Job Seekers Pathway

This pathway includes:

- Understanding unemployment data, types of unemployed workers and stages of the job search process

- Discovering ways to help job seekers

- Connecting with workforce development agencies and other partners to increase employment opportunities.

Why is it important?

When the economy faltered in 2008, people instinctively turned to their libraries for help, making frontline library staff the first responders to the needs of the newly unemployed. As the recession continues to evolve, services to job seekers remain an important focus.

Job Seekers

Discovery & Assessment

Collections

Training & Programming

Collaboration

Communication

This pathway is online at: **www.webjunction.org/explore-topics/workforce-resources/materials.html**.

Links to all resources are listed in the URL Reference List at the end of this document.
The online version has embedded hyperlinks to resources.

Case Study: Make It Work! in Rural Ohio

Carol Baker, Adult Services Librarian at the Newton Falls (OH) Public Library, was feeling the pain of her unemployed and disadvantaged patrons and knew she had to do something.

Discovery: the library lifeline

In the small rural community of Newton Falls, 51% of students qualify for free or reduced lunches at school and many citizens lack computers or Internet access at home. When the recession hit, industries closed and unemployment rose as high as 14%. The public library was a primary source of help for most of the economically impacted.

Collection: shared resources

The State Library of Ohio supports small libraries by providing statewide access through public libraries for databases that would otherwise be unaffordable. Through the Libraries Connect Ohio collection, Baker is able to direct her patrons to the 24/7 access of job help databases. Learning Express has skill-building interactive courses, and practice tests for a wide range of exams, such as GED, U.S. citizenship, nursing, plumbing and more. Job & Career Accelerator has career exploration, job searching, résumé-writing, interviewing and networking techniques and more.

Baker made it even easier for her patrons by creating handouts listing very simple steps to take to get to the most-requested database resources. Baker's handouts have a unique twist—they're one-sixth of a sheet of paper, making them really handy to tuck into a book, pocket or purse.

Programs: process improvement

With the help of Melissa Lattanzi at the Northeast Ohio Regional Library System, Baker developed a series of job seekers classes, which covered creating a job search plan, writing a resume, devising a 30-second elevator speech and networking. Early in the process, she attended a Project Compass workshop, which changed her perception of the need and focus for the classes. While retaining the basics, she was more aware of the need to help people adapt to 21st century demands. The focus for resume-writing shifted from the mechanics of it to more of how to get noticed, how to identify transferable skills. The instruction stretched the students' technical skills by showing them how to use the review function in Word for self-critique and how to e-mail or upload résumés for electronic transmission rather than snail mail. Things taken for granted in urban areas can be big steps for rural and isolated community members.

The library had its own economic woes as a result of the downturn. Due to budget reduction and staff cutbacks, it was no longer offering on-site computer instruction, even though it was badly needed by so many Newton Falls residents. Once again, the library was able to tap into a statewide resource, the Ohio Connects training program, Every Citizen Online. Patrons can access online instruction in basic technology skills and learn at their own pace.

Collaboration: the unexpected

Some collaboration comes in tangible forms. Baker applied for and received a First Place Bank Foundation grant to cover the cost for Lattanzi to design the series curriculum. Her library Friends group donated the money to be able to give flash drives to all participants so they could save the resumes they developed in class.

Other forms of collaboration deliver insights. When Baker followed the best practice of inviting the local OneStop representative to a class, the learning went in surprising directions. The agent learned of a major hurdle that his office had not been aware of before. Working with a group whose online experience was minimal, he understood more clearly what a challenge it is to use his services if the user had never filled out an online application before. To further complicate things, people using the technology they know—the telephone—triggered an automatic online account generation that later caused problems when the user

did try the online route. Lightbulbs went off over the heads of the OneStop rep and the library staff; they both saw more clearly why people were having so much trouble and what they could do to improve the situation.

