

Workforce Solutions Capital Area Info

Workforce Solutions Career Centers:

We have three full-service Career Centers

1. North

9001 N IH 35, Suite 110

Austin, TX 78753

(512) 454-9675

Mon–Fri 8:00-5:00

Fax (512) 719-9016

2. South

6505 Burleson Road

Austin, TX 78744

(512) 381-4200

Mon–Fri 8:00-5:00

Fax (512) 381-4251

3. East

**3401 Webberville Rd., Bldg. 1000 (on ACC
Eastview campus)**

Austin, TX 78702

(512) 223-5400

Mon–Fri 8:00-5:00

Fax (512) 223-5463

Workforce Solutions Capital Area Info

Partners:

**Austin Community College, Education Advisor,
North: (597-7230), South: (381-4233)**

City of Austin, Employment Services, North: (597-7237), South: (381-4223)

Gary Job Corps, North: (597-7202)

**Veterans, North: (719-4145), South: (381-4200),
East: (223-5400)**

Menu of Services:

**Workintexas.com for Online Job Search and
Matches**

**Computers with Internet access for Job Search
and Creation of Resumes, Cover Letters or
Applications**

**Assistive Technology: JAWS, Zoom Text, CCTV's
Telephone, Fax and Copy Machines for Job Search
Contacts**

Services for Veterans

Job Placement Assistance and Referrals

Job Search / Resume Creation / Effective

Interviewing Seminars and Workshops

Community Resource Information and Referrals

Typing and Spelling Testing

Workforce Solutions Capital Area Info

Career Center Orientations

Wage Claim Forms

EEO Complaint Information

Self-Assessment Tools

Typing Tutorials

Labor Market Information

Training Provider Information

Workforce Solutions Capital Area Info

What's going on at Workforce Solutions Centers?

Job Skills Classes

Advanced resume writing and cover letters
(Purpose and use of writing cover letters, types and components of successful resumes)

Basic Resume Lab (Learn How & Complete a Basic Resume all in one class)

Interviewing Class (What you need to know before, during and after the interview)

Interviewing Practice (This practice session will help you re-focus your job search in an upbeat, intensive and empowering way)

Job Search & Applications (Information interviews/Making connections, employment applications guidelines)

Job Search Planning and Accountability
(Marketing yourself, managing and maximizing your job search, time management)

Workforce Solutions Capital Area Info

Learn WorkInTexas.com (Information on how to navigate the WorkInTexas.com web site)

Succeed at Work (Starting a New Job, Being an Excellent Employee, Living a Balanced Life)

Overcoming Barriers to Employment (Learn how to deal with tough questions and how honesty really is the best policy on interviews)

Salary Negotiations and Post Interview Strategies (Learning how to handle the negotiations and what to do after the interview)

Workforce Solutions Capital Area Info

Job Seeker Desk Aid

Register at www.workintexas.com

Step 1: Create a Work-In-Texas Application by clicking on the red “Free Registration” medallion on the right side of the page or click on “register as a job seeker”.

Step 2: Read the Use Agreement and click the “I Accept” button to continue.

Step 3: Complete the “Create Logon” screen.

- Fields with a red asterisk are required fields.
- Create your User ID and password with something you will remember.
- Create a security question and answer the question (repeat answer on second line).
- Click “next” to continue.
- Read and follow the instructions on Social Security Numbers, then click “next.”

Step 4: Complete the Registration Screen.

- Click on the “Continue Registration” bar

Workforce Solutions Capital Area Info

- Complete the following sections: Personal Information, Contact Information, General Information, Job Search Preferences, Location, Pay, Language and Contact Preferences
- Click “Next” to continue after completing each section.
 - *** Note: You can change your social security number if you did not enter it correctly the first time.

Step 5: Work History

- Complete the Work History section **OR**
- Check the “I do not want to provide work experience at this time” box.
- Note: if you are filing for unemployment benefits, complete this section.
- You may add more work history by clicking on “add another work history.”
- Click “next” to continue when finished.

Step 6: A confirmation of your registration displays. Make a note of your user ID for log on later. Note: The system provides a preview of your resume. You may modify it later. Read the

Workforce Solutions Capital Area Info

information on this page and click “next” to continue.

Step 7: Click “Match Jobs” to allow the system to match your profile with current job openings. You may modify the three sections: Profile, Resume & State of Texas Application and Job Matching.

Step 8: Occupations- In the “Job Matching” section, click “add occupations” to add more occupations (up to total of 15) to your account, that are related to the type of jobs you are seeking. This allows you to find more job matches. The system also allows up to 5 Matching Options. Click on “add matching options” to add more.

Step 9: Click “Add/Edit Industries” and add information.

Step 10: Under the “Other” section, click each area and add information.

Step 11: Click “Run Match” to see job(s) which your criteria matched. Follow the employers’ instruction on how to apply for the jobs posted.

Workforce Solutions Capital Area Info

Create a Resume on WorkInTexas.com

Creating a Resume in WorkInTexas.com tells the employer more about your work history and other skills you have. If you are interested in finding jobs with State of Texas Agencies, also complete the State of Texas Application section.

Step 1: Log in to WorkInTexas.com.

Step 2: Click “My Portfolio.”

Step 3: Click the “Resume Wizard” hyperlink to begin the four-step process.

- Enter a Career Objective. If you need help, click on the Career Objective examples.**
- Add Work History and References**
 - ✓ Click “Add New Work History” hyperlink to add work history**
 - ✓ Click “Add New Reference” hyperlink to add references**
- Add Education, training and Occupational License/Certification**
 - ✓ Click “Add New Education”**
 - ✓ Click “Add New Training”.**

Workforce Solutions Capital Area Info

- ✓ Click “Add New Occupational License/Certification”, if appropriate
- Enter Summary of Qualifications
 - ✓ Tell the employer more about what you can do
 - ✓ Cover information not covered in the other areas of the registration
 - ✓ Use active verbs

Step 4: Click “Save.”

Workforce Solutions Capital Area Info

Center Accessibility Options:

- Reserved workstations at each Career Center
- Closed-circuit televisions/Video Magnifiers
- Relay Texas info: 1-800-735-2989 (TDD) / 711 (Voice)
- A reader upon request to help with forms as needed
- Wheelchair accessible facilities
- Wireless keyboards with extra large character font and track-ball mice (available for check-out at the front desk)
- JAWS software (headphones available for check-out at the front desk)
- Zoomtext software

Bobby-approved websites, including

www.WorkInTexas.com

Workforce Solutions Capital Area Info

***Please Contact Individual Centers for Verification of Program Times and Dates of classes.**

Important Information:

***** To Schedule an interpreter or request an accommodation, contact the front desk of your desired center and ask to communicate with a Disability Coordinator. Please request accommodations at least 48 hours in advance.**

***** Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas Numbers 1-800-735-2989 (TDD) or 711 (Voice)**

Updated by 10.21.16