

## Helping Job Seekers: An Inventory for Public Librarians

Mark whether your library currently does each activity listed below.

### My library:

- Provides Internet computers for the public
- Offers wireless Internet service
- Provides a photocopy service
- Provides a faxing service
- Offers classes on basic computer skills
- Offers classes on resume writing
- Offers classes on job searching
- Offers classes on interview skills
- Offers classes on how to live on a restricted income
- Helps individuals find information about returning to school
- Has a collection of books on resume writing, job seeking and/or interviewing that is less than three years old
- Has created handouts for job seekers
- Has put together a display of resume writing, job seeking and/or interviewing resources
- Has job seeking resources on the library's Web site
- Has made job seeking resources from Iowa Workforce Development (IWD) prominent on the library's Web site
- Has signed a Letter of Commitment with IWD, <http://www.statelibraryofiowa.org/ld/jobs/partner>
- Provides job seekers and their families free / low cost entertainment
- Hosts job seekers networking group or job club.

**In my current position at the library, I have:**

- Explored the Iowa Workforce Development Web site, <http://www.iowaworkforce.org/>
- Shown people how to navigate the Iowa Workforce Development Web site
- Explored the Job Seekers section on the State Library's Web site, <http://www.statelibraryofiowa.org/ld/jobs>
- Made at least one personal contact with Iowa Workforce Development
- Invited Iowa Workforce Development staff to visit the library
- Scheduled Iowa Workforce Development staff to provide a program at the library
- Attended a webinar or other program on how libraries can help job seekers
- Made at least one personal contact with community organizations
- Discussed helping job seekers with the library board
- Informed city and county officials about how the library is helping job seekers