



**Lake
County**

**Welcome to
OhioMeansJobs (OMJ)
Lake County**

(Rev. 10/2014)



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- Out of work?
- Looking for a better job?
- Changing careers?
- Skills need upgrading?
- Having trouble finding a job?

WE ARE HERE TO HELP!



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On your first visit you will:

- View this OMJ overview
- Tour the career center with an employment services counselor
- Have the opportunity to register for our placement assistance to learn about our full array of services including:
 - OMJ tools and resources
 - Customized job placement assistance
 - Introduction to basic computer use
 - Training for those who qualify



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Use OMJ Lake County self-services at our Career Center for:

- Job Search Assistance
 - Our website ohiomeansjobs.com/lake has many tools to help you in your job search
 - Browse to OMJ website for job openings at ohiomeansjobs.com/lake



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Use OMJ Lake County self-services at our Career Center for:

- Resume Assistance
 - Use Microsoft Word or WinWay resume software in the career center to help with your resume
 - Visit OMJ resume tools



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Use OMJ Lake County self-services at our Career Center for:

- Post your resume for free
- You may register for a new job seeker account in OMJ (OhioMeansJobs). This will enable you to place your resume to a database which can be reviewed by Ohio's employers. To register, go to www.Ohiomeansjobs.com/omj.



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Use OMJ Lake County self-services at our Career Center for:

- Interviewing Techniques
 - WinWay Resume is available in the career center.
 - OhioMeansJobs Lake County staff are available to provide interview assistance.



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Use OMJ Lake County self-services at our Career Center for:

- Use the career center phones, scanner, copiers and fax machine for free for job related tasks.
 - Lab stations 1 through 6 have telephones to follow up on job leads, contact prospective employers or handle your unemployment claim.
 - OMJ Lake County staff can scan job related material for you.
 - OMJ Lake County staff will show you where the copier and fax machine is located.
 - High quality bond resume paper is available.
 - There is no cost for these services.



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Use OMJ Lake County self-services at our Career Center for:

- Learn basic computer skills
 - Use comprehensive computer tutorials in our career center (Word, Excel, Access, PowerPoint, QuickBooks, and many more)
 - Practice typing skills with *Mavis Beacon* in the career center.



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Through OhioMeansJobs you can:

- Develop a Career Profile
- Explore Career Interests and Aptitudes
- Locate available job openings in the area
- Explore Financial Aid for training
- Research labor market information including local salary ranges
- Search for In-demand occupations
- Use employer locator to find contact information about a specific company.



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OMJ Lake County is a cooperative partnership of the Lake County entities by a formal Memorandum of Understanding designed to collaborate on the delivery of educational, social and supportive services. The partner agencies are as follows:

- ABLE (Adult Basic Literacy Education)
- Auburn Career Center
- Community Services Block Grant
- Goodwill Industries
- Lakeland Community College
- Lake County Department of Job & Family Services
- Lake County Port Authority
- Lake Metropolitan Housing Authority
- Mature Services
- Ohio Department of Job & Family Services
- Opportunities for Ohioans with Disabilities



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Are you a Veteran?

- As a Veteran and/or eligible spouse, you may be eligible for special services and programs:
 - The Lake County Veterans Services Commission offers emergency assistance for basic living expenses such as rent, food, utility bills, and prescriptions. For more information or to schedule an appointment, contact (440) 350-2567 or (440) 350-2904.
 - Please call or come into our full-service career center and identify yourself as a veteran. You will learn all about priority of service given to veterans and will be routed to veterans services, as needed.



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Career Center Rules:

- We ask that you follow these rules when visiting the career center.
 - No food or drink is permitted in the computer lab. There is a break room for snacks and a soda vending machine for your use.
 - Cell phones may only be used in the Resource Room or outside

Please note, all rules are posted in the computer lab.
Please take time to review them closely.



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You have just completed the OhioMeansJobs- Lake County Overview

- You will be asked to complete a short registration form on your first visit
- If you have questions, please discuss the Overview process with OMJ Lake County staff.

Thank you for visiting the career center at
OhioMeansJobs (OMJ) Lake County