Communication: it's in the name

After the Project Compass workshop's emphasis on marketing the library services, Baker knew she needed a catchier title than "job search workshop." Inspired by another project—Project Runway, she chose "Make It Work!" It definitely got more attention from the community.

Baker also made a more concerted effort to get the word out, having realized that even in a small town, not everyone knows all of the services the library provides. In addition to publicizing the workshops in-house and on the library website, she also took the promotion to community locations and the newspaper. The local TV station pitched in by including an announcement on its website.

Outcomes: small town success

It's not easy to connect library services with specific job-seeker outcomes, because most people looking for jobs are reaching out on multiple fronts. However, Baker can report two successes that were a direct result of participation in the Make It Work classes. Two of her patrons found jobs shortly after completing the series; one of them had been looking for work for two-and-a-half years, the other for over three years.

The Newton Falls library staff also experienced the positive outcome of expanding their own limits. They are now better acquainted with resources available to patrons. They are more attuned to the needs of the 21st century job seekers and more likely to encourage them to get online and explore resources and opportunities.

Discovery & Assessment	Resources and ideas to help you take action

Focus here to learn more about:
 	
• The needs of job seekers
• How libraries can meet the needs of job seekers
• Local, state or national agencies available to address job seeker needs.
	Consider:
	
	• Are you able to articulate community needs to potential partners?
	   ⇨ Look at **Collaboration**
	• Are you able to articulate the needs of job seekers to key community stakeholders?
	   ⇨ Look at **Communication**

What do you know about unemployment and job seekers in your community?

☐ I have a good understanding of the economic crisis and its impacts on communities. ☐ I know the local unemployment data. ☐ I recognize common types of job seekers (e.g., first-time job seekers, hard to employ, career changers). ☐ I know the typical stages of the job search process.	• **The Financial Crisis: What Happened?** is a slideshow overview of events and statistics about the economic downturn (from Federal Reserve Bank of St. Louis). • **Data Discovery: Finding Unemployment Statistics** is a pathfinder to sources of unemployment and other workforce data, both national and local. • **A guide to job seekers: one size does not fit all**. A short video by Pat Wagner identifies types of job seekers, what they need and what your library can do. • Learn about the **Five Stages of the Job Search Process**.

What can your library do to help job seekers?

☐ I am able to address the immediate needs of the unemployed.
 	
☐ I know what my library already has in place for job seekers.
 	
☐ I can identify at least one action to increase support for job seekers at my library.
	• Read **The Job Loss Survival Guide** to understand patrons' circumstances.
	
	• Watch **Understanding Unemployment Insurance** (webinar archive) so you can better prepare patrons for the process.
	
	• Help patrons take priority steps to deal with **Job Dislocation**.
	
	• Discover how other libraries are responding to job seeker needs:
	   – **Case Study** from the **Henry Carter Hull Library**
	   – **Case Study** from the **Simsbury Public Library**.

What can your library do to accommodate technology needs of job seekers?

☐ My library understands and accommodates the special computer needs of job seekers. ☐ My library has a dedicated job center. ☐ My library has photocopiers, printers and fax machines conveniently located. ☐ My library provides wireless connections and laptop stations.	• The Enoch Pratt Free Library (MD) offers a virtual tour of its **Job and Career Information Center**. • A job center does not require a lot of space; Polk County (NC) Library found an unused corner under a staircase to set up a computer with easy access to the reference desk. • Extend time limits on some computer stations to allow for completing online applications, e-government forms and online tutorials. • Place some "adult" computers in the children's area so parents keep an eye on their kids while job searching. • Offer free faxing of résumés, free photocopying or flexible use of the telephone. • Provide job seekers with a flash drive for saving résumés and job applications. • Read **Chicago job seekers move 'offices' from coffee shops to libraries** to understand why laptop users may prefer the library.

