerLink's Business Services Coordinator.
- Assistance with recruitment of candidates that meet your needs.
- Employer oversees hiring, employment and discharge decisions.
- Assists PA CareerLink customers found to be eligible for individualized services to gain successful employment and bridges the gap between participant's current skills and skills needed by participating employer.
- Promotes self-sufficient employment and career advancement allowing OJT participants to secure employment with wages equal to, or exceeding, the region's self-sufficiency wage.

#### ADVANTAGES TO JOB SEEKERS

- OJT participants are treated in the same manner as all other employees including: wages, opportunity for advancement, etc.
- Eligible applicants are trained in a new field without personal financial investment.
- Equal to or exceeding the region's self-sufficiency wage.
- **Upon completion of the OJT Program, participants remain full time employees with the company.**

### INDIVIDUAL TRAINING ACCOUNT (ITA)

Individual Training Accounts are a form of financial assistance available to PA CareerLink registered customers who are found to be both eligible and suitable for individualized services.

Individuals looking to pursue training after high school/GED with a program a program of 2 years or less in duration may apply.

#### ITA PROGRAM REQUIREMENTS

- The course of study and post-secondary institution the individual wishes to attend must be listed on CareerLink's approved provider list. This list is viewable at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov) under the "find training" link. The program must also represent a career that is in demand for the Southern Alleghenies region.
- Applicants will take a TABE assessment prior to attending training. **These assessments are administered by the PA CareerLink of Somerset County.**
- Applicants must apply for PELL and PHEAA where applicable and be able to demonstrate source of funding for any tuition not covered by the ITA.
- Upon approval for funding, the customer's progress will be followed by their assigned career planner throughout the duration of the training and also upon completion of the training.