

Welcome!

This orientation should take you less than 5 minutes to view. When finished please complete the registration form online. Thank you.

Dillon Job Service Workforce Center



Montana Department of
LABOR & INDUSTRY

NEXT

ORIENTATION / REGISTRATION AGENDA

- ❖ Brief Overview of our Resource Room & Amenities
- ❖ Your Responsibilities
- ❖ What is available for you at our center
- ❖ Benefits of Registration
- ❖ In-House Resources
- ❖ Other Resources
- ❖ Completing the Registration
- ❖ Summary

BRIEF OVERVIEW

- ❖ The Dillon Job Service is here to assist you in your job search
- ❖ We never were the Unemployment Insurance (UI) office. Job Service no longer processes unemployment insurance claims (and haven't since 1996). We can assist you in filling your claim on line or by phone. Although our staff is not trained in UI policies and guidelines, we can assist you in filing your claim on line.
- ❖ As you will see in this slide show, we offer many services and resources to help you find, obtain and secure suitable employment
- ❖ If you have any questions, **PLEASE ASK!** We are here to serve you!

YOUR RESPONSIBILITIES



- ❖ You must be registered with the Job Service in order to get information about jobs!!!
- ❖ To keep your registration active - you need to update your registration once every 90 days!
- ❖ If your address, phone number or work history changes, update your file online at jobs.mt.gov or let a member of our staff know
- ❖ Regularly check our job board and the internet postings
- ❖ When we notify you of job postings, follow through and contact us
- ❖ Sign in when using the Resource Room Computers

What is Available for YOU at our Center

- ❖ Job Postings
- ❖ Application Forms & Materials
- ❖ Computers with Internet Service
- ❖ Copy Machine, Fax Service & Scan to PDF
- ❖ Resume Writing & Cover Letter Assistance
- ❖ One on One Job Seeker Assistance
- ❖ Testing Room
- ❖ Community Resource Materials
- ❖ Notary Public
- ❖ Selective Service Registration
- ❖ Voter Registration
- ❖ Employer One on One Assistance and Resources

Resource Area Information

- ❖ All local opportunities are listed on our board
- ❖ One Resource Room Carousel contains job application forms along with informational brochures, pamphlets and handouts containing valuable information on Labor Market Information, Programs and other guidance and assistance
- ❖ Another Resource Room Carousel contains valuable Employer information such as new hire paperwork, important Governmental policies and guidelines as well as licensing and special programs available

Benefits of Registration

- ❖ Notifications of New Job Postings that match your skills and abilities
- ❖ Check for jobs online!
- ❖ Print out a resume directly from your registration
- ❖ If needing to file for unemployment insurance, you will be a step ahead in the process!
- ❖ More Employers are using Job Service to find their applicants!

Search for Jobs
by County
by Workforce Center
by Region

Enter either a job order number OR keyword to search for in jobs

Completing the Registration Form

- ❖ You must complete an online registration form when you are finished with this presentation in order to get information about jobs.
- ❖ If you need assistance, please ask for help and we will be happy to get you started.



Registering Online



Go to: jobs.mt.gov



Click on: **New Job Seekers**



If you have problems completing your registration or searching for employment, please ask our staff who is here to assist you

WIA title 1 B Programs

Workforce Investment Act (WIA) basic program eligibility:

- ❖ US Citizen or Registered Alien
- ❖ Meet Selective Service Registration requirements, and
- ❖ Unable to find work through basic job search activities

Adult Program also requires:

- ❖ 18 years of age or older, and one of the following circumstances:
 - ✓ Receipt of Public Assistance
 - ✓ Low Income
 - ✓ Individuals who are not self-sufficient (relying on Government Assistance)

Dislocated worker program additional eligibility requires one of the following:

- ❖ Laid off due to plant or business closure
- ❖ Permanently laid off and not likely to return to same or similar occupation/industry
- ❖ Previously self-employed but no longer in business due to economic reasons

For more information contact call **683-4259**

Veterans Services

Disabled Veterans Outreach Person (DVOP)

If you are a veteran, disabled or not, please make an appointment to see Mike Hall. He is usually available in the Dillon Job Service office every other Wednesday and can come by appointment at other times. He has valuable information that can greatly assist you in your job search.

Mike can assist you in ordering copies of your **DD form 214**, assist you with other information related to other veteran's issues, and can put you in contact with other veteran's service organizations that may be able to assist you. To make an appointment, call Mike today at (406) 494-0316.

IN-HOUSE RESOURCES

- ❖ Job Posting Board
- ❖ Resource Room Computers with Internet Access
- ❖ Copier and Fax Machine
- ❖ Scan your Resume, Reference Letters and other documents to PDF for emailing to an employer
- ❖ Software such as Win Way Resume maker and MS Word
- ❖ Testing Services such as 10-key and Typing tests
- ❖ Valuable literature on preparing your resume or cover letter and preparing for interviews

Other Resources

Employment Law Resources for Employers

Independent Contractor Forms

Conference Room

Testing Rooms

Americans with Disabilities (ADA) Info and Laws

jobs@vetjobcentral.com

www.careeronestop.org

www.jobs.mt.gov/dillon/

www.mtcis.intocareers.org

In Closing

- ❖ When Registering be SURE to answer ALL questions that apply
- ❖ **IF YOU HAVE ANY QUESTIONS, PLEASE CALL US, OUR PHONE NUMBER IS (406) 683-4259**
- ❖ If your registration is NOT complete, your information may not come up in our searches for qualified job seekers, you must check “share resume” in your Seeker Info tab under general information for us to search your registration and provide notifications to you.
- ❖ You can register **ONLINE** at any computer with internet access! Click here on jobs.mt.gov and follow the directions.
- ❖ If you need to file an unemployment claim you can call (406) 444-2545 or (406) 247-1000 or go Online! Click here on www.ui4u.mt.gov to start your new claim. If you have already established a claim and need to do your bi-weekly filing by phone, please call (406) 444-9800 which is an inter-active response system, you will not be connect with a live representative.

Thank You!

- ❖ Once again, if you need assistance with your registration, your job search, your application and/or resume, cover letter or preparation for an interview, please contact our staff.
- ❖ Our staff is happy to assist you with website access and other job search activities.