Discovery & Assessment (cont.)	Resources and ideas to help you take action
What local agencies are available to provide support for those impacted by job loss?	
☐ I am able to direct patrons to local workforce agencies.	• The Department of Labor Employment & Training Administration has an **interactive map** to find state and local information about ETA programs. • Find the nearest **One Stop Career Center**.

Collections	Resources and ideas to help you take action

Focus here to:
• Identify what your library collection has to support job seekers
• Identify what you need to begin or augment a collection to support job seekers.
	Consider:
	• Does your collection align with assessed job-seeker needs?
	  ⇨ Look at **Discovery/Assessment**
	• Who can you collaborate with to share resources?
	  ⇨ Look at **Collaboration**

What do you need to augment or update a collection to support job seekers?	
☐ My library has general print and online resources to help job seekers. ☐ My library's job-seeker and career resources are the most current and useful.	• Use these subject headings to find out what books your library has on the topic of career objectives: Career development, vocational guidance, career changes, personality and occupation. • See the list of **Selected Books** from the State Library of North Carolina Job Search Toolkit. • Perform aggressive weeding to eliminate outdated, unhelpful items.
☐ I am familiar with the free resources of the US Public Workforce System. ☐ I am able to assist patrons in the use of workforce system sites. ☐ I am familiar with the for-fee resources that my library has available to assist job seekers.	• **Helping Job Seekers: Using Electronic Tools and Federal Resources (ETA)** (webinar archive) presents federally hosted electronic tools most helpful to library staff who assist unemployed workers. • **One Stop Career Center** offers help with job searching skills, education and training. • **MySkills MyFuture** offers help to identify potential careers and match skills to training and job opportunities. See **webinar presentation by DOL/ETA staff**. • For-fee job-related databases include: Learning Express, Optimal Resume, Career Cruising, Ferguson's, JobNow, Resume Maker, Universal Class. • **Comparison of Online Job Search Tools** compares free and fee based online resources available (Optimal Résumé, Careeronestop.org, Career Transitions and Learning Express); compiled by Arapahoe Library District. • Consider networking with other libraries to share access to for-fee resources. • Resunate.com has a **free subscription level** for its résumé-builder tool (requires registration). • This ranked review of **Online Career Assessment Tools** lists the costs and rates the usefulness.

What bibliographies and pathfinders does my library have to guide job seekers?	
☐ My library provides ready access to resources to help job seekers. ☐ I have created handouts listing my library's and other community agencies' services to job seekers. ☐ My library offers an online directory of resources for job seekers and career development.	• Create displays of resume writing, job seeking and/or interviewing resources; create a display of career change books. • Create a pathfinder to skills assessments, college catalogs and scholarship information. • Create "job-seeker survival kits" with resource pathfinders, brochures of library classes, a calendar, pen, and some fun items like a Payday candy bar or coupon for a free latté. • See a comprehensive list of state and local **Library Web Resources for Job Seekers**. • Examples of state and public library job-seeker resource directories: • **Connecticut Job Search Toolkit** is a state-hosted website for job seekers. • **Jefferson County Public Library** has a collection of resources for patrons via its website. • Place a prominent link to the directory on the home page of the library website; or link to the state library (or other relevant library) job-seeker resource section. • **Vocational Information Center** is an online directory to vocational and technical careers, trade schools and job market trends.

