

May 2019 Class Schedule

Interview Skills: How to prepare for phone interviews, group interviewing, first impressions, networking, addressing barriers, and the importance of interview preparation.

➤ **Thurs., May 16 10:00 a.m. to 11:30 a.m.**

Electronic Job Search: Explains the process of how to apply online, upload resumes, and use job search sites to your best advantage. Participants are encouraged to bring a flash drive or have access to their resumes electronically.

➤ **Mon., May 20 5:30 p.m. to 7:30 p.m.**

May 2019 NCRC Testing Schedule

NCRC National Career Readiness Certificate: This is a timed assessment test which tests 3 areas; applied math, locating information, and reading for information. Based on scores, a Platinum, Gold, Silver, or Bronze certificate may be awarded. The NCRC is recognized by 9,100+ employers in Iowa.

➤ **Mon., May 13 5:30 p.m. to 9:00 p.m.**

Please call (515) 962-5017 to register for classes. All classes and services are FREE and designed for hands-on learning.

WeLIFT Job Search Center
106 East Second Avenue
Indianola, IA 50125
Phone: (515) 962-5017
weliftjobsearch@gmail.com

Office Hours: Tuesdays, Wednesdays & Thursdays 9-3 Mon. – Thurs. evenings by appointment
“Empowering unemployed and underemployed individuals to achieve economic self-sufficiency.”

If you would like to be taken off our email list please reply to this email indicating that you no longer want to receive correspondence from WeLIFT Job Search Center.