

the Job Journal



**TIP
OF THE
WEEK**

How COVID-19 Has Changed Hiring And Job Search And How To Be Successful

Employers sure haven't been playing nice with job hunters since COVID-19 started. The biggest mistake I hear is that there is no response from employers at all when you apply for a job. There could be several reasons why your application is being ignored.

The competition when you apply for a job has dramatically increased. A typical online job ad receives about 250 resumes, but magnet companies like Apple, Google, Amazon, Facebook can get over 1,000 applications per opening. But no matter what, shame on employers for not even sending an automatic email saying they got your resume. Not being able to set up in-person interviews where they can meet you has lengthened the job search process. Job hunters are complaining about getting 5, 6, or even eight interviews before the company can make up their mind. And as rude as it is, sometimes the employer does not even respond to you until *you ask them if they've decided* after all those interviews.

Whether you are a baby boomer, a millennial, or somewhere in between, you need to understand how job hunting and hiring has changed. Here is a list of recommendations to help you deal with these changes and be successful.

What is THE most effective way to job hunt now?

Networking has been and still is the best way to land a new job. 70% of all jobs are never advertised. Begin by making a list of people you can ask for help. Look at friends, neighbors, colleagues, and LinkedIn connections. Next, know the job you want and reach out to your network, asking for help. Using your contacts to ask for referrals to hiring managers, HR, or a recruiter pays off. According to Career Pivot, referrals have a 50% chance of getting an interview, whereas *others with no connections* have only a 3%. Referrals are only 7% of the applicants, but Jobvite reports that 40% of new hires come from the referral pool.

What is different with resume writing?

With so much more competition for each job, your resume must get through the applicant tracking system known as ATS. That means you have to be very careful not to use a creative style resume or a format that is not going to work with ATS. Do not use tables, columns, headers, footers, graphic or creative designs. The employers' ATS can't read these items. Pay attention to the job ad and highlight the specific skills and experience that the employer wants. Think about the work tasks you have done in the past. Between the two, you should be able to identify the appropriate keywords. Make sure you add them to your resume. Once an employer glances at your resume, you have 15 to 20 seconds for them to respond or move on to the next person. The best way to capture attention is to have a very targeted resume that emphasizes the results you have achieved in your past jobs. Employers believe if you have made significant accomplishments in the past, you are likely to do the same for them.

How has Job interviewing changed?

All interviews are now conducted online. This has proven to be a lot

harder for an employer to make their decision when they can't see you in person. Employers are adding on more interviews, and some are also using an interview question video response before you even talk to the hiring manager. Be prepared for senior-level executives to be part of your interview process. Have work stories ready about your accomplishments. Many times employers are asking situational questions, and you will need these stories to answer them appropriately. Write out your answers to questions in advance so that you can be ready to answer when you're staring at them online. Highly recommend that you have created a **60 Second Sell**. This is like an elevator pitch, but more focused. You select your top five selling points, link them together in a few sentences, and to develop a verbal business card to answer the questions, *Tell us about yourself*, or *Why should we hire you*. The 60 Second Sell is also very effective in closing the interview. After the employer has finished asking their questions, you've asked yours, and it's time to leave, and by saying "thank you for the opportunity to talk with you today, let me summarize for you what I would bring to this job. Boom you hit them with your 60 Second Sell, and you walk out the door. They are going to make notes about you, and you've just given them the best reasons to hire you.

What about LinkedIn?

Everyone needs to have a completed LinkedIn profile as part of their career management. 98% of recruiters say that they are looking for talent on LinkedIn. That means you must have an up-to-date profile, current photograph, SEO-effective headline, the right information under experience that will market you to the employer. Personal branding is essential in creating your LinkedIn profile. LinkedIn won't be beneficial to your search if you do not have a large number of contacts. That number seems to be somewhere between 300 and 500 connections. Think about who you know, and look at who your contacts know, then send out invitations asking to connect. LinkedIn can provide you with a lot of connections and possible referrals in your job search. You can look for someone who works at a company that you want to apply for and is in your network. So expanding and creating more contacts is an excellent idea.

Ryan, Robyn. "How COVID-19 Has Changed Hiring And Job Search And How To Be Successful." *Forbes*, Integrated Whale Media Investments, 1 September 2020, <https://www.forbes.com/sites/robinryan/2020/09/01/how-covid-19-has-changed-hiring-and-job-search-and-how-to-be-successful/?sh=501f60c83758>.

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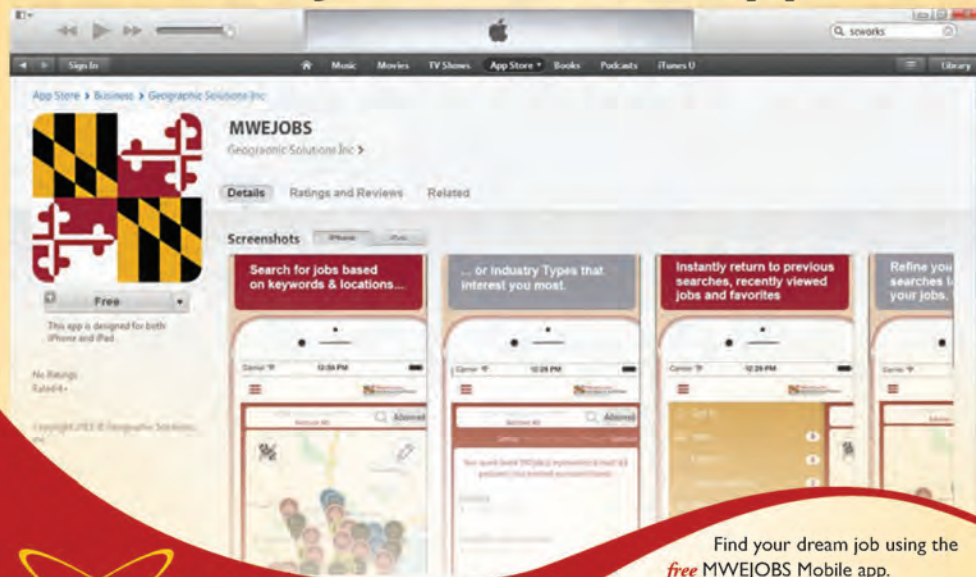


