

the Job Journal

TIP
OF THE
WEEK

What's a Phone Screen? Here's What You Need to Know Before That "Quick Chat" With the Recruiter

So you got an email back from a job you applied to—awesome! The person who reached out is asking to schedule a phone screen. Or perhaps they're asking to schedule a "quick chat" or "brief phone call." What does this mean? Is "phone screen" just another way of saying "phone interview"? Not exactly. But it's still a great sign—it means someone has read your application and likes what they've seen so far. Here's what you need to know before your phone screening so you can move to the next round of the hiring process.

What Is a Phone Screen?

A phone screen is typically a short phone call, lasting from 15 to 30 minutes, during which you'll discuss basic qualifications for and information about a job, says Muse career coach Jennifer Smith, founder of Flourish Careers and former recruiter. Phone screens usually include straightforward questions about why you applied for the job, what your salary requirements and availability are, and whether you have some of the basic skills required to do the job.

Phone screenings are usually conducted by a recruiter or coordinator on a company's talent acquisition team after they've reviewed candidates' application materials. They're trying to further narrow down the pool for the people who will hold more comprehensive interviews and decide who to hire. "[The recruiter's] goal is to provide the hiring team with a select group of qualified candidates," Smith says.

Wait, So How Is a Phone Screen Different From a Phone Interview?

Phone interviews are typically "a more in-depth assessment of a candidate's fit and ability to do the job" than a phone screen, Smith says. Phone interviews usually last from 30 to 60 minutes and are conducted by the hiring manager—the person who will make the ultimate hiring decision and who is often the boss or department head for the position being filled—rather than a recruiter.

If you have a phone interview, you should prepare to answer more detailed interview questions that delve deeper into your experience and

how well you'd work with the current team. Often phone interviews will include behavioral questions that start with "Tell me about a time when..." in addition to or instead of the basic questions asked in phone screens.

Do All Screening Interviews Happen on the Phone?

While screening interviews are most commonly conducted over the phone, you might also be evaluated in the same way at a job fair or similar event, Smith says. "The people representing the company could potentially screen your background face-to-face as you engage with them at the job fair." So if you're attending a job fair, you should prepare much the same way you would for a phone screen. If you've been asked to do a pre-recorded digital or virtual interview, that might also be a form of a screening interview.

How Do I Prepare for My Phone Screening?

Here are some tips to help you get ready for your phone screen:

Perfect your pitch. Many interviews start with the question "Tell me about yourself," and phone screens are no exception. "This is your opportunity to sell yourself right away," Smith says. Your answer to this question should be clear and succinct and specific to this job.

Review the job description and know how your qualifications match up. Be ready to talk about how your skills and experience make you the right fit for *this* job, Smith says, and make sure you have examples to share. "A few stories about your accomplishments will make you more confident and more memorable."

Research the company. For a phone screen, you don't need to know everything about a company, their history, or every time they've ever appeared in the news, but you should "be able to speak to what they do and why you want to work there," Smith says. Take some time to review the company's website as well as their social media accounts and Muse profile if they have one.

Set up for a successful call. Make sure that your phone is charged and that you'll have a clear signal and minimal distractions wherever you plan to take the call. (If it's during the work day, you might choose to sit in your car or somewhere else where you'll have privacy.) If possible, have a copy of the resume you submitted accessible so you can see what the recruiter is referring to.

Be ready to answer the right kinds of questions. Phone screen interview questions may not be super in-depth, but you should definitely be prepared to talk about logistics—for example, availability to start and relocation—along with your professional history and your interest in this job and company. In short, know what you're looking for in your next job and why. And be ready to ask any questions you have about the role.

Take your phone screen seriously. "Even though it's a short call, it's a gatekeeper conversation to get to the next round of interviews," Smith says.

What Do I Do After My Phone Screen?

Don't forget to send a thank you email (and aim to do it within a few hours of hanging up). Sometimes people neglect to do this because they don't think a phone screen is as big a deal as another type of interview, but you really should, Smith says. "It will set you apart!" Afterward, if you don't hear back from the company in the time frame they gave you, "Don't be afraid to follow up," Smith says. "Send a quick note to check in—this will showcase your interest and persistence."

