

## July 2019 Class Schedule

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., July 8

5:30 p.m. to 7:30 p.m.

Interview Skills: How to prepare for phone interviews, group interviewing, first impressions, networking, addressing barriers, and the importance of interview preparation. \*\*\*\*Scheduled with Roger as requested

## July 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., July 1

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. Please sign up for classes at least two weeks prior to class date. You are invited to re-take classes as often as you like.

Employment opportunities are from a variety of sources and represent a few of the openings in our area. This list in no way endorses any of the employers listed but is simply to be used as a resource for those in job search.

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