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To subscribe to *THE JOB JOURNAL* email your request to wicomico.ajc@maryland.gov

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NEED A JOB? NOW MARYLAND HAS AN APP FOR THAT! MWEJOBS Mobile App



Find your dream job using the **free** MWEJOBS Mobile app.
Instantly view any job posted to the web directly on your mobile phone or tablet.
Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

The latest job openings in your area from 16,000 websites are now at your finger tips. Save and share your favorite job via email, Facebook or Twitter.

With MWEJOBS Mobile's unique "Jobs Nearby" function, you can easily map all of the latest jobs near your current location. Search for jobs around your neighborhood or at a different location. Simply tap color-coordinated pins to see more information or to apply for a job.

MWEJOBS Mobile lets you instantly return to previous searches, recently viewed jobs and your favorite jobs.



mwejobs.maryland.gov



Step 1

Enroll at
<https://mwejobs.maryland.gov>

Step 2

Create a résumé in the system.

Step 3

Schedule your one-on-one appointment (see below for contact information).

Step 4

Bring copies of your résumé, cover letter or other job search materials to your appointment.

Contact Us

410-341-8533 Ext 0

Job Specialists:

YoVanda Brown
Bill Draucker
Takishia Kiah
Nancy Wenger
Susan Willey
Jorge DeJesus Jr.

Veterans Representative:

J. Zack Walker
John Codd Jr.

Reentry Navigator:

Jarah Hall

Email:

salisbury@dllr.state.md.us

31901 Tri-County Way
Salisbury, MD 21804



www.labor.maryland.gov

Energize Your Job Search

Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

Ask us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

Maryland's American Job Center networks are an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.



Join us for a statewide recruitment for positions in Warehouse/Logistics!

**Thursday, March 11, 2021
10-11:30 a.m.**

Connect with Warehouse/Logistics opportunities!

- Meet with recruiters/ hiring managers from the comfort of your home at a convenient time. No fee to participate!
- Find out about job opportunities, benefits, company culture, requirements and more!



For more information please contact your Business Solutions Consultant:

Liz Rodriguez

Liz.Rodriguez@maryland.gov

REGISTER HERE:

https://warehouse-logistics-statewide_virtual-hiring_event.eventbrite.com

The webinar link and dial-in information will be sent to all registrants 24 hours prior to the event.



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@MD_Labor



Join us for a statewide recruitment for Administrative Assistant Positions!

**Tuesday, March 23, 2021
10:00 am - 11:30 am**

Meet with recruiters/managers from the comfort of your home at a convenient time. No cost to participate!

Multiple locations throughout Maryland!

REGISTER HERE:

<https://mwejobs.maryland.gov>

Log into the Maryland Workforce Exchange (MWE) website above and register to attend:

- Navigate to Menu (top left side of the screen) then go to **Other Services** "click" Appointment Center then "click" Events Calendar
- Go to **State Wide Display**: click (Yes) **Select March on the Calendar** Enter event ID: (87495), "click" filter then register.

The webinar link and dial-in information will be sent to all registrants 24 hours prior to the event.



For more information, or if you need assistance accessing the MWE to register, please contact your Business Solutions Consultant:

Jacqueline Davis

JacquelineDavis@maryland.gov



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EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme - Salisbury, Ocean City	<i>Ongoing recruitment</i> Courtesy Clerk Deli/Meat Clerk Pharmacy Technician (Salisbury) Meat Cutter Bakery Clerk Cashier Grocery Clerk Night Crew Clerk Produce Clerk In-Store Shopper (E-commerce) Pharmacy Clerk (Salisbury)	Apply online at https://www.albertsoncompanies.com/careers/en/our-companies/acme.html?our-companies=Acme
ALDI	Store Associate Stocker	Apply online at https://careers.aldi.us/
American Eagle - Centre at Salisbury	Brand Ambassador (Sales Associate) Overnight Merchandising Associate	Apply online at https://aeo.jobs/
Atlantic General Hospital	Cashier/Payment Poster Certified Pharmacy Tech Collections Specialist Emergency Department Tech Endoscopy Tech Housekeeping Aide Laboratory Support Tech Medical Receptionist Patient Safety Aide Patient Services Specialist Registration Specialist Secretary/Nurse Technician Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atria	Registered Medication Aide/Med Tech Nurse Supervisor Server/Waitstaff	Apply online at https://www.atriaseniorliving.com/careers/
Bath & Body Works - Centre at Salisbury, White Marlin Mall	Sales Associate Key Holder	Apply online at https://www.bathandbodyworks.com/customer-care/careers.html
BayRunner Shuttle	<i>Ongoing recruitment</i> Part-time Driver	Print application and apply online at https://bayrunnershuttle.com/about/career-opportunities/
BesTemps	Administrative Assistant (Salisbury) Assembler (Salisbury) General Laborer (Berlin) Industrial Maintenance Mechanic (Berlin) Machine Operator (Salisbury) Maintenance Technician (Various locations) Material Handler (Salisbury) Shipping and Receiving Associate (Pocomoke) Warehouse Associate (Salisbury)	Apply online at https://www.bestemps.com/looking-for-work/
Big Lots	Store Associate/Stocker	Apply online at https://careers.biglots.com/

Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor Grill Cook Dishwasher	Apply online at http://careers.bobevans.com/
Boscov's - Centre at Salisbury	Receiving & Stock Associate Sales Associate Shoe Sales Associate	Apply online at https://www.boscovs.com/
Burlington	Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Assistant Store Manager, Operations and Service	Apply online at https://burlingtonstores.jobs/
Carrabba's Italian Grill - Ocean City	Kitchen Manager <i>Ongoing recruitment</i> Restaurant Busser Dishwasher Server To-Go Specialist Host Line Cook Prep Cook Bartender	Apply online at https://www.carrabbas.com/careers
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Fabricator/Ship Fitter Carpenter Electrician Foreman Supervisor Welder	Apply online at http://www.chesapeakeshipbuilding.com/take-action/
Chesapeake Utilities	Natural Gas Apprentice (Salisbury) Delivery Driver (Pocomoke)	Apply online at https://chpk.com/our-culture/careers/
Chick-Fil-A - Salisbury, West Ocean City	<i>Ongoing recruitment-Salisbury</i> Team Member Catering Assistant	Apply online at http://salisburychickfila.com/
	<i>Ongoing recruitment-West Ocean City</i> Front Counter Team Member Kitchen Team Member Leadership	Apply online at https://www.cfawestoc.com/jobs
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Sales Associate	Apply online at https://corporate.childrensplace.com/careers/

Chili's Grill & Bar	<i>Ongoing recruitment</i> Host Dishwasher To-Go Specialist Prep Cook QA Expeditor Bartender Line Cook Manager Server General Manager	For job descriptions go to https://www.chilisjobs.com/ Apply via email to chilis523@chilis.net
Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at https://jobs.chipotle.com/
City of Pocomoke	Entry Level Police Officer Water/Wastewater Operator In Training	Apply online at https://www.cityofpocomoke.com/info/jobs
City of Salisbury	Sign & Pavement Marking Technician II Utility Tech I, II or III Motor Equipment Operator II-Sanitation Water Plant Operator I Waste Water Treatment Operator I Waste Water Treatment Plant Mechanic Carpenter I Zoo Greeter Zoo Educator Operations Support Staff Bus Driver (Part-time as needed) Automotive Mechanic II Administrative Assistant I POLICE CAREERS: Entry Level Police Officer Police Communications Officer Maryland Certified Police Officer	For job descriptions and to print application go to https://salisbury.md/departments/human-resources/careers **Some jobs require special licenses. Please check job description for more details.
Coastal Hospice & Palliative Care	Certified Nursing Assistant (CAN) Certified Medication Technician RN	Apply online at https://coastalhospice.org/careers/
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers PRN Nurse Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Crothall Healthcare	Housekeeper Laundry Service	Apply online at https://www.crothall.com/careers/
Delaware Elevator	Apprentice Elevator Mechanics/Technicians Driller Project Coordinator Welder	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods - Centre at Salisbury	Maintenance Associate Retail Customer Service Specialist Retail Operations Associate Retail Sales Leader	Apply online at https://www.dickssportinggoods.jobs/

Dollar General - Salisbury, Berlin, Crisfield, Fruitland, Mardela Springs, Pittsville, Pocomoke, Princess Anne, Snow Hill, Westover, Willards	Asst Store Manager Lead Sales Associate Sales Associate Store Manager (Crisfield, Fruitland, Pocomoke, Salisbury)	Apply online at https://careers.dollargeneral.com/
Dollar Tree	<i>Ongoing recruitment</i> Sales Floor Associate (Salisbury, Princess Anne, Berlin & Pocomoke)	Apply online at https://www.dollartree.com/careers-stores
Dove Pointe	Maintenance Floor Tech Aide Instructor Driver House Counselor Residential Aide Mentor Maintenance Tech Children's Program Aide Kitchen Staff	Apply online at http://dovepointe.org/Careers
DTLR - Centre at Salisbury	Sales Associate Assistant Manager-Retail	Apply online at https://www.dtlr.com/pages/careers
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx
Earthbound Trading Co. - Centre at Salisbury	<i>Ongoing recruitment</i> Key Holder Sales Associate	Apply online at https://www.earthboundtrading.com/
Encompass Health	Nutrition Service Aide Home Health Aide Rehab Nursing Tech I Rehab Liaison Patient Services Coordinator/Scheduler Physical Therapy Assistant	Apply online at https://www.encompasshealth.com/careers
Express - Centre at Salisbury	Sales Lead Store Associate	Apply online at https://www.express.com/g/careers
Express Employment Professionals	General Labor Janitor Administrative Assistant Forklift Driver/Warehouse Associate (Pittsville) Office Manager (Berlin)	Apply online at https://www.expresspros.com/
Finish Line - Centre at Salisbury	<i>Ongoing recruitment</i> Store Management (Assistant Store Managers and Supervisors) Store Associate	Apply online at https://finishline.wd1.myworkdayjobs.com/Store_Careers