You should also take some time to think through anything you learned about the job and the company during your phone screen. Does this job still seem right for you? If something you found out was a deal breaker, it's totally OK to withdraw your application in a quick email, or even in your thank you note. After all, interviewing is a two-way street and you don't want to waste your time or anyone else's on further interviews for a job you know isn't a fit.

Borsellino, Regina. "What's a Phone Screen? Here's What You Need to Know Before That 'Quick Chat' With the Recruiter." *The Muse*, Daily Muse Inc., <https://www.themuse.com/advice/phone-screen-definition-preparation>.

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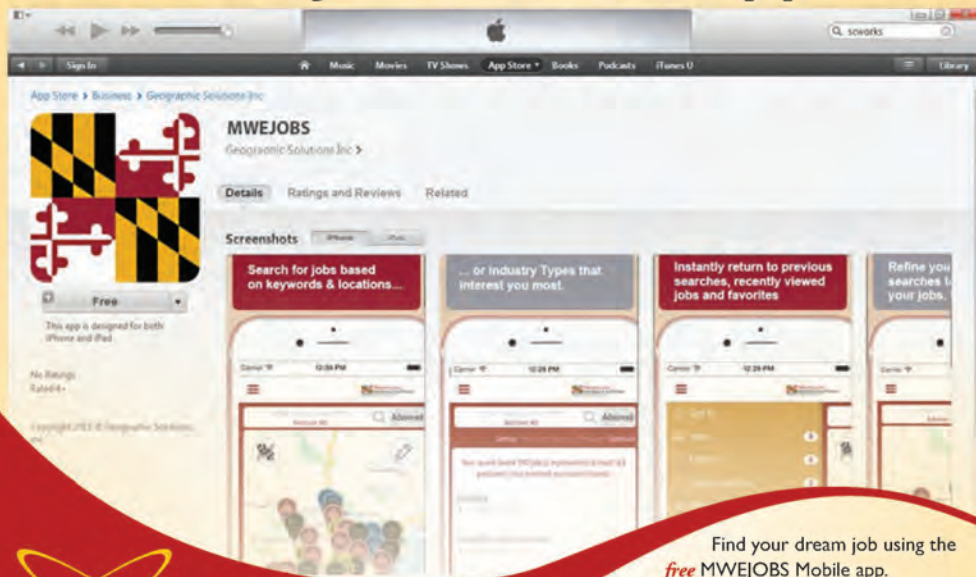
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Step 1
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Step 2
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Step 3
Schedule your one-on-one appointment (*see below for contact information*).

Step 4
Bring copies of your résumé, cover letter or other job search materials to your appointment.

Contact Us

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

Veterans Representative:
J. Zack Walker
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Reentry Navigator:
Jarrah Hall

Email:
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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.



Crisfield careers at TidalHealth

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Live virtual career open house

2:00 pm - 4:00 pm

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We have clinical and non-clinical opportunities in both our Freestanding Medical Facility/Emergency Room, Alice B. Tawes Nursing & Rehabilitation Center and Chesapeake Cove Assisted Living.

To join from the meeting link, go to
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Meeting number: 157 926 3822

Password: sMMv7UqNr86

Join by phone: 415-655-0001

Access code: 157 926 3822

or scan the QR code with your smartphone



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Crisfield, MD 21817
tidalhealth.org

OPEN AIR JOB FAIR!

Brought to you by the Town of Snow Hill, the Worcester County Chambers of Commerce, OC HMRA, and the Worcester County Department of Tourism & Economic Development.

WHEN
Wednesday, May 19, 2021
10am - 1pm

WHERE
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Wednesday May 19, 2021
(Rain Date Wed. May 26)
3:00 - 7:00pm

