

How to find a job

Finding a job and learning about supports that exist to help you

Topics covered in How to Find a Job

- Kentucky Career Centers adult and youth opportunities
- Adult Education
- Vocational Rehabilitation
- Youth Work opportunities
- Career Explorer resources
- Unemployment Insurance
- Job search; résumé preparation; cover letters
- Interviewing
- On the job tips



Kentucky Career Centers



Kentucky Career Centers: What are they and how can they help?

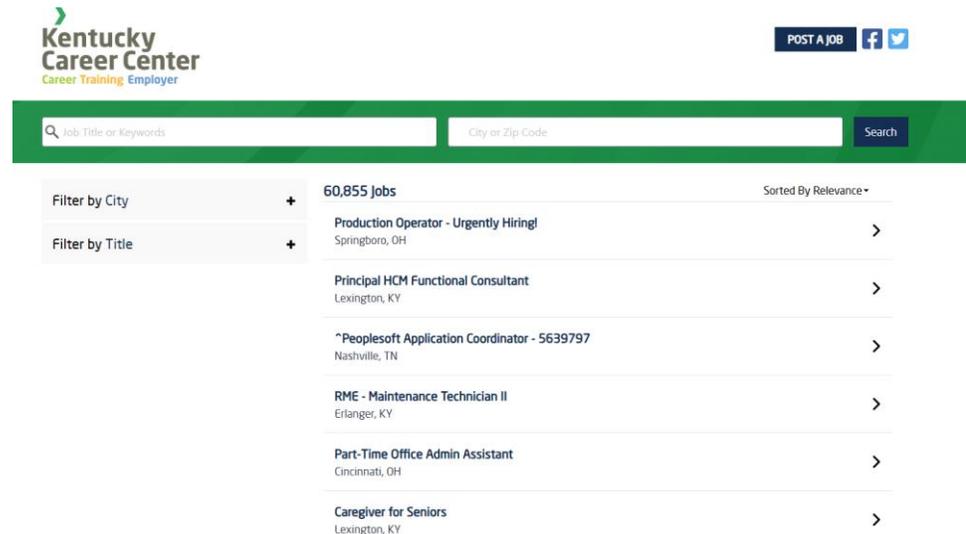
- Services offered
- Work-based learning opportunities
- Access points

Kentucky Career Centers: Services offered

- Assistance finding a job; résumé guidance; interview preparation
- Information provided about workforce training opportunities (apprenticeships; classes; on-the job training; industry skills)
- Support for special populations:
 - Youth (in-school & out of school)
 - Dislocated/laid-off workers
 - Military veterans
 - Individuals who have disabilities

Kentucky Career Centers: Job search assistance

- Staff can provide coaching for interviews and assist with résumé preparation
- Provides access to Kentucky Career Portal, which contains job postings



The screenshot shows the Kentucky Career Center job portal interface. At the top left is the logo for Kentucky Career Center, with the tagline "Career Training Employer". To the right of the logo is a "POST A JOB" button and social media icons for Facebook and Twitter. Below the logo is a search bar with two input fields: "Job Title or Keywords" and "City or Zip Code", followed by a "Search" button. Below the search bar, there are two filter buttons: "Filter by City" and "Filter by Title", both with a plus sign. To the right of the filters, it says "60,855 Jobs" and "Sorted By Relevance". Below this, there is a list of job postings, each with a title, location, and a right-pointing arrow:

Job Title	Location
Production Operator - Urgently Hiring!	Springboro, OH
Principal HCM Functional Consultant	Lexington, KY
*Peoplesoft Application Coordinator - 5639797	Nashville, TN
RME - Maintenance Technician II	Erlanger, KY
Part-Time Office Admin Assistant	Cincinnati, OH
Caregiver for Seniors	Lexington, KY



Kentucky Career Centers: Work-based opportunities



- <https://kyworks.ky.gov/Services/Pages/Work-Based-Learning-Training-and-Development.aspx>