Food Lion	<i>Nanticoke Road (Salisbury)</i> Deli Bakery Associate Deli Bakery Assistant Manager	Apply online at https://www.foodlion.com/
	<i>Snow Hill Road (Salisbury)</i> Frozen Food/Dairy Associate Customer Service Leader-Office Assistant Deli Bakery Associate	
	<i>Tilghman Road (Salisbury)</i> Center Store Grocery Associate To Go Associate Sales Associate (Cashier) Deli Bakery Assistant Manager Customer Service Manager	
	<i>Fruitland</i> Deli Bakery Associate Sales Associate (Cashier) Customer Lead Perishable Associate Produce Associate	
	<i>Princess Anne</i> Produce Associate	
	<i>Berlin</i> Customer Service Leader-Office Assistant Sales Associate (Cashier) Assistant Customer Service Manager Customer Lead Deli Bakery Associate Cake Decorator	
	<i>Ocean City</i> Center Store (Grocery) Associate Quality Assurance Associate Evening Manager Replenishment Manager Sales Associate (Cashier)	
	<i>Ocean Pines</i> Perishable Associate Produce Associate Sales Associate (Cashier) Center Store (Grocery) Associate Customer Service Associate Deli Bakery Associate To Go Associate	
	<i>West Ocean City</i> Cake Decorator Produce Associate Deli Bakery Associate Sales Associate (Cashier) Frozen Food/Dairy Associate Center Store (Grocery) Associate Center Store (Grocery) Lead Perishable Associate	

Foot Locker - Centre at Salisbury	Assistant Manager Sales Associate Sales Lead	Apply online at https://www.sneakerjobs.com/
Genesis HealthCare	Aide-Geriatric Nurse Dietary Aide Activity Assistant Certified Medicine Aide Accounts Receivable Bookkeeper Laundry Aide Housekeeper Nursing Unit Assistant In Training Non-Certified	Apply online at https://www.genesiscareers.jobs/
GNC	Sales Associate	Apply online at https://www.gnc.com/
The Green Turtle - Salisbury	<i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server	Apply online at https://thegreenturtle.com
Harbor Freight & Tools - Salisbury, Pocomoke	Retail Sales Associate (Salisbury) Retail Stocking Associate (Salisbury) Retail Stocking Supervisor (Salisbury) Store Manager (Pocomoke)	Apply online at https://harborfreightjobs.com/
Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury)	Certified Medication Technician (Salisbury) Dietary Aide (Snow Hill) Activities Aide (Snow Hill) Geriatric Nursing Assistant (Snow Hill)	Apply online at https://harrisonseniorliving.com/careers
Holt Food and Paper Company	Day Warehouse Receiver/Stocker Night Order Selector Warehouse Material Handler/Order Selector	Apply online at http://holtpaper.com/About-Us/Careers
Home Depot (Salisbury, Berlin)	<i>Ongoing recruitment</i> Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Designer-Kitchen/Bath Lot Associate Measurement Technician, Interiors (Ocean City)	Apply online at https://careers.homedepot.com/
HomeGoods	Merchandise Associate	Apply online at https://jobs.tjx.com/
Hot Topic	Key Holder Sales Associate	Apply online at https://www.workatht.com/stores/
Hudson Health Services, Inc.	Chemical Dependency Tech (Male) Food Service Manager	Apply online at https://hudsonhealth.org/careers/
Journeys - Centre at Salisbury	Assistant Store Manager Sales Associate Store Manager	Apply online at https://www.journeys.com/careers

K&L Microwave	Electronic Assembler Electronic Technician	Apply online at http://www.klmicrowave.com/employment.php
Kay Jewelers - Centre at Salisbury	Sales Associate/Jewelry Consultant	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales
Kids Foot Locker - Centre at Salisbury	Sales Lead Sales Associate Assistant Manager	Apply online at https://www.sneakerjobs.com/us/en
Longhorn Steakhouse	Dishwasher To Go Specialist Host Server Line Cook Bartender	Apply online at https://jobs.longhornsteakhouse.com/locations
Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Cashier Retail Associate Receiver Stocker Overnight Merchandising Service Associate Merchandising ASM Project Specialist-Exteriors <i>Pocomoke:</i> Cashier Retail Associate Receiver Stocker Delivery Coordinator Merchandising Service Associate	Apply online at https://jobs.lowes.com/
Lower Shore Clinic, Inc. & Go-Getters, Inc.	Community Health Worker HR Benefits Specialist Janitor Mental Health Crisis Counselor Team Assistant Vocational Specialist	Apply online at https://www.lowershoreclinic.org/current-openings
Marshall's	Merchandise Associate	Apply online at https://jobs.tjx.com/
Ocean Pines Association	Swim Instructor Front Desk Facility Coordinator Lifeguard	Instructions to apply at https://oceanpines.org/web/pages/work-here
Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Restaurant Server Bartender	Apply online at https://jobs.olivegarden.com/search/searchjobs
Ollie's	Sales Super Flooring Sales Associate	Apply online at https://www.ollies.us/careers/

Outback Steakhouse - Salisbury, Ocean City	<i>Ongoing recruitment</i> Delivery Driver Bartender Dishwasher Prep Cook Restaurant Busser Line Cook Server Host To-Go Specialist	Apply online at https://www.outback.com/careers
Panera Bread - Salisbury, Ocean City	Night Baker (Ocean City) Associate (Ocean City)	Apply online at https://jobs.panerabread.com/
Peninsula Home Care	Home Health Aide (HHA) Occupational Therapy Assistant Physical Therapy Assistant	Apply online at https://www.peninsulahomecare.com/careers/
Pep Boys	Technician A	Apply online at https://careers.pepboys.com/
Pepsi	Delivery Driver (Trainee DOT) Merchandiser Bulk Driver Forklift Operator/Loader Warehouse Supervisor	Apply online at http://www.pepsibottlingventures.com/job
Perdue Farms - Salisbury	General Labor Premium Live Hanger Maintenance Mechanic Production Associate Shipping Supervisor	Apply online at https://www.perduecareers.com/
PetSmart - Salisbury, Berlin	<i>Ongoing recruitment</i> Early Morning Stocker Customer Engagement Manager Merchandising and Inventory Manager Retail Store Manager Associate Manager Assistant Store Manager Seasonal Associate Pet Trainer Pet Groomer Pet Grooming Salon Manager Bather / Groomer Trainee Retail Sales Associate	Apply online at https://careers.petsmart.com/
Piedmont Airlines	Aircraft Maintenance Parts Clerk Crew Scheduler	Apply online at https://piedmont.jobs.net/
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales Piercing Specialist	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales

Quality Staffing	Mechanical/Utility Cavity Assembler	Apply online at https://easternshorejobs.com/
	Administrative/QuickBooks (Worcester Co.)	
	Electronic Assembler	
	Furnace Operator	
	Scale House Attendant	
	Assembler	
	Food Production Worker (Somerset Co.)	
	Electrician (Worcester Co.)	
	Packaging Associate (Somerset Co.)	
	Plant Manager	
	Testers-COVID-19 (Somerset County)	
	Electronic Tech	
	Plater	
	Assembler Hybrid	
	Filter Assembler	
	Manufacturing Packer (Crisfield)	
	Security Systems Technician	
	Plant Worker & Packer (Worcester Co.)	
	Customer Service Administrator (Worcester Co.)	
	Computer Tech Support	
	Property Maintenance	
	Filter Cavity Tech	
	Receptionist	
	Alignment Tech	
	Electronics Technician	
	Assembly Line/Packer (Somerset Co.)	
	Manufacturing Manager	
	Lead Custodian-Supervisor	
	CNC Machine Operator	
	Operations Manager	
	Cavity Technician	
	Janitorial General	
	Poultry Production/General Labor	
Red Lobster	<i>Ongoing recruitment</i>	Apply online at https://jobs.redlobster.com/search/searchjobs
	Line Cook	
	Server Assistant/Busser/Host	
	Bartender	
	Server	
	Prep Cook	
	Dishwasher/Utility	

Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i>	<i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager (South Division St, Fruitland, Royalty Way) Facilities/Maintenance (Fruitland) Shift Leader (Fruitland) Store Manager	Apply online at https://my.peoplesmatter.com/mja/royalfarms/JobApp/GetBusinessUnits
Ruby Tuesday - Salisbury, Fruitland & Pocomoke	<i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook	Apply online at https://www.rubytuesday.com/careers
Salisbury University	Cashier-Bookstore <i>Application reviewed upon receipt</i>	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx
	Housekeeper Assistant <i>Application reviewed upon receipt</i>	
	Food Service Assistant <i>Application reviewed upon receipt</i>	
Sam's Club	Meat Cutter and Wrapper Baker and Packager Associate Member Assist Cart Attendant Maintenance Custodian Associate Prepared Meals and Rotisserie Chicken Associate Merchandising and Stocking Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Membership Representative Cafe Associate Member Frontline Cashier	Apply online at https://careers.walmart.com/
Shore Up - Wicomico, Worcester, Somerset	Secretary-Head Start/Early Head Start Child Development Associate Trainee Clerical Specialist Family Services Worker/Family Advocate Center Aide Custodian Teacher's Aide	Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org
Somerset County	Correctional Officer 911/Emergency Communications Dispatcher I Groundskeeper Cook/Counterperson Highway Worker I Highway Worker I/Motor Equipment Operator I	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
SP Industries	Temporary Assembler Machine Operator	Apply online at https://www.spindustries.com/employment/
Staples	Retail Sales Associate Retail Sales Print Associate Retail Operations Supervisor Retail Sales Technology Associate	Apply online at https://retailcareers.staples.com/

State Of Maryland	Cook II (Holly Center)	Apply online at https://jobapscloud.com/MD/
	Direct Care Trainee (Wicomico)	
	Fiscal Accounts Clerk II (Deer's Head)	
	Building Services Worker (Wicomico Co. Health Dept.)	
	Food Service Worker (Deer's Head)	
	<i>Ongoing recruitment</i> Correctional Officer I (Wicomico, Somerset) Direct Care Assistant I, II and Direct Care Trainee (Wicomico, Worcester, Somerset) MSP Trooper Candidate (Wicomico, Worcester, Somerset)	
Sun Communities, Inc.	<i>Frontier Town Campground:</i> Store Supervisor Resort Maintenance Technician Food Services Assistant Gate Attendant Resort Housekeeper Café Barista Dishwasher Lifeguard Guest Services Coordinator Golf Cart Attendant Snack Bar Attendant Office Assistant RV Ranger Restaurant Server Resort Groundskeeper-Waterpark Shuttle Operator Restaurant Cook Cafe Supervisor Snack Bar Supervisor	Apply online at https://careers.suncommunities.com/viewalljobs/
	<i>Castaways RV Resort:</i> Snack Bar Attendant Activities Coordinator Café Barista Store Supervisor Store Clerk Activities Assistant Resort Groundskeeper Hospitality Host Guest Services Coordinator Bartender Shuttle Operator Snack Bar Supervisor Resort Pool Attendant Resort Housekeeper	
Sysco - Pocomoke	Fleet Technician CDL A Delivery Truck Driver	Apply online at https://careers.sysco.com/