Oak Ridge Baptist Church Parking Lot
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Employers please email
Jobfair@orbc.net for your
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Aeropostale - Centre at Salisbury	Brand Ambassador	Apply online at https://www.aeropostale.com/aeropostale-careers/stores-corporate.html?content=footer
ALDI	Store Associate	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/
Anchorage Healthcare Center	Receptionist Culinary Aide Nursing Staff Scheduler GNA CNA Cook Maintenance Tech	Apply online at https://jobs.applioi.com/profile/communicarefamily
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Bath & Body Works - Centre at Salisbury, White Marlin Mall	Supervisor (Salisbury) Sales Associate Key Holder (White Marlin)	Apply online at https://www.bathandbodyworks.com/customer-care/careers.html
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BesTemps	Assembler (Salisbury) General Laborer (Berlin) Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Berlin) Machine Operator (Salisbury) Maintenance Technician (Various locations) Material Handler (Salisbury) Shipping and Receiving Associate (Pocomoke) Sign Installer (Salisbury) Warehouse Associate (Salisbury)	Apply online at https://www.bestemps.com/looking-for-work/
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	<p><i>Whaleyville</i> Housekeeper Guest Service Specialist Activities Supervisor Shuttle Driver Maintenance Technician</p>	
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	<i>Ongoing recruitment-West Ocean City</i> Team Member-Drive Thru or Kitchen Kitchen Manager	Apply online at https://chick-fil-a-west-ocean-city.apply-now.us/
The Children's Place - Centre at Salisbury & Ocean City Factory Outlet	Sales Associate Store Lead (Ocean City)	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 Server	For job descriptions go to https://www.chilisjobs.com/ Apply via email to chilis523@chilis.net
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Chuck E. Cheese	<i>Ongoing recruitment</i> Kitchen Cashier Server Party Host Game Room Attendant	Apply online at http://www.chuckecheesecareers.com/jobs
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City of Pocomoke	Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Code Enforcement Officer for Planning & Zoning Department Entry Level Police Officer	Apply online at https://www.cityofpocomoke.com/info/jobs
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Dollar Tree - Salisbury, Princess Anne, Berlin, Pocomoke	<i>Ongoing recruitment</i> Sales Floor Associate Customer Service Representative	Apply online at https://www.dollartree.com/careers-stores

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Piedmont Airlines	Aircraft Maintenance Planning Supervisor Airframe and Powerplant Mechanic Aircraft Dispatcher Human Resources Representative	Apply online at https://piedmont.jobs.net/jobs
Piercing Pagoda - Centre at Salisbury	Sales Associate/Key Sales Body Piercer	Apply online at https://signetjewelers.wd1.myworkdayjobs.com/signetjewelleryretailsales
Poseidon Plumbing & Home Services	Experienced Plumber Carpenter Helper <i>Must have valid driver's license and references.</i> <i>Competitive salary based on experience.</i>	Call Bevin Webster at 410-251-1096 to schedule an interview
Quality Staffing	Accounting Associate (Worcester) Accounting Associate (Somerset) Accounts Receivable Associate Alignment Tech Assembler Assembler Hybrid Assembly Line/Packer (Somerset) Bookkeeper-Accounting Associate CAD Draftsperson Certified Nursing Assistant Civil CAD Designer Compliance Clerk Customer Service Professional Dishwasher (Ocean City) Electrician (Worcester) Electronic Tech Electronics Technician Filter Assembler Filter Cavity Tech Food Production Worker (Somerset) Forklift (Worcester) Furnace Operator Groundskeeper Heavy Equipment Operator Housekeeper/Room Attendant (Worcester) Janitorial General	Apply online at https://easternshorejobs.com/

	Lead Custodian-Supervisor Line Cook (Ocean City) Master Planner Office Assistant (Worcester) Office/Retail Sales Associate Packaging Associate (Somerset) Packaging Tech Plant Manager Plant Worker & Packer (Somerset) Plater Property Maintenance Quality Control Auditor Security Systems Technician Short Order Cook (Ocean City) Special Projects Technician (Worcester) Tester- COVID-19 (Somerset)	
Red Lobster	<i>Ongoing recruitment</i> Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility	Apply online at https://www.redlobster.com/
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 Facilities/Maintenance Shift Leader Store Manager	Apply online at https://my.peoplematter.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
Safelite Auto Glass	Auto Glass Technician Trainee Seasonal Repair Specialist Customer Advocate	Apply online at https://www.safelite.com/careers
Salisbury University	Administrative Assistant I Serials and Electronic Resources Librarian Administrative Assistant II Housekeeper Assistant Food Service Assistant	Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx

