

USING PUBLIC LIBRARY RESOURCES TO SUPPORT WORKFORCE DEVELOPMENT

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Kenton County Public Library
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Helping Patrons Find Jobs

- Where have we been?
- What are we doing now?
- Where could we go in the future? (LEAF)

SOME HISTORY

- Managed the digital divide by connecting patrons with technology.
- Taught people how to use the Internet and how to search online.
- Offered computer classes to help people update their skills.
- Offered basic Job Hunting classes on resumes, interviewing & cover letters.
- Always thought to be a resource for pursuing career enlightenment through reading & books.

Current Situation

- The Kentucky Career Center has closed all but 12 locations in State.
- Our Computers often sit idle as people use personal technology (laptops, I-pads, & cell phones) & the digital divide has closed.
- Job hunters, *whether low skilled or downsized professionals*, face isolation, discrimination of many types, & have difficulty locating resources.
- Companies can't find people with the skills they need today & jobs sit open, often unfilled.

Kentucky State Statistics (2/17)

Number of
residents
employed:
1,943,089

Number of
residents
unemployed:
101,030

How can local Public Libraries help?

First Step

- Contact the Kentucky Career Center in your area
- Regional Offices: Bowling Green, Covington, Elizabethtown, Hazard, Hopkinsville, Lexington, Louisville, Morehead, Owensboro, Paducah, Prestonburg and Somerset
- Satellite Offices: Fort Knox, Mount Sterling, Whitesburg, McKee, Manchester, Jackson, Monticello and Albany

Kentucky Career Center Highlights

- Primary job is to link job seekers of all types with career opportunities
- Provide personal branding, resume, cover letter, & interviewing skills assistance
- Serve as a central resource for social services & skills expansion
- Help with access to WIOA (Workforce Investment & Opportunity Act) funding for newly unemployed workers needing to grow skills
- Organize Job Fairs with local employers/Emphasis on VETERANS
- Appeal to local employers to post jobs in Kentucky Focus Career
- Assist people with access to Kentucky Focus Career/Unemployment Insurance Filing (Frankfort)



Login Instructions for Our Previous Customers

If you were registered in our previous system, please enter the same Username and Password you used for that system. Your old Username may or may not have been an email address. Once your log-in validates, you will be asked on the next screen to convert your account's Username to a valid email address. This is a one-time conversion. If you have never been our customer, Create an Account. If you need staff assistance, click [Help](#).

Your Job Search Starts With Your Resume

No matter what kind of job you're seeking, most employers want to see your resume before they'll even talk to you. Working on your resume may seem like a chore, but it's actually a great way to start planning and collecting the information you'll need for a successful job search.

That's why Kentucky's Focus/Career™ starts by helping you build a complete, detailed resume that includes the skills and experience employers are looking for. If you've already written your resume, you can upload or paste it into Kentucky's Focus/Career™. We'll help you improve it!

Think of your resume as a work in progress - you can go back and change it to better fit a job match or whenever your situation changes, like completing a training course. Remember, you only get one chance to make a first impression... and that's why your resume needs to be the best it can be.

Login or create your new account, then let's get started!

Sign in to your Focus/Career™ account

Username/Email:

Password:

[Sign In](#)

[Password Help](#)

Looking for Jobs?

[Search for Jobs Without Signing In](#)

Don't have an account?

[Create an Account](#)

KENTUCKY FOCUS/CAREER

- Must have a phone number & email address to access
- Must have a record of their prior work experience (dates)
- Need to note their educational background & history
- Can also note certifications, volunteer activity etc...(think resume)

Ways to Help

- Train your staff to help people access Kentucky Focus Career (KYCC happy to help train staff)
- Site *MUST* be accessed by people collecting unemployment insurance, but *CAN* be accessed by anyone looking for a job in Kentucky
- Site allows participant to build an internal resume; participant will then receive weekly emails about job opportunities that match skills




Build your future with O*NET OnLine.

Welcome to your tool for career exploration and job analysis!

O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!

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Enhancements made to O*NET OnLine

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I want to be a...

Start the career you've dreamed about, or find one you never imagined.

[Find It Now](#)

at My Next Move



Occupation Search

[Keyword](#) or [O*NET-SOC Code](#):



Find Occupations

[Browse](#) groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more.