Taco Bell - Salisbury, Ocean City	<i>Ongoing recruitment</i> Crew/Team-Service Champion (Salisbury) Restaurant General Manager Crew/Team-Food Champion (Salisbury) Shift Manager (Salisbury) Assistant General Manager (Ocean City) Shift Lead (Ocean City) Team Member (Ocean City)	Apply online at http://jobs.tacobell.com/
Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at https://jobs.target.com/
Taylor Bank	Customer Service Associate (Ocean City, West Ocean City/Snow Hill)	Apply online at https://www.taylorbank.com/careers/
Texas Roadhouse	Server Assistant-Busser Host Line Cook Local Store Marketer	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Administrative Assistant	Apply online at https://www.tidalhealth.org/careers
	Assistant Certified Occupational Therapist	
	CAT Scan Technologist	
	Console Operator	
	Coordinator-Information-Laboratory	
	Coordinator-Patient Accounts	
	Coordinator Receipt/Systems	
	Courier-Outpatient	
	EMR Support Specialist	
	Food Service-Cafeteria Aide (Salisbury, Crisfield)	
	Food Service-Catering Associate	
	Food Service-Cook	
	Food Service-Food Production Assistant	
	Food Service-Utility Aide	
	GNA (Crisfield)	
	Mechanic-Facilities (Crisfield)	
	Medical Assistant (Salisbury, Berlin)	
	Medical Laboratory Technician II	
	Medical Technologist	
	Nursing Assistant (CNA)	
	Phlebotomy-Inpatient Technician	
	Patient Care Assistant	
	Patient Care Tech II	
	Patient Service Representative (Salisbury, Berlin)	
	Phlebotomy-Outpatient Technician	
	Phlebotomy Technician Trainee	
	Radiologic Technologist (Crisfield)	

	Representative-Billing/Collection	
	Scheduling Specialist	
	Scribe	
	Unit Secretary	
T.J. Maxx - Ocean City	Merchandise Associate Merchandise Coordinator Customer Experience Coordinator	Apply online at https://jobs.tjx.com/
Torrid - Centre at Salisbury	Sales Associate	Apply online at https://jobs.jobvite.com/torrid
Town of Ocean City	Plant Operator I Vehicle Equipment Technician II Skate Park Worker Surf Rescue Tech/Lifeguard Seasonal Maintenance Worker Boardwalk Comfort Station Attendant Museum Aide Building Maintenance Worker Concessions Supervisor Bus Driver Bus Maintenance Tech I Transportation Dispatcher Tram Driver Tram Conductor Ticket Seller Camp Horizon & Scamper Day Camp Assistant Director Camp Horizon Day Camp Counselor Scamper Camp Day Camp Counselor	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
Ulta Beauty - Salisbury, White Marlin Mall	Services Manager (Salisbury) Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/
UMES	Groundskeeper Service Worker Security Guard Clerical University Police Officer II General Assistant or Associate Public Address (PA) Announcer (General Assistant) Driver	Apply online at https://umes.peopleadmin.com/postings/search
Victoria's Secret - Centre at Salisbury	Brand Operations Manager Selling Associate	Apply online at https://www.victoriasecret.com/careers
Walgreens - Salisbury, Berlin	Customer Service Associate Pharmacy Cashier Healthcare Customer Associate Shift Lead	Apply online at https://jobs.walgreens.com/

Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cahier & Front End Services Auto Care Center	Apply online at https://careers.walmart.com/
WBOC	Editor/Studio Assistant	Apply online at http://drapermediajobs.com/
WCDC	Personal Supports Facilitator Personal Care Assistant and Transporter Residential Coordinator Art and Activity Instructor Weekend Residential Counselor Awake Over Night Residential Counselor HRIS Payroll Specialist	For detailed job descriptions, and to download and print application, go to http://wcdcservices.org/employment-opportunities/ Apply online at https://recruiting.paylocity.com/recruiting/jobs/All/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center
Wicomico County	911 Specialist (911 Call Taker and Dispatcher) Administrative Office Associate I (State's Attorney) Correctional Officer I Maintenance Technician Maintenance Worker I-Roads MEO (Motor Equipment Operator) IV-Roads Motor Equipment Operator I	Apply online at http://www.wicomicocounty.org/jobs.aspx
Wicomico Public Libraries	Branch Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Studio Technician	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County Public Schools	Head Custodian Custodian II School Bookkeeper	Apply online at https://worcesrmd.tedk12.com/hire/index.aspx
Wor-Wic Community College	Administrative Associate I Adult Education Program Intake/Assessment Coordinator Building Attendant (Night)	Apply online at https://www.schooljobs.com/careers/worwic?
YMCA - Salisbury, Pocomoke	<i>Richard A. Henson Family YMCA - Salisbury</i> Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff	Apply online at http://www.ymcashesapeake.org/employment

	<i>Lower Shore Family YMCA - Pocomoke City</i> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Stay & Play Child Watch Assistant Cleaning Staff	
Zumiez - Centre at Salisbury	Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager	Apply online at https://www.zumiez.com/jobs



Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR March 01, 2021 - March 05, 2021

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Job Order Number	Company	Position	Positions open
1325306	Town of Ocean City	Plant Operator I	1
1325300	Town of Ocean City	Museum Aide	1
1325292	Town of Ocean City	Building Maintenance Worker	1
1326887	Chesapeake Cottage LLC	Medication Tech	5
1328305	K&L Microwave, Inc.	Electronic Assembler	2
1328307	Sherwin-Williams Company	Finance- Intern	1
1326806	Sherwin-Williams Company	2021 Accelerated Development Program - Environmental Health & Safety Specialist	1
1328417	Bel-Art Products	Temporary Assembler	1
1327783	Bel-Art Products	Machine Operator 3rd Shift	1
1327289	Orkin, LLC	Home Service Inspector - Construction Sales	1
1326893	Maryland Coalition of Families	Family Peer Support - Wicomico County	1
1326218	John D. Hynes & Associates Inc.	Receptionist	1
1326450	CCBCC Inc	Delivery Merchandiser	1
1325912	Peninsula Dental Center PC	Dentist	1
1325276	Gilbane Building Company	Project Executive	1
1326846	Caleres, Inc.	Assistant Manager - Famous Footwear	1

