



# Career Assistance Program Overview



# CAP Individualized Services

- Career advisors are available to assist in jumpstarting your journey to success.
- We have a collaborative process for assistance in areas such as:
  - + One-on-one consultation
  - + Career planning
  - + Resume customization
  - + Interview preparation
  - + Personalized skills analysis
  - + Networking/Personal Branding
  - + Early access to local job postings
  - + Barrier identification and referral to resources



# Eligibility Requirements

- Adults who are 18 or older
- US citizen or eligible non-citizens
- For males – MUST be registered with Selective Service *(if applicable)*
- Must be seeking full-time employment
- Youth Program (24 and under)





# Career Advisor Process

## 1. WIOA Enrollment - virtual / email

1. Complete registration forms
2. Provide eligibility documents /information

## 2. Initial Appointment with Career Advisor

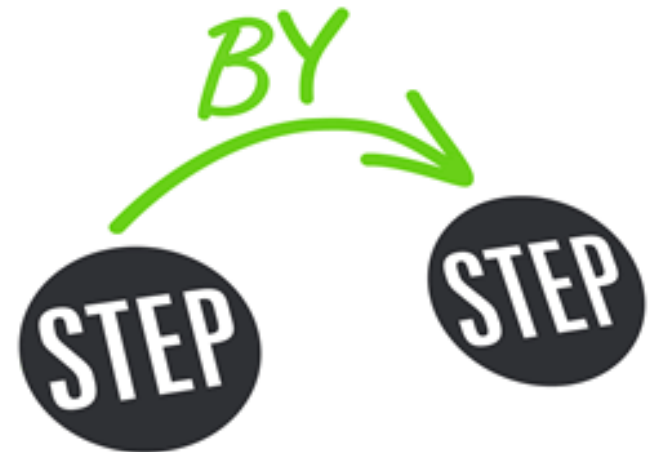
3. Complete comprehensive assessment
4. Develop a career plan

## 3. Follow-up Appointments with Career Advisor

5. Resume analysis
6. Continue other areas of job development

## 4. Training (Must have exhausted comprehensive job search)

1. Occupational goal review
2. LMI/job postings
3. Training institution research
4. Training and funding approval
5. Contract signing



# Oakland County Michigan Works! Self-Service Resources

- + Computer Lab – Internet and MS Office products
- + Fax machine and copier (*limit 20 copies/day*)
- + Resource materials and job search tools
- + Regional career fair information
- + Latest publications and news resources
- + Job postings and career library



## Veterans Priority of Service

- + Served actively in the military
- + Discharged under conditions other than dishonorable
- + Eligible spouses

# Other Self Serve Resources

## Career Workshops

### Virtual Career Workshop Program

#### Prepare for Your Next Career Opportunity Right from Home

Oakland County Michigan Works! is ready to provide you with valuable career assistance. We are launching a series of interactive, virtual workshops on multiple dates, led by our trained advisors who will help you prepare for your next career opportunity. Each lasts one hour, including a guided presentation and time for questions.



<https://www.oakgov.com/workforce/education/Pages/virtual-workshop-program.aspx>

## LearnKey Tutorials

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# Thank you!