Training & Programming	Resources and ideas to help you take action
Focus here to: • Identify available self-paced training resources for job seekers • Identify programs and classes your library could offer to build skills and knowledge for job seekers.	**Consider:** • Do your training/programming plans align with assessed job-seeker needs? ⇨ Look at **Discovery & Assessment** • Do you have the collection you need to support training and programs for job seekers? ⇨ Look at **Collections** • Who can you collaborate with to deliver training and programs? ⇨ Look at **Collaboration** • Do you have plans for effective marketing of your training and programs? ⇨ Look at **Communication**
What self-directed training resources can my library offer to job seekers?	
(For basic technology training resources, see the Digital Literacy Pathway.) ☐ I connect patrons to free, good quality, online training on topics of interest to job seekers.	• DigitalLiteracy.gov has resources to **Learn Job Skills**, which covers finding jobs, exploring careers and creating résumés. • The Goodwill Community Foundation (GFC) has a suite of **career tutorials** to help with job search, résumés, interviewing, workplace basics and more. • **Maximize Your Job Search** is a colorful workbook from the Idaho DOL designed to help identify skills, set goals and move step-by-step toward the job offer. • **Job Talk America: An Internet Radio Program** has live and archived recordings on topics related to job searching.
What programs or classes can my library offer to build skills and knowledge for job seekers?	
☐ My library offers workshops and resources on a variety of skill sets (job-searching, résumé-writing, interview practice).	• **Résumés and Interviews That Get Results** helps you help your patrons write a compelling resume and conduct a convincing interview. • Help patrons **Identify Transferable Skills** with this worksheet from the University of South Carolina. • **Using Keywords in a Resumé** describes five resources for helping your patrons find effective resume keywords; **Résumés: The buzz about keywords** has tips for beating "applicant tracking software." • Share these step-by-step instructions for converting word-processed résumés to an **Electronic Résumé** or this advice to **Make Your Résumé Cyber-Safe** • Patrons can fill out a **practice online application** at this site created by the Stratford (CT) Library. • Offer a **Job Searching on Monster** or a "dress for success" class. • Offer series or "tracks" of classes relevant to getting a job; offer a certificate to those who complete the series.

Job Seekers Pathway

What can my library do to offer individual help to job seekers?	
☐ My library offers online services to job seekers. ☐ My library offers 1:1 consultation to respond to focused needs of job seekers.	• Jonesboro Public Library provides an online form to request "**Résumé Review Help**" for individualized feedback on resumes. • The University of Minnesota **Résumé Tutor!** guides the user through the steps of preparing and self-critiquing a résumé. • Offer regular drop-in "office hours" or clinics for more efficient use of staff time to work with job seekers who need 1:1 help. • Many libraries offer a "Book a Librarian" service. **Skokie Public Library** provides an online form to book time; **Monona Public Library** has a one-minute video to introduce the service.

What can my library do to address the needs of specific job-seeker audiences?	
☐ My library offers training to specific audiences, addressing specific community needs.	• **What Can I Do with a Liberal Arts Degree?** answers that question with some fresh ideas for recent grads. • **Library's Fresh Start program builds ex-prisoners' job-seeking skills**: Long Branch Free Public Library program helps people who have served time in prison. • **Boomer Job Search** has links to numerous helpful articles for the over-40 searchers. • The **Tutorials and Tools** from AARP are geared toward the 50+ job seeker. • **Nothing Up My Sleeve? Job-Hunting Scams**: How to Identify and Protect Job-hunters from Scam Artists: a short video presentation by Pat Wagner. • Offer ESL workshops specifically related to job-search words and terms; have non-English-speaking job seekers bring a family member (child) with them to computer classes. • Link to the long list of **Career Videos in Spanish** from CareerOneStop.

What programs or classes can my library offer to inform job seekers about current ideas and strategies?	
☐ I inform job seekers about the use of social networking and an online presence. ☐ My library has started a job club or connects patrons with community job clubs and career support groups. ☐ I am able to plan a networking event, or series of events, at my library to facilitate peer knowledge exchange.	• The Russell (CT) Library offers a **LinkedIn for Job Seekers** class. • Consider the **7 Secrets to Getting Your Next Job Using Social Media**. • **10 Creative Social Media Resumes To Learn From** will get job seekers thinking outside the box. • Check out the archive and related resources of **Twitter for Job Seekers**. • Help patrons develop a variety of "soft skills," such as creative goal-setting, communication, leadership and self-directed learning skills. • See the **How to Start a Job Club** from ABCNews. • Plainfield Public Library has a **Job Club blog**. • Arlington Heights Memorial Library lists local **Job and Support Networking Groups** on its website. • Kansas City Public Library lists **job and career transition groups** on its website. • For students about to graduate, organize a roundtable event where students share their ideas and past experiences.