Visit mwejobs.maryland.gov for Additional Information & Instructions to Apply

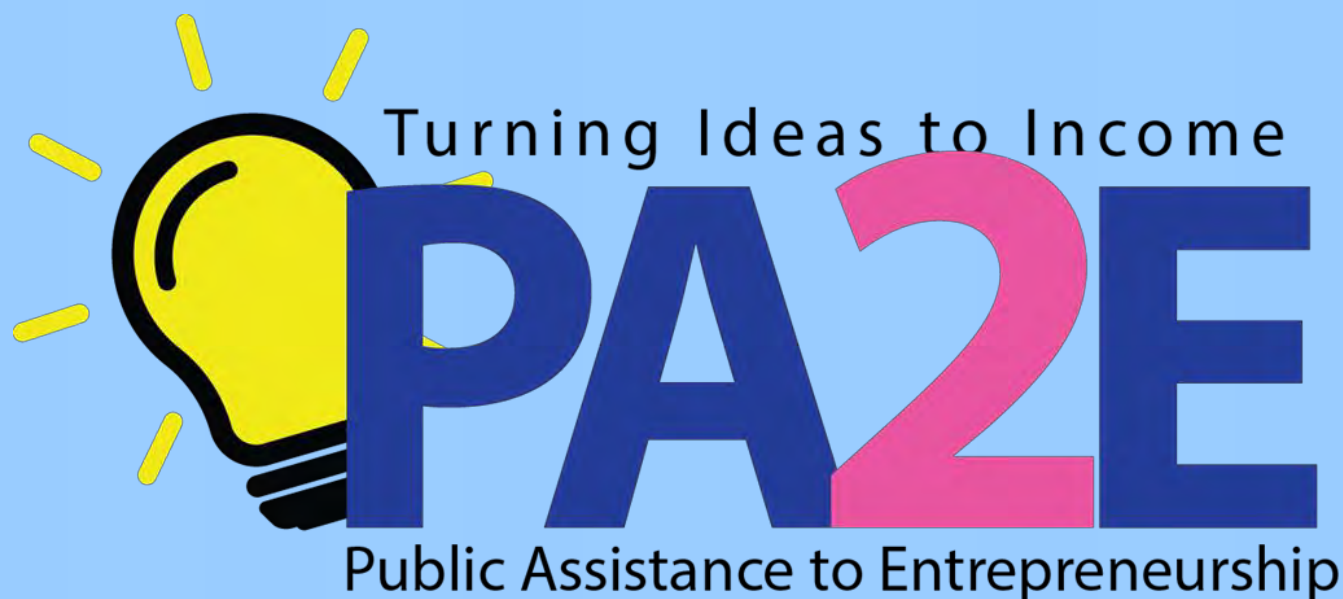
"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."



START YOUR SMALL BUSINESS

- *Are you interested in small business ownership?*
- *Do you own a small business but want help getting to the next level?*

The Maryland Department of Human Services partners with the Small Business Development Center to help entrepreneurs who are interested in learning the necessary skills for small business management.*



For more information or to apply, go to PA2E Program at <http://dhs.maryland.gov/workforce-development/public-assistance-entrepreneurship-pa2e/> or call 410-677-4323 to schedule appointment for application assistance.

Must live in Wicomico, Worcester or Somerset County AND be a current SNAP recipient.

****This program does not provide startup capital but will assist you to source for alternative funding.****

RISE

Raising. Independent. Skilled. Employees.

Workforce Development Program

Are you in need of help getting a job and maintaining it, or continuing your education?

We can help!



We Can Help You With:

- GED enrollment
- Job Skills Training
- Work Experience
- Occupational Skills Training
- Mentorship & Counseling

Eligibility:

- 16-24 years old
- Not attending school
- Lives in Worcester, Somerset, or Wicomico County



Funded By:

**LOWER SHORE
WORKFORCE ALLIANCE**



Grace Center
for Maternal and Women's Health

Contact Grace Center:

(443) 513-4124

info@gracematernalhealth.org

WORKFORCE INNOVATION AND OPPORTUNITY ACT TRAINING SERVICES



Do you need skills training to start a new career or advance in your current career?

Speak with a career counselor to see how the Lower Shore Workforce Alliance could help you reach your goals through a free CAREER TRAINING SCHOLARSHIP

WHO ARE WE?

The Lower Shore Workforce Alliance receives funding to provide Workforce Innovation and Opportunity Act Title I training services. These funds are used to pay tuition, fees, books and supportive services for individuals who receive a career training scholarship.

WHAT ARE THE STEPS TO APPLY?

- ✓ Register in MWE (mwejobs.maryland.gov/) and create a resume.
- ✓ Speak with a career counselor at the American Job Center to learn about available programs, eligibility and the enrollment process.

WHAT COURSES ARE ELIGIBLE?

Wor-Wic Community College Non-Credit Courses www.worwic.edu

Healthcare

- ⇒ Certified Nursing Assistant
- ⇒ Certified Medical Assistant

Trades

- ⇒ Basic Arc/Flux-Cored Welding
- ⇒ Metal Fabrication

Logistics

- ⇒ Class A Commercial Driver's License
- ⇒ Class B Commercial Driver's License

Other

- ⇒ Child Care Training



Wor-Wic Community College Credit Courses (1- and 2-year programs) www.worwic.edu

Healthcare

- ⇒ Chemical Dependency Counseling
- ⇒ Nursing
- ⇒ Radiologic Tech

Other

- ⇒ Business Management
- ⇒ Criminal Justice
- ⇒ Early Childhood Education
- ⇒ Hotel - Motel - Restaurant Management



Interested in other trainings?
Please visit the Maryland Eligible Training Provider list located at www.dlir.state.md.us/employment/train/



Information about the courses above can be obtained through the school website or phone number.