Kentucky Career Centers: Workforce training opportunities

- Apprenticeships (variety of industries and fields like early childhood education; water systems operation; information technology)
<https://kyworks.ky.gov/Services/Pages/Registered-Apprenticeships.aspx>
- Earn credentials or certificates
- Learn about short-term training programs and other work opportunities through the Kentucky Career and Technical College System
- <https://kyworks.ky.gov/Services/Pages/Work-Based-Learning-Training-and-Development.aspx>

Kentucky Career Centers: Assistance for specific populations

Youth and Young Adults

- Assistance for youth who are in-school or out-of-school and meet certain eligibility requirements; <https://kcc.ky.gov/training/Pages/Youth.aspx>
- Putting Young Kentuckians to Work
[https://apps.legislature.ky.gov/CommitteeDocuments/313/30835/EDWI11-19-2024 - Putting Young Kentuckians to Work.pdf](https://apps.legislature.ky.gov/CommitteeDocuments/313/30835/EDWI11-19-2024-PuttingYoungKentuckiansToWork.pdf)
- Ask your local Kentucky Career Center or Local Workforce Board staff for more details about your local program https://kwib.ky.gov/LocalBoards/Documents/Local_WI_Areas_Map.pdf
- Tech Ready Apprentices for Careers in Kentucky (TRACK)
<https://www.education.ky.gov/CTE/cter/Pages/TRACK.aspx>



Kentucky Career Centers: Assistance for those who have been laid off

- Training
- Unemployment Insurance



Kentucky Career Centers: Assistance for military and veterans

Military and veterans

- Career assessments
- Job search and interview preparation
- Résumé and cover letter assistance
- Labor market information
- Specialized services for veterans with disabilities



Kentucky Career Centers: Assistance for persons who have disabilities

Persons who have disabilities

- Assessments to determine eligibility and needs
- Job counseling and guidance
- Vocational training
- Rehabilitation technology
- Technology aids and devices
- Interpreter services
- Job placement and retention support
- Additional supports through agency partners