Collaboration	Resources and ideas to help you take action

Focus here to:
 	
• Identify strategic community connections and potential partners
 	
• Build relationships and develop partnerships with community-based agencies to augment services and provide programs for job seekers.
	Consider:
	
	• Are these partners able to help the library augment its collections?
	
	   ⇨ Look at **Collections**
	
	• Are these partners able to help the library communicate its value to the community?
	
	   ⇨ Look at **Communication**

What partnerships can my library develop with community-based agencies to augment services and programs for job seekers?

(For general information, see the *Partnership and Collaboration Guide*.) ☐ I have identified local and state workforce agencies that provide services to job seekers and the unemployed. ☐ I have established contact with the appropriate workforce agency and broached collaboration suggestions.	• **Library Partnerships with Workforce Agencies** lists examples of library/DOL partnerships efforts. • **Library collaboration expands and translates job search skills training** describes the partnership between the Pima County Public Library and Pima's ONESTOP Career Centers. • Invite workforce agency staff to visit the library, give a presentation or provide a program of interest to job seekers. • Offer library meeting rooms for local workforce agencies to deliver after-hours workshops; help promote the event to your job seekers. • Invite temporary employment agencies to come to the library and recruit once a month.

☐ I have identified a list of other potential partners to approach, including nontraditional choices.	Consider this list of potential partners from the Fairfield Public Library (CT):
	
	• **Traditional choices**
	
	  – State or local social service agencies
	
	  – Goodwill Career Centers
	
	  – Career coaches
	
	  – Recruiters
	
	  – Local company HR departments
	
	  – College and university career centers
	
	  – Consumer credit counseling services
	
	  – Motivational speakers
	
	• **Nontraditional choices**
	
	  – Public speaking coaches
	
	  – Database vendor reps
	
	  – Social media strategists
	
	  – Local authors of career books
	
	  – Image consultants
	
	  – Tax advisors
	
	  – Employment attorneys
	
	  – Happiness clubs
	
	  – Yoga instructors.

Collaboration (cont.)	Resources and ideas to help you take action
☐ I have identified and approached appropriate partners to implement programs or services for job seekers.	• Watch the short video on **Holding a Résumé Workshop Event at Your Library**—how to choose and prepare volunteers for a résumé workshop event at your library. • Conduct a **Job Fair** at the library, with local employment and workforce organizations hosting informational tables. • Enlist retirees who come into the library for 1:1 tutoring in résumé evaluation and interview practice. • Contact local business owners to set up mock interviews for job seekers. • When looking for volunteers, advertise for specific skills, e.g., résumé writing, interviewing, social networking.

Communication	Resources and ideas to help you take action
Focus here to learn more about: • Marketing the library's services to job seekers • Communicating the value of the library's efforts for workforce recovery to community stakeholders.	**Consider:** • Are you able to engage partners to help with promotion of services or communication of value? ⇨ Look at **Collaboration**
How do I let job seekers know about the resources and services the library has to support them?	
(For general information on effective communication, see the Getting the Word Out Guide.) ☐ I know ideas and strategies for marketing and outreach to job seekers.	• **Marketing Toolkit for Job Seekers** has ideas and templates for promoting your services to job seekers, including downloadable marketing collateral. • Consider a message on your home page in big letters: WELCOME JOB SEEKERS. LET US HELP YOU. CLICK HERE FOR A LIST OF SERVICES WE CAN PROVIDE. • Develop a logo, slogan or icon that identifies your library's willingness to help and serve job seekers, like the **Lean on Us** campaign from Capital Area (MI) District Library. • Actively promote all of your job-related services—don't assume everyone knows what the library has to offer.
☐ I am able to communicate the value of the library as an essential support system for job seekers.	• Collect and record anecdotes and stories of economically impacted patrons who have been helped by library services. • Broadcast data prominently: "57 people have found work using the library. You may be number 58." • Invite elected officials and community stakeholders for tours of the library's resources and services for job seekers.

