

# Connecticut State Library

Training and Resource Support  
to Assist Libraries Coping  
with High Unemployment

1. Workshops
2. Job Search Resources Website

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*Presenter had an incredible amount of knowledge about what it takes to prepare patrons to enter the job market.*

# Connecticut State Library

Partnered with Department of Labor – 6 workshops

## **Job Search@Your Library: Helping Your Community Get Back to Work**

- Free half-day information session to help library staff respond to the growing demands of job seekers in their local communities.
- The session highlighted Internet resources, local and state job listings, CT JobCentral, the Connecticut Department of Labor (DOL) website and more.
- Topics covered included:
  - Basic résumé and cover letter strategies and DOL resources
  - Career exploration using the Job & Career ConneCTion
  - Basic job search strategies
  - Overview of the services and resources available at the DOL/CT Works Career Centers

*Excellent ideas for resume preparation and lots of good tips for job seekers.*

# Connecticut Job Search Toolkit

- [HOME](#)
- [COMPUTER TUTORIALS](#)
- [CONNECTICUT PUBLIC LIBRARY ATLAS](#)
- [EDUCATION AND TRAINING PROGRAMS](#)
- [EMPLOYMENT & TRAINING RESOURCES IN OTHER STATES](#)
- [GETTING STARTED](#)
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## Connecticut State Library



State Library

## Information

*Preserving the Past,  
Informing the Future*

**Location:**  
231 Capitol Ave., Hartford,  
CT, 06106

**Phone:**  
(860) 757-6500 Toll-free  
(866) 886-4478

**Hours:**  
Tues - Fri: 9:00 am - 5:00  
pm

Sat: 9:00 am - 2:00 pm

## Connecticut Job Search Toolkit

Posted by [kabery](#) on April 15, 2010

This toolkit was developed to support CT Job Search workshops presented in public libraries across Connecticut in Spring and Summer 2009. Partners in the project include the [Connecticut State Library](#) and the [Connecticut Department of Labor](#). The Connecticut Job Search Toolkit is an evolving document so check back often.

### Job Search Resources

[Getting Started](#)

[Where To Find Jobs](#)

[What to prepare](#)

[Job Applications](#)

[Preparing Resumes and Cover Letters](#)

[Interview Tips](#)

[Additional Resources](#)

[Computer Tutorials](#)

[Connecticut Public Library Atlas](#)

[Education and Training Programs](#)

[Employment & Training Websites in Other States](#)

[Job Loss Resource Guide](#)

[Selected Online Resources](#)

[Selected Print Resources](#)

[What Other Libraries Are Doing](#)

## Calendar

April 2010

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[Where To Find Jobs Workshops @ CTWorks Centers](#)

 [U.S. DOL News Release](#)

[DOL's OSHA releases data detailing workplace](#)

*Currency of information was excellent.*



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## Where To Find Jobs

### Connecticut Employment Resources

**Connecticut Career Fairs** - State sponsored career fair where attendees can meet with and take advantage of additional free services including job matching, resume writing and more.

**Connecticut Education Association Jobs** (CEA) - Provides a listing of teaching jobs and vacancies.

**Connecticut Library Consortium** - List of library jobs in Connecticut.

**Connecticut's Reemployment Portal** - Provides lists occupations with similar characteristics such as knowledge areas, tools, and general work activities of your selected occupation.

**Craig's List - localized** - Search Connecticut cities by job type.

**CTHealthJobs.org** - List employment opportunities in the health and human services fields.

**CTJobs.com** - Local and regional newspapers website featuring classifieds.

**CTJobCentral** - Connecticut Dept. of Labor website searchable by keyword, location, industry type, company name, and more.

**CTREAP** - Provides a comprehensive listing of teaching, instructional support and administrative educational positions available.

**Courant.com** - Searchable job postings from employers' web sites.

**Employment Spot** (Connecticut) - Listing of job postings by city and job type.

**Health Occupations & Technology Careers** - Comprehensive guide to all of the health and biotechnology careers, for which there is an educational program offered in CT.

**JobsinCT** - Includes Connecticut classifieds and local job board.

**Resources for Jobseekers** - Connecticut Senate Democrat sponsored clearinghouse of employment services for residents looking for assistance and referrals.