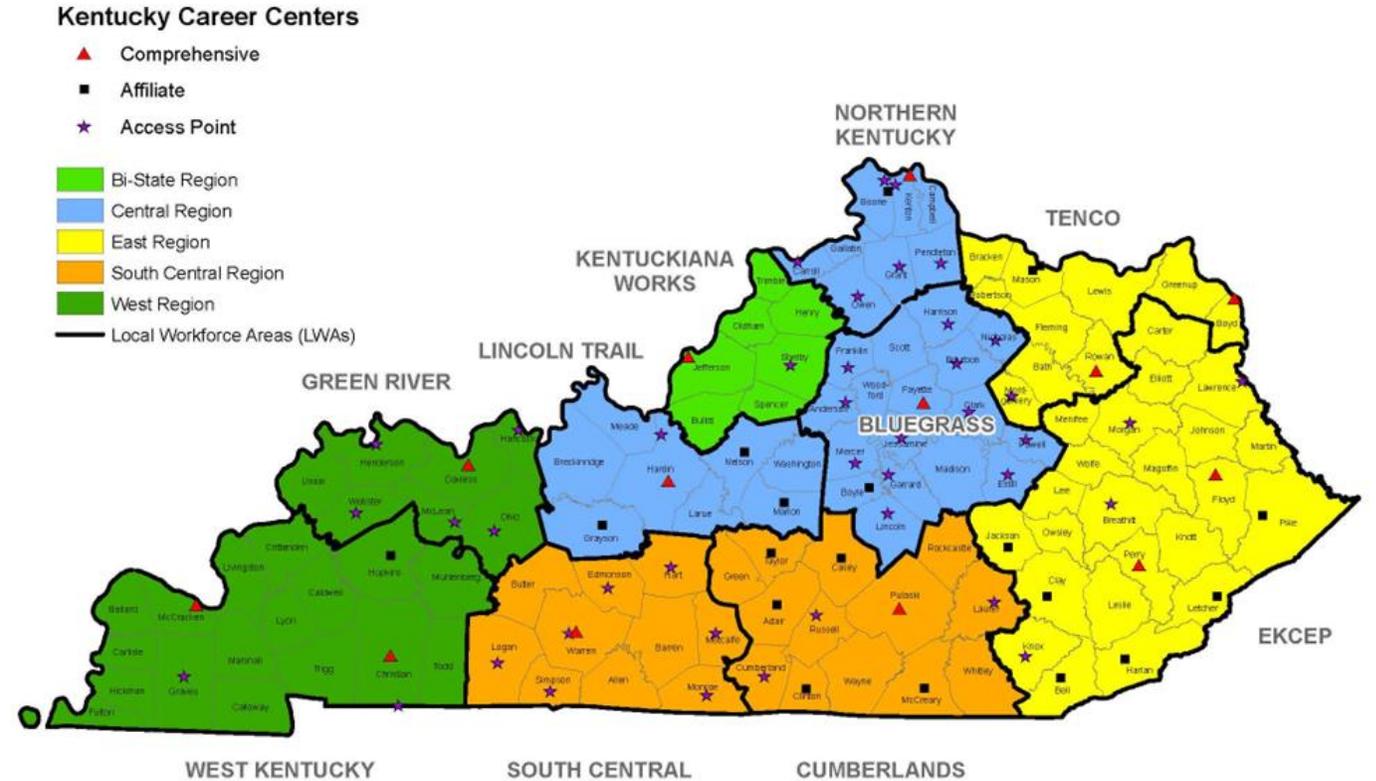


Kentucky Career Center Access Points

Find the Kentucky Career Center that is closest to you and see what resources are offered at that location.

<https://kcc.ky.gov/Pages/Locations.aspx>

Kentucky Career Center Locations



Updated December 18, 2024

Adult Education

Adult Education: How can they help?

- Services offered
- How to find them



<https://kyae.ky.gov/Pages/index.aspx>

Adult Education: Services offered

- Adult Education and literacy
- English language learning
- Family literacy
- Workforce education
- Transition to post-high school education

Adult Education: Adult Education and Literacy

Adult Education and literacy

- Instruction with reading and math
- Computer skills
- GED® preparation and reading instruction
- Life skills training

Adult Education: English language learning

English language learning

- English language classes
- Job skills preparation
- Preparation for U.S. Citizenship tests

Adult Education: Family literacy

Family literacy

- Interactive reading and learning activities between parents and children
- Support in parenting activities
- Parent and family reading and learning to help with career development
- Age-appropriate education for children to help prepare them for success in school and life.

([National Center for Families Learning](#) and familieslearning.org)

Adult Education: Workforce education

Workforce education and assistance with education after high school

- Instruction to assist people who are unemployed gain skills
- Provide instruction for persons to attain credentials like:
 - GED®
 - Kentucky Essential Skills Certificate (KESC)
- Help for learners who want to continue their education after getting a high school diploma or GED®

The Kentucky Office of Vocational Rehabilitation

If you have a disability or need accommodations: The Kentucky Office of Vocational Rehabilitation may be able to help



Employment First in Kentucky

It is the policy of the Commonwealth of Kentucky that competitive integrated employment shall be considered the first and primary option for persons with disabilities of working age who desire to become employed.

Kentucky's Employment First Policy was signed into law on March 24, 2022.

Career Pathways for Individuals with Disabilities
Creating Access to Successful Employment

Vocational Rehabilitation

The Office of Vocational Rehabilitation provides vocational rehabilitation services to eligible individuals with disabilities to assist with entry or re-entry into employment and productivity in the workplace and community. In order to receive services, an individual must meet eligibility requirements.

Services exist for but are not limited to:

- Blind or visually impaired individuals
- Deaf and hard of hearing persons
- Persons who need assistive technologies



Vocational Rehabilitation: What are assistive technologies?

Assistive technology is any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities. (29 U.S.C. Sec 2202(2)).



Vocational Rehabilitation: Examples of assistive technologies

Some examples of assistive technologies include:

- Screen magnifiers
- Modified or alternate keyboards
- Wheelchairs

Vocational Rehabilitation: contact information

Visit your nearest Kentucky Career Center location or call one of these phone numbers to ask questions about vocational rehabilitation and to see if you qualify.

<https://kcc.ky.gov/Vocational-Rehabilitation/seeking-services/Pages/How-to-Apply-for-OVR-Services.aspx>

Contact numbers

- 502-564-4440
- 800-372-7172 (V/TTY)

How to Apply for VR Services

[Home](#) > [Vocational Rehabilitation](#) > [Seeking Services](#) > [How to Apply for VR Services](#)

To apply for VR services please use the lookup table below to find and contact a local VR office to schedule an appointment to determine eligibility.