URL Reference List

Links to resources are listed below in the order they appear in this pathway.

The online version has embedded hyperlinks to resources.

Discovery & Assessment

The Financial Crisis: What Happened?: **www.stlouisfed.org/education_resources/AWordontheEconomy/player.html**

Data Discovery: Finding Unemployment Statistics:
www.webjunction.org/documents/wj/Data_Discovery_Finding_Unemployment_Statistics.html

A Guide to Job-Hunters: **www.webjunction.org/content/webjunction/documents/wj/A-Guide-to-Job-Hunters.html**

Stages of the Job Search Process: **www.webjunction.org/documents/wj/Five_Stages_of_the_Job_Search_Process.html**

The Job Loss Survival Guide: **www.joblossguide.com/2009/01/survival-part-1-new-job-loss.html**

Understanding Unemployment Insurance:
www.webjunction.org/content/webjunction/events/wj/Understanding_Unemployment_Insurance.html

Job Dislocation: **www.finra.org/web/groups/investors/@inv/documents/investors/p118460.pdf**

Henry Carter Hull Library Case Study:
www.webjunction.org/documents/ct/Henry_Carter_Hull_Library_Clinton_Jobs_Program.html

Simsbury Public Library Case Study:
www.webjunction.org/content/webjunction/documents/ct/Simsbury_Public_Library_Jobs_Program.html

The Enoch Pratt Free Library (MD) Job and Career Information Center: **www.prattlibrary.org/locations/jobcenter/index.aspx**

Chicago job seekers move 'offices' from coffee shops to libraries:
http://news.medill.northwestern.edu/chicago/news.aspx?id=168110

Department of Labor ETA interactive map: **www.doleta.gov/regions/**

One Stop Career Center locations: **www.servicelocator.org/**

Collections

State Library of North Carolina Selected Books: **http://jobsearchtoolkit.pbworks.com/w/page/10725222/Selected-Books**

Helping Job Seekers:
www.webjunction.org/events/wj/Helping_Job_Seekers_Using_Electronic_Tools_and_Federal_Resources.html

One Stop Career Center: **www.careeronestop.org/**

MySkills MyFuture: **www.myskillsmyfuture.org/**

MySkills MyFuture webinar:
www.webjunction.org/events/wj/Captions_mySkills_myFuture_a_New_Tool_for_Job_Seekers.html

Comparison of Online Job Search Tools:
www.webjunction.org/documents/wj/Comparison_of_Online_Job_Search_Tools.html

Resunate.com: **http://resunate.com/pricing**

Online Career Assessment Tools: **www.quintcareers.com/online_assessment_review_rankings.html**

State and local library Web directories:
www.webjunction.org/documents/wj/Web_Resources_for_Job_Seekers.html

Connecticut Job Search Toolkit: **http://ctjobsearchtoolkit.wordpress.com/**

Jefferson County Public County: **http://jefferson.lib.co.us/great/jobs.html**

Vocational Information Center: **www.khake.com/index.html**

Training & Programming

DigitalLiteracy.gov Learn Job Skills: **www.digitalliteracy.gov/content/workforce**

Goodwill Community Foundation career tutorials: **www.gcflearnfree.org/career**

Idaho DOL Maximize Your Job Search: **http://labor.idaho.gov/publications/JobSearch_Workbook.pdf**

Job Talk America: An Internet Radio Program: **www.jobtalkamerica.com/pastshows.htm**

Resumes and Interviews That Get Results:
www.webjunction.org/documents/wj/Resumes_and_Interviews_That_Get_Results.html