Sam's Club	Maintenance Custodian Associate Member Frontline Cashier Merchandising and Stocking Associate Baker and Packager Associate Freezer, Cooler and Deli Stocker Associate Produce Associate Fresh Team Manager Member Team Lead Manager In Training Member Support Prepared Meals and Rotisserie Chicken Associate Tire & Battery Technician Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper	Apply online at https://careers.walmart.com/
Sherwin Williams - Crisfield	Operations Packaging Technician Operating Technician Manufacturing Brushmaker Operating Technician II	Apply online at https://www.sherwin-williams.com/
Shore Up - Wicomico, Worcester, Somerset	Nutrition Aide (Stockton) Bus Aide Bus Driver Secretary-Head Start/Early Head Start Child Development Associate Trainee 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 Mosquito Control Technician Transfer Station Attendant Motor Equipment Operator I Landfill Equipment Operator	Apply online at https://www.somersetmd.us/services/employment_opportunities.php
SP Industries - Pocomoke City	Logistics Manager Machine Operator Production Supervisor	Apply online at https://www.spindustries.com/employment/
Staples	Print Production Sales Supervisor Retail Sales Technology Associate Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Operations Supervisor	Apply online at https://retailcareers.staples.com/
State Of Maryland	Food Service Supervisor I (Deer's Head) Geriatric Nursing Assistant II (Deer's Head) Office Services Clerk (Wicomico) Food Service Worker (Deer's Head) Office Clerk I (Worcester) Peer Recovery Specialist I, Certified (Worcester) Lifeguard (Worcester) Commitment Records Specialist I (Westover) Patient/Client Driver (Worcester, Somerset) Correctional Officer I (Somerset)	Apply online at https://jobapscloud.com/MD/

	Seasonal Assateague State Park-86 positions available (Worcester)	
	Mosquito Control Field Technician/Field Supervisor/Field Aide (Wicomico, Worcester, Somerset)	
	<i>Ongoing recruitment</i> Direct Care Assistant I, II and Direct Care Trainee (Wicomico, Worcester, Somerset) MSP Trooper Candidate (Wicomico, Worcester, Somerset)	
Sun Communities, Inc.	<i>Castaways RV Resort:</i> Snack Bar Attendant Bartender Cafe Barista Store Clerk Resort Groundskeeper Guest Services Coordinator Resort Pool Attendant Resort Housekeeper Resort Maintenance Technician Hospitality Host Restaurant Cook	Apply online at https://careers.suncommunities.com/viewalljobs/
Sunglass Hut - Salisbury, Ocean City	Sales Associate	Apply online at https://www.lenscrafters.com/lc-us/careers
Sysco - Pocomoke	Special Delivery Driver Diesel Fleet Mechanic Technician II Warehouse Order Selector CDL A Delivery Truck Driver Will Call Selector Returns/Putaway Fleet Tech I Local Driver Trainee Outbound Selector Nightshift CDL A Local Delivery Truck Driver Trainee	Apply online at https://careers.sysco.com/
Taco Bell - Salisbury, Ocean City	<i>Ongoing recruitment</i> Crew/Team-Service Champion (Salisbury) Crew/Team-Food Champion (Salisbury) Shift Manager (Salisbury) Associate Restaurant Manager (Salisbury) Restaurant General Manager 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/
Texas Roadhouse - Fruitland	Server Line Cook	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Administrative Assistant	Apply online at https://www.tidalhealth.org/careers
	CAT Scan Technologist	
	Client Support Technician	
	Coordinator-Patient Accounts (Berlin)	

	Coordinator-Referral	
	Courier-Outpatient	
	ENDO Procedural Tech	
	Food Service-Cashier	
	Food Service-Catering Associate	
	Food Service-Cook (Salisbury, Crisfield)	
	Food Service-Food Production Assistant	
	Food Service-Utility Aide	
	GNA (Crisfield)	
	Mechanic-Facilities (Crisfield)	
	Medical Assistant (Salisbury, Crisfield)	
	Medical Technologist	
	Nursing Assistant (Salisbury, Crisfield)	
	Office Supervisor (Berlin)	
	Patient Care Assistant	
	Patient Care Technician I	
	Patient Care Tech II	
	Patient Service Representative (Salisbury, Berlin)	
	Phlebotomy -Inpatient Technician	
	Phlebotomy-Outpatient Technician (Salisbury, Crisfield, Ocean Pines)	
	Phlebotomy-Senior Outpatient