🔍 Search by Location Keyword or Zip Code

Youth work opportunities

- TRACK
- Work-based learning
- Putting Young Kentuckians to Work

TRACK: Tech Ready Apprentices for Careers in Kentucky

- Tech Ready Apprentices for Careers in Kentucky (TRACK)
- A Youth apprenticeship program
- A partnership between the Kentucky Department of Education's Office of Career and Technical Education and the Kentucky Office of Industry and Apprenticeship Services
- Provides secondary students with career pathway opportunities into Registered Apprenticeship programs. (Kentucky Department of Education and Kentucky Career Center's Office of Industry and Apprenticeship Services.)

<https://education.ky.gov/CTE/cter/Pages/TRACK.aspx> and
<https://www.education.ky.gov/CTE/cter/Documents/TRACKBrochure.pdf>





Work-based learning opportunities

A few examples of work-based opportunities include:

- Kentucky FAME (Federation for Advanced Manufacturing Education) a partnership of regional manufacturers whose purpose is to implement career pathway, apprenticeship-style educational programs that will create a pipeline of highly skilled workers. <https://fame-usa.com/fame-program-locations/kentucky-fame/>
- Everybody Counts: Everybody Counts provides graduating high school seniors from participating Kentucky school districts guaranteed job opportunities with business partners as well as postsecondary resources and support. The initiative matches graduates looking for jobs in the commonwealth with employers actively seeking young Kentuckians to fill roles within their companies. Fayette, Franklin, Jefferson, Scott, Shelby. <https://everybodycounts.ky.gov/Pages/index.aspx>

Young Kentuckians

Putting Young Kentuckians to Work

- This program aims to connect young people with temporary, meaningful employment
- The program is administered by Kentucky's local Workforce Boards, which means you need to ask your local Kentucky Career Center staff members for more information. <https://kwib.ky.gov/Local-Boards/Pages/default.aspx>
- The local Workforce Board determines what ages are eligible for the program; but the general range is from 16-24-year-olds.

Kentucky Center for Statistics: Career Explorer

- An interactive site that allows students to explore careers based on the following categories:
- Expected knowledge, skills, and abilities
- Desired salary
- Major or certification program
- Desired occupation
- <https://kystats.ky.gov/CareerExplorer>



Kentucky Center for Statistics: Kentucky Student's Right to Know



Kentucky Students' Right to Know



KYSTATS, in partnership with the Council on Postsecondary Education, has created an interactive dashboard that allows students to evaluate popular college majors and Kentucky's public higher education institutions with information like:

- Tuition data
- Graduation rates
- Employment rates for graduates

<https://kystats.ky.gov/Reports/Tableau/KSRTK>

Unemployment Insurance: What to do if you are unemployed

Unemployment Insurance

- Watch the following video and write down any questions you have about the information provided within the video.

July 2023 Kentucky Unemployment Insurance Overview
<https://youtu.be/8zY2aGDuWC0?si=dgTBjUt2zGaIojzF>

- Visit the Frequently Asked Questions page
<https://kcc.ky.gov/career/resources/Pages/UI-FAQ-Guide.aspx>
- Discuss your questions with the group and talk about possible ways to meet the Work Search Requirements and what state services and resources exist to help you

Job Searching, résumé preparation, and cover letters

Before you start your job search. . .

You will likely need an email address during your job search process, and if you do not already have an email address you can use Google to create a Gmail account.

Follow the instructions on how to, "Create a Gmail Account" at this website.

<https://support.google.com/mail/answer/56256?hl=en>

Ask for help if you need assistance creating your account.

Job Searching



Watch the following PBS LearningMedia video on job searching

https://lsintsp13.wgbh.org/en-us/lesson/job-search/?as_guest=True&next=https://ket.pbslearningmedia.org/resource/job-search-interactive-lesson/workplace-essential-skills/

What information that was presented in the video was most helpful to you?