USC Identify Transferable Skills: **www.sc.edu/career/Pdf/identifytransferableskills.pdf**

Using Keywords in a Resume: **http://librarianbrain.wordpress.com/2011/03/16/job-search-using-keywords-in-a-resume/**

Resumes: The buzz about keywords:
http://nejs.org/2010/04/19/resumes-the-buzz-about-keywords-and-applicant-tracking-systems/

Electronic Resume instructions: **www.scu.edu/careercenter/students/prepare/resumes/electronicres.cfm**

Make Your Resume Cyber-Safe: **www.job-hunt.org/resumecybersafe.shtml**

Stratford Library (CT) practice online application: **www.stratford.lib.ct.us/job/practiceapplication.html**

Job Searching on Monster:
www.webjunction.org/documents/wj/Job_Searching_on_Monster_com_A_Reusable_Process.html

Resume Review Help: **www.libraryinjonesboro.org/?q=node/282**

University of Minnesota Resume Tutor!: **www1.umn.edu/ohr/careerdev/resources/resume/**

Skokie Public Library "Book a Librarian": **www.skokielibrary.info/s_info/book_librarian.asp**

Monona Public Library "Book a Librarian": **www.mononalibrary.org/about/booklibrarian.htm**

What Can I Do With a Liberal Arts Degree?:
www.careerbuilder.com/Article/CB-417-Getting-Hired-What-Can-I-Do-With-a-Liberal-Arts-Degree/

Library's Fresh Start program builds ex-prisoners' job-seeking skills:
http://atlanticville.gmnews.com/news/2011-01-06/Front_Page/Library_program_offers_some_a_second_chance.html

Boomer Job Search: **www.job-hunt.org/boomer-job-search/boomer-job-search.shtml**

AARP Tutorials and Tools: **www.aarpworksearch.org/Tutorials/Pages/TutorialsResources.aspx**

Nothing Up My Sleeve? Job-Hunting Scams:
www.webjunction.org/documents/wj/Nothing_Up_My_Sleeve_Job-Hunting_Scams.html

CareerOneStop Career Videos in Spanish: **www.careerinfonet.org/Videos_Sp.asp?id=27&nodeid=75&ES=Y&EST=videos**

LinkedIn for Job Seekers class: **www.webjunction.org/documents/ct/Russell_Library_Middletown_CT_Jobs_Program.html**

7 Secrets to Getting Your Next Job Using Social Media: **http://mashable.com/2009/01/05/job-search-secrets/**

10 Creative Social Media Résumés To Learn From: **http://mashable.com/2011/05/20/social-media-resumes/**

Twitter for Job Seekers: **www.webjunction.org/events/wj/Twitter_for_Job_Seekers.html**

How to Start a Job Club: **http://abcnews.go.com/GMA/JobClub/story?id=6121092&page=2**

Plainfield Public Library Job Club blog: **http://plainfieldjobclub.wordpress.com/**

Job and support networking groups: **www.ahml.info/research/jobs**

Job and career transition groups: **www.kclibrary.org/?q=business-career/job-and-career-transition-groups**

Collaboration

Library Partnerships with Workforce Agencies:
www.webjunction.org/documents/wj/Library_Partnerships_with_Workforce_Agencies.html

Library collaboration expands and translates job search skills training:
www.webjunction.org/documents/wj/Library_collaboration_expands_and_translates_job_search_skills_training.html

Holding a Résumé Workshop Event at Your Library:
www.webjunction.org/documents/wj/Holding_a_Resume_Workshop_Event_at_your_Library.html

Job Fair: **www.ehow.com/how_4927734_organize-successful-job-fair.html**

Communication

Marketing Toolkit for Job Seekers: **www.webjunction.org/documents/wj/Marketing_Your_Library_to_Job_Seekers.html**

Lean on Us campaign: **www.cadl.org/news/news/lean-on-your-library**