Don't forget to check for any admission instructions that may be required.

Lower Shore Workforce Alliance
Located at the American Job Center
31901 Tri-County Way, Salisbury, MD
(410) 341-6010 — train4jobs.org



Looking for alternatives to college?



We have training opportunities to get you employed **FAST making a living wage and without the debt of college.**

Scholarships are available for the programs listed below!

- | | |
|-------------------------------------|---------------------------|
| ⇒ Certified Medical Assistant | ⇒ Medicine Aide |
| ⇒ Certified Nursing Assistant (CNA) | ⇒ MIG/TIG and Arc Welding |
| ⇒ Child Care | ⇒ Personal Trainer |
| ⇒ Dental Assistant | ⇒ Pesticide Applicator |
| ⇒ Electrical Wiring Technician | ⇒ Pharmacy Technician |
| ⇒ EKG | ⇒ Phlebotomy Technician |
| ⇒ HVACR | ⇒ Truck and Bus Driver |
| ⇒ Medical Coding/Billing | ⇒ Veterinary Assistant |

Must be a resident of Wicomico, Worcester or Somerset County *Must be 18 years of age*

Must demonstrate financial need *Must meet certain eligibility requirements*

Get a job

Get ahead

Get a life



Contact our Continuing Education and Workforce Development Office for more information:
(p) 410.334.2815 (f) 410.334.2952 www.worwic.edu/financialassistance abrumfield@worwic.edu

Area Adult Education Providers

**** You may enroll with any program that is convenient for you no matter which Maryland county that you live in.****

Dorchester County

Chesapeake College

1000 College Circle

Wye Mills, Maryland 21679

Phone: 410-822-5400

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED Test Preparation and National External Diploma Program

Somerset County

Princess Anne One-Stop Office

30415 Mount Vernon Rd.

Princess Anne, MD 21853

Phone: 410-677-4261

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages (ESOL), and GED Preparation.

Wicomico County

Wor-Wic Community College

32000 Campus Drive

Salisbury, MD 21804

Phone: 410-334-2815

Services Provided: Adult Basic Education Classes, GED Preparation, English as a Second Language (ESL) Classes, and the National External Diploma Program

Worcester County

Worcester County Board of Education

6270 Worcester Highway

Newark, MD 21841

Phone: 410-632-5071

Services Offered Adult Basic Education (ABE) and English as a Second Language (ESL)

Need information for another county?

Maryland's providers are listed at: <http://www.dllr.state.md.us/gedmd/programs.shtml>



Worcester County Public Schools
Adult Education Programs

Adult learners seeking to earn a Maryland high school diploma (**GED®**), improve literacy and numeracy skills, or strengthen workforce skills are welcome to join any of our free classes. There are both day and evening sessions throughout the county. We also offer **ESL** Classes.

**Worcester County Public Schools
Adult Education Programs**

6270 Worcester Highway

Newark, MD 21841

410-632-5071

410-251-3326 (en español)



Funding for the Adult Education program is provided by the Maryland Department of Labor.

Call today for more information:

WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)	WCPS Adult Education 410-632-5071 410-251-3326 (en español)
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Earn Your Maryland High School Diploma

The National External Diploma Program®

You will work through online activities and with an advisor to complete your program.



Looking for a different way to earn your high school diploma? The National External Diploma Program could be right for you!

- ◆ Earn a Maryland High School Diploma
- ◆ Flexible and confidential
- ◆ Aligned with the college and career readiness standards
- ◆ Work at home, the library, or wherever you have a computer
- ◆ Complete program in 6 – 15 months

Consider NEDP's Innovative Approach

Use the skills you've gained from life and work experience to demonstrate your reading, writing and math high school level skills.

This web-based program for adults and out-of-school youth offers flexibility to earn your diploma even if you are employed full time, enrolled in job training, or have other commitments.

You will work through online activities and with an advisor to complete your program. You have multiple opportunities to demonstrate your mastery of academic skills in core subject areas.

Leonique Miles Advisor/Assessor * (443) 260-1702 * Denise Burton Advisor/Assessor



PROJECT READ

Need Help Reading?

Enroll in Project READ!

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



Want to become an Adult Literacy Coach?

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.



For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159

www.wicomicolibraries.org



LEGAL RESOURCES

Maryland Courts Self-Help Centers

410.260.1392
mdcourts.gov/selfhelp

Monday-Friday, 8:30 AM to 8:00 PM

Family Law Hotline

800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

Legal Forms Hotline

800.818.9988 (English)
877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM
Thursday: 9:00AM - 4:00PM



These organizations may assist you with free or reduced cost legal representation:

Disability Rights Maryland

800.233.7201
disabilityrightsmd.org

Legal Aid Bureau Inc.

800.444.4099
mdlab.org

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvslaw.org

Pro Bono Resource Center of Maryland, Inc.

800.396.1274
probonomd.org

Family Law Assistance

**Divorce • Domestic Violence
Custody • Adoption
Visitation • Child Support
Guardianship • Name Change**

Dorchester County Circuit Court

206 High Street
Cambridge, Maryland

Mondays, Noon to 3:30 PM

410.228.1395

Somerset County Circuit Court

11770 Somerset Avenue
Princess Anne, Maryland

Fridays, 9 AM to Noon

410.651.4618

Wicomico County Circuit Court

101 North Division Street
Salisbury, Maryland

Mondays, 9 AM to Noon

410.334.3127

Worcester County Circuit Court

1 West Market Street
Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM

410.632.5638