What topic that was discussed in the video would you like to know more about or get assistance with? Write down your questions to discuss with a Career Center coach or a library staff member.

Job Searching: Finding a Job



The Kenton County Public Library has created a video called Finding a Job 101 that contains an overview of how to use Google for some job search related tasks. The presents best practices for discovery career opportunities using Job Search on Google, Google Sheets, to track the progress of job applications and steps to create a basic résumé using Google Docs.

<https://youtu.be/251kp8vPPtE>

What information that was presented in the video was most helpful to you?

What topic that was discussed in the video would you like to know more about or get assistance with?

Which Google job search tools would you like to learn more about?

Build a résumé and cover letter

- There are many résumé templates and cover letter builders available on the internet, but not all of them are free. Ask your Career Center coach or a library staff member for assistance in accessing free résumé and cover letter templates.
- Some online resources where you can create a résumé for free include:
 - Google Docs (See the Finding a Job 101 video referenced on a previous slide)
 - Microsoft Word (available at public libraries)
 - LearningExpress Library's Job and Career Accelerator database (accessible at most of Kentucky's public libraries and with a public library card)
 - You can also receive assistance at no cost to you at your local Kentucky Career Center. Find a location nearest you:
<https://kcc.ky.gov/Pages/Locations.aspx>

Interviewing

The interview process requires practice and attention to detail. The tips shared in these slides may provide you with the skills needed to help you get a job.

Interviewing: Workplace Essential Skills

- Go through the Workplace Essential Skills: The Interview module
<https://ket.pbslearningmedia.org/resource/ket-wesint-01/ket-wesint-01/>
- What information that was presented in the lesson was most helpful to you?
- What topic that was discussed in the lesson would you like to know more about or get assistance with?

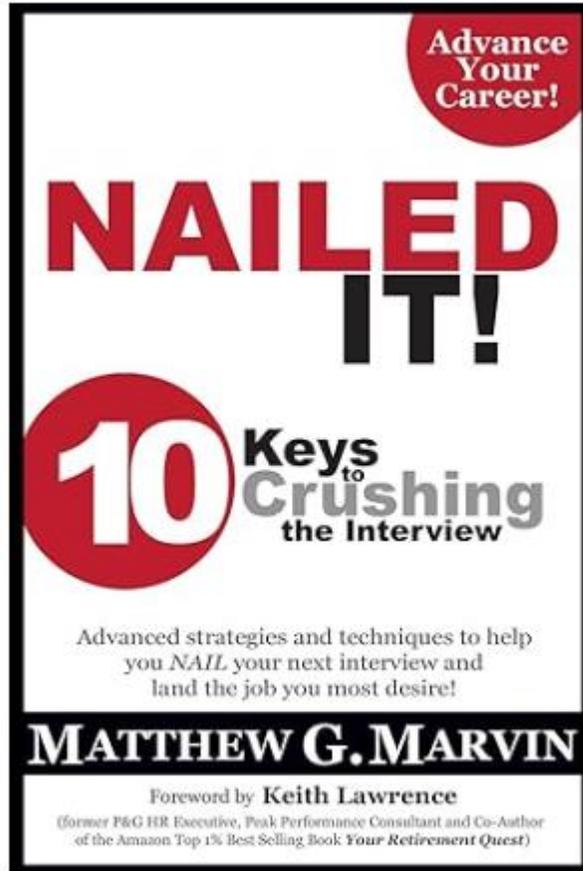
Interviewing: LearningExpress Library

- Visit your local public library to access the LearningExpress Library database, which has a Job & Career Accelerator section and a Prepare for an Interview module.

<https://www.learningexpresshub.com/ProductEngine/LELIndex.html#/center/learningexpresslibrary/jobandcareeraccelerator5/home>

- What information that was presented in the lesson was most helpful to you?
- What topic that was discussed in the lesson would you like to know more about or get assistance with?

Nailed It!: 10 Keys to Crushing the Interview



- Read pages 31-33 of the book *Nailed It* by Matt Marvin. There are multiple copies of this book in the kit.
- Discuss with your group ways that John could have better prepared to answer the questions posed.
- Pass out a list of behavioral style questions and break up the group into groups of two.
- Encourage the smaller groups to select two questions on the Behavioral Interview questions sheet and take turns practice answering that question.
- Switch up the small groups and repeat the process once more.
- Encourage your group members to discuss their experiences with one another.

