

JobNow Overview for Adults

Outline for Presenter

NOTE: it may be a good idea to create a profile so you can show examples of each area, specifically a resume in 'SkillsFirst.' Then, with the verbiage below, follow along in JobNow.

Introduction

Welcome to the Spokane County Library District. We are so pleased that you could all join us for JobNow Overview. Spokane County Library District is committed to bringing you informative and engaging programs like this, and we value your feedback. After the program you will receive a link to an evaluation and a pdf of the presentation. Please be sure to complete the evaluation to help us provide the best quality programs and be sure to look at our Engage, our events magazine, so that you don't miss any of the great events we have planned next.

Thank you for attending 'JobNow Overview for Adults'. I'm Janet at Spokane County Library District and I'll be sharing the amazing resources available through JobNow. Please keep yourself on mute so background noise is kept at a minimum. Feel free to ask questions through the chat function, raise your hand, or unmute yourself any time during this workshop.

Accessing JobNow

From the homepage at sclcd.org click on 'Digital Library' then in the CATEGORIES drop down menu select 'Job & Career Help.' Locate JobNow and click on the link. You will see three main categories to choose from: Resume, Interview & Skills, and Job Searching. Each category provides tools and resources for a successful path on your journey. Let's take a closer look.

Resume

Before you start your job search, it's good to have a resume ready. Most online application portals will require you to have one.

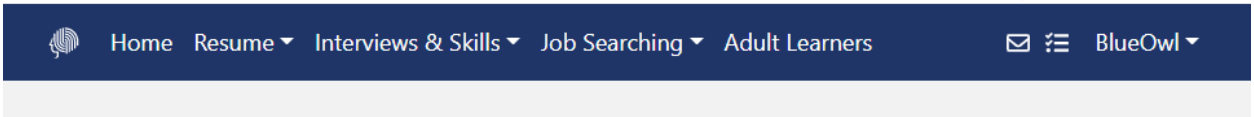
If you don't have a resume yet, start with 'SkillsFirst' – where you can create resumes, letters, portfolios, and take practice interviews. When you start creating a resume, you can use their samples, browse sections to build your resume, or start from scratch. The samples are helpful because you can see what the resume should include. All you have to do is replace the text with your information.

If you get stuck or are not sure what to put in the resume, go back to the home page of JobNow and use 'Live Resume Expert' from 2pm to 10pm Pacific Time. They will be able to guide you in creating your resume. If it's outside those hours, use the 'Resume Resources' section. One of the best resources listed is [CareerOneStop's Resume Guide](#).

Once you have a completed version you can send it in for a review. First, download your resume, then go back to the main page of JobNow, select the 'Resume Lab'. You'll upload your resume there and in around 24 hours you'll receive personalized feedback about how to improve your resume. You'll just need to log into your JobNow account and visit the message center in your account menu or by clicking on the little envelope on the navigation bar.



English ▾



Job Searching

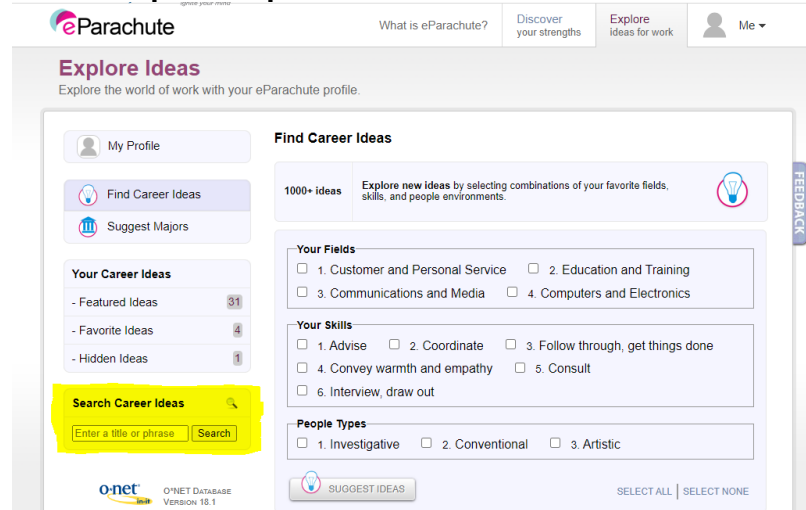
Once you have a resume together, it's time to start your job search. Not sure what you want to do? eParachute and Career Assessments can help with finding the right fit.

Just like the resume area, you can also tap into a live job coach for expert advice from 2pm to 10pm Pacific Time.

eParachute

eParachute can help you discover careers based on your preferences. It's rather like an encyclopedia built on your natural strengths and interests. First, discover your strengths through their online tool. Then in Discover, explore the careers most aligned to you.

In the third area of eParachute, you can explore these 'matched' careers, or any career you choose, and drill down to learn more about them. **(NOTE: use the 'search' option to provide the visual of the career drilldown info)**



Each career will have a brief overview, a list of key responsibilities, fields of

knowledge, transferable skills, salary, the education needed, college majors and programs, critical abilities, work styles, and common titles.

SkillSurfer

Headed to college need test prep help? There are several test prep packages available through SkillSurfer including career prep, unemployment benefits assistance, and research and presentation skills lessons.

Job Resources

The Job Resources link provides two links, one for national and one for local job searches. It's a one-stop list of the best sites for searching for a job, including Indeed, Simply Hired, Spokane City Government Jobs, LinkedIn Jobs, Washington State Government Jobs.

Expert Job Matching

Looking through all those job sites can be overwhelming! Another great resource is the Expert Job Matching option with JobNow. Just fill out their questionnaire and you will be sent a response in about a day. Just log back in and visit JobNow's message center, located under the 'My Account' menu or the little envelope icon.

Interviews & Skills

Once you've started applying to jobs, be sure to strengthen your interview skills through this area of JobNow. Start with the 'Interview Tips' and 'Online Resources' areas. Each has a list of links which provide detailed information helpful for interviewing. This includes what to wear, common questions asked – and responses, and tips for a successful interview.

The 'Live Interview Coach' area is perfect for practice and feedback from 2pm to 10pm Pacific Time. If you can't make it during those times, ask family and friends to help with mock interviews.