**State of Connecticut Job Openings (DAS)** - Employment opportunities with the State of Connecticut.

**UConn Job Opportunities** - List of job postings at the University of Connecticut.

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**U.S. DOL News Release**

**DOL's OSHA releases**

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## Job Loss Resource Guide

### Finances & Money Management

**Care4Kids** - Helps low to moderate income families in Connecticut pay for child care costs. Sponsored by the Connecticut Department of Social Services.

**Consumer Credit Counseling** - Assists consumers with problems concerning credit cards/loans, and setting up payments with creditors in order to pay off balances.

**Credit Repair and Debt Counseling** - Information on credit repair and debt counseling provided by the **Connecticut Department of Banking**.

**CT ProBono Network** - A statewide initiative to help Connecticut families cope with personal financial management issues in the midst of a troubled economic environment.

**Educational Resources for Consumers** - Information provided by the Connecticut Department of Banking on consumer credit, mortgages, money management and financial education programs.

**Employment & Training Administration Laid-Off Workers** - **U.S. Department of Labor** website that provides access to programs and services for workers who have been laid off, or are anticipating a lay off.

**Federal Trade Commission (FTC)** - Web site offers information on credit and loans, debt collection, foreclosures & mortgages, as well as a link to the free credit reports.

**Goodwill Industries** - Offers job training, employment placement and services to people who have disabilities, lack education or job experience, or face employment challenges. Connecticut locations can be found at the **Goodwill Locator**.

**Institute for Financial Literacy** - The mission of the Institute for Financial Literacy is to make effective financial literacy education available for all American adults.

**Unemployment Benefits** - Comprehensive guide to unemployment including eligibility requirements, emergency filing, frequently asked questions and more. Prepared by the **Connecticut Department of Labor**.

**U.S. Department of Commerce: EconomicRecovery.gov** - A resource for citizens to find help to keep their homes, find jobs, and protect their savings.

**What to Expect in a Severance Package** - Information on what is covered in a company's severance policy, typical severance payments

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## What Other Libraries Are Doing

Examples of what other libraries are doing to help their communities. To find a library near you, check the [Connecticut Public Library Atlas](#).

### Connecticut

[Avon Public Library](#)

[Blackstone Library](#)

[Bridgeport Public Library](#)

[Bristol Public Library](#)

[Brookfield Public Library](#)

[Cheshire Public Library](#)

[Danbury Public Library](#)

[Darien Public Library](#)

[Fairfield Public Library](#)

[Ferguson Library](#)

[Groton Public Library](#)

[Hamden Public Library](#)

[Hartford Public Library](#)

[Henry Carter Hull Library](#)

[Lucy Robbins Welles Library](#)

[Naugatuck Valley Community College](#)

[Ridgefield Library](#)

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## News & Events

Calendar

Russell Reminder Newsletter

Business & Career Programs

Computer Classes

Exhibits

Kids' Events & Programs

Teens' Events & Programs

Programs for Older Adults

Writing Contests

Tax Information

Election Information

## News & Events - Business and Career Programs

[Winter/Spring 2010 Job and Career Programs Poster](#)

[Winter/Spring 2010 Job and Career Programs Descriptive Flyer](#)

### May Programs - All held in the Hubbard Room at 6:15 - 8:15 PM

- [How to Start and Use the Original Job Hunting Accountability Group, the Job Search Work Team](#) - Tuesday, May 4
- [The Job Market Is Not Fierce! It's Different!](#) - Monday May 10
- [Charm School for Mavericks: Moderate Your Wattage So Your Power Doesn't Wane](#) - Monday, May 17

### Ongoing Business and Career Programs

#### Russell Library Job Group

Take the opportunity to network with other job seekers, as well as get the advice of expert professionals. Guest speakers will focus on the job market and provide industry information. The group meets **9:30-noon on Thursdays** in The Hubbard Room.

#### Practice Interviewing

Want to practice interviewing with professionals? Volunteer interviewers will be available for practice sessions at Russell Library, 123 Broad Street, Middletown. There are usually 2 sessions per month. Times vary to accomodate different schedules. Please register at the Information Desk or call 347-2520.