Interviewing-more from author Matt Marvin

- Watch the following clip with author Matt Marvin and discuss what he shares with your group. The video is over an hour long, and the clip of most interest for this discussion begins at the 15-minute mark and goes to the 29:50-minute mark. <https://youtu.be/BXBJ-0HdPM?si=nFzuhrIoDWuoF0Gd>
- What surprised you about what Matt said in this video clip? What skills or suggestions can you use as you prepare your résumé and prepare for an interview?

What about an online job interview?: Part 1



Read through the blog post, “17 Tips for Acing an Online Job Interview.” by Sara Shine. Johnson & Wales University. (originally published in November 2017 and updated February 6, 2023). Retrieved from:
<https://online.jwu.edu/blog/online-interview-tips/>

Discuss the various suggestions that the author presents and which ones you think will be most helpful to you in a virtual job interview setting.

What about an online job interview?: Part 2



Here are some additional points to consider from the book *Virtual Meetings & Remote Work (When You Just Can't Be There in Person)* by Rohit Bhargava

- Make sure your technology is not a barrier
- Choose the right background
- Do your homework (see Matt Marvin's *Nailed It*, included in this kit, for more ideas on how to do your homework)
- Integrate props (show an example of a project you have worked or a relevant book you recently read)

You got the job, now what?



Go through the two modules listed below and discuss with your group what you learned from the videos. What is one takeaway you got from either video?

- Punctuality from KET's Workplace Essential Skills course
<https://ket.pbslearningmedia.org/resource/ket-workready-7/punctuality/>
- Conflict resolution
<https://ket.pbslearningmedia.org/resource/ket-workready-2/conflict-resolution/>

You got the job, now what?

Hybrid or remote work

Is your position remote or hybrid? Read through this article and identify points from the article that will be most helpful for you to remember. Discuss your thoughts with your group members.

What to Know about Starting Your Career Remotely. By Kennedy Edgerton. (May 29, 2024). *Harvard Business Review*. Retrieved from: <https://hbr.org/2024/05/what-to-know-about-starting-your-career-remotely>

Hybrid or remote work: technology essentials

In *Remote Working: What's It All About* by Robert Glazer there is a Technology Resources Checklist that may be helpful when preparing for your hybrid or remote position. Identify who in your network may be able to assist you with getting these resources and write down possible contacts or places where you can purchase these items.

Essential items:

- Wireless internet
- At least 25 Mbps of upload speed and download speed—don't assume that these are the same
- Laptop with a built-in webcam
- Headset with a built-in microphone or headphones with separate microphone



Hybrid or remote work: technology that is nice to have

In *Remote Working: What's It All About* by Robert Glazer there is a Technology Resources Checklist that may be helpful when preparing for your hybrid or remote position. Identify who in your network may be able to assist you with getting these resources and write down possible contacts or places where you can purchase these items.

Nice to have

- Second monitor
- Laptop stand
- Separate keyboard or mouse
- HD webcam
- Blue light blocking glasses
- Light box
- Standing desk



Additional Resources and Supports



- Talk with your Career Coach, staff at your local Adult Education office, or staff at a Kentucky Career Center if you want to do a practice interview, need help with your résumé, or you have questions about your job search.
- Visit your local public library. They have public computers, print and online resources, and helpful staff.
<https://kdla.ky.gov/Library-Support/Pages/Public-Library-Directory.aspx>

References and permissions

Bhargava, Rohit. (2020). *Virtual Meetings & Remote Work (When You Just Can't Be There in Person)*. Oakton, VA: IdeaPress.

Duffy, Jill. (2022). *The Everything Guide to Remote Work*. New York: Adams Media.

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Johnson & Wales University. (April 10, 2025). 17 Tips for Acing an Online Job Interview. Johnson & Wales University. Retrieved from: <https://online.jwu.edu/blog/online-interview-tips/>

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*Permission to share the virtual Matt Marvin session and the Finding a Job 101 presentation was received from the Kenton County Public Library.