Bright Outlook



Advanced Search

[Focus](#) on occupations that use a specific tool or software. Explore occupations that need your skills.

Browse by O*NET Data:



Crosswalks

[Connect](#) to a wealth of O*NET data. Enter a code or title from another classification to find the related O*NET-SOC occupation.

Apprenticeship

ATTN: VETERANS

Put your military skills and experience to work in civilian life. Learn how at:

[MY NEXT MOVE](#) 

[Get Started](#)



Hot Technologies are frequently included in employer job postings.

[Learn More](#)

O*NET (The Secret Weapon)

- Show patrons how to easily browse occupations
- Show patrons the many alternate ways a title can be used
- Click +TASKS to immediately unmask a series of statements describing roles that can be individualized for resumes
- Remind patrons to also use TASK lists as a test to see if they actually have the skills to perform a specific job

Action Items

- Train reference staff to access Kentucky Focus Career (Workforce Development Specialists glad to help)
- Train reference staff in simple resume techniques: Basic tenets of MS Word, uploading & saving documents
- Train staff on how to search key sites like Indeed & Zip Recruiter
- Partner with Kentucky Career Center to offer Job Fairs at your Library

PROFESSIONALS

Getting them back to the Library

Establish Command of Resources in Your Area

- Workforce Investment Act Funded Programs & Institutions
- Local Community Colleges & University Career Centers
- Complete List of Local Colleges offering WIOA (Workforce Investment & Opportunity Act) Courses
- Specialty Programs Available (University of Cincinnati Back to Business)
- Adult Education Programs Available

Additional Local Resources

- Make-up of Local Industrial Parks
- Industry Networking Organizations
- Support Groups for “Professionals in Transition”
- Church Job Help Groups/Toastmasters/SCORE
- Chamber of Commerce Resources

Library Assistance

- Provide access & training for research databases like ReferenceUSA, Demographics Now, Mergent & The Foundation Directory
- Provide “Suggested Reads” of your Resume, Cover Letter, Interviewing Skills & Job Hunting Titles
- Offer Lists of the Best Recognized Professional Job Search Sites, Niche Job Search Sites, Salary Research Sites
- Promote use of Gale Courses, Universal Classes, Learning Express or Lynda (Get feedback)
- Know your local business journals & provide access to them (ie, *Cincinnati Business Courier*)

How?

Connective Intelligence

- Make connections with your Workforce Development Specialists
- Identify Professional Career Coaches in your area
- Advocate for your Community Partners Programs
- Communicate effectively with all your partners & resources
- Establish a Job Search Central web site of Community Resources
- Establish a weekly Professional Networking Group

Programming Opportunities

Very often free of charge!

Potential Classes Suitable for Libraries

- Effective Job Search Techniques
- Target Your Resume
- Interviewing Skills Workshop
- LinkedIn Profile Series (Critical for professionals)
- Networking: The Number 1 Way to Find a New Job
- Twitter for the Job Seeker
- Online Security for the Job Seeker
- Taking Employer Assessments

Potential Classes Suitable for Libraries

- How to Use ReferenceUSA (or similar database) in Job Search
- Improve Your Skills thru Gale Courses, Universal Classes or Lynda
- Understanding ATS (Applicant Tracking Software)
- Perfecting Your Elevator Speech
- Tell Me About Yourself
- Using Your Transferable Skills to Change Careers
- Writing the “Thank You Note,” a Lost Art Critical to a Job Search

QUESTIONS?

“

You can feel sorry for yourself or imagine
where you need to go and get there.

”

Author Unknown

Thank You! Contact me at Natalie.ruppert@kentonlibrary.org (859-962-4099)

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KYVL's Health and Medical Resources for Consumers

Tuesday, October 17 – 2-3 pm ET

Using Staff Picks to Promote Novelist

Wednesday, October 18 – 2-3 pm ET

E-rate 2018 Form 470 for Competitive Bidding

Friday, October 20 – 10-11 am ET

Basics of Kentucky Public Library Certification UPDATED!!!

Wednesday, November 25 – 10-11 am ET & Thursday, November 26 – 2-3 pm ET

Live, Love, and Life Skills

Wednesday, November 1 – 2-3 pm ET

Thank you for attending!

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[CE Events Calendar](#)

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