#### Job Coaching Appointments

James Kubat , Associate Director of the Wesleyan Career Center, will offer individual career coaching sessions during May at Russell Library, 123 Broad Street, Middletown. All appointments are confidential and can be arranged in person at the Information Desk or by calling 860-347-2520. Please bring a resume if you have one. You will receive a reminder call a week in advance. We ask that you confirm your appointment within 3 days of that



# Jobs 2009: A Special Series

STEAL THIS PROGRAM!

*Assisting job seekers through library programming and services*  
**Fairfield (CT) Public Library**

*"I appreciate this series that the Fairfield Public Library has put together in these difficult times."*



# Jobs 2009: Fairfield Public Library



Who are your unemployed?

*"I am new to the area, and having the Library facilitate these networking events has been incredibly valuable."*

# Jobs 2009: The Details



Will you help us help our community?



Go beyond basic tools



One word: podcast!



Create and cross-sell



Keep measuring your success

*"Because of the caliber of the programs, I left each one with gems of knowledge that I could put into immediate use."*

# Partners are Everywhere

## Some are Obvious

- Database/website vendors
- Local personnel agencies
- Motivational Speakers
- Community Colleges/Universities
- Local employers' HR Departments
- Certified Master Resume Writers
- Small business owners
- State Agencies: Dept. of Labor, Social Services
- Local independent business consultants

## Some are Not So Obvious

- Life Coaches
- Happiness Clubs
- Psychiatrists/Psychologists
- Public Speaking Trainers
- Image/Etiquette Consultants
- Yoga trainers
- Bankers
- Credit Counselors
- Attorneys
- Authors of motivational or career guides

*"I enjoyed the Jobs 2009 series and I believe it helped a lot of people in job searching process.  
Good Job FPL!!"*



# Most Popular Programs

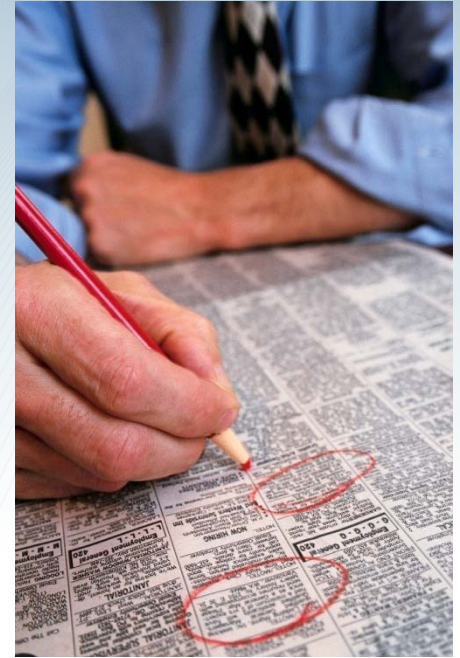
- Good Resume, Bad Resume
- 1-on-1 Resume Review
- Interviewing Do's and Don'ts
- Networking Know-How
- Using LinkedIn, Facebook, and Twitter
- Finding the Work You Love
- Secrets of the Online Job Hunt
- Elevator Speeches and Marketing Plans



*"I attended the interviewing session and found it very good, helpful and professional."*

# What Job Seekers Value

- Free
- Welcoming & supportive environment
- Positive attitude
- Other Library programs and services
- Guest speakers from the community
- Opportunity to interact with others



*“Great group of professionals that are there to assist you in your research and search for the next job”*



# Where We are Today



- 61 weeks and counting...
- 7,200+ podcast hits
- 2,300+ attendees
- 3 weekly networking groups
- Positive perception
- LinkedIn Networking Group  
100+ members

*“The program was well put together. I recommend the podcasts to those who do not receive outplacement because they are better”*



# Going Forward – Getting Started

- Start small
- Ask your staff
- Reach out
- Consider the whole person
- Get feedback & use it



*“Jobs 2010 is valuable to me since I've been laid off. I get inspired to keep trying, and in this economy, it is easy to be “down” on myself.”*

# Win - Win - Win



*“Your team should be very proud of having conceived of and delivering such a valuable service to help the unemployed within our community.”*

# Questions?

Contact:

Judy Sparzo

Fairfield Public Library

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[jsparzo@fplct.org](mailto:jsparzo@fplct.org)

[www.linkedin.com/in/judysparzo](http://www.linkedin.com/in/judysparzo)



*"Please DO NOT by any means stop your Jobs series. Career and employment are topics that are always in demand regardless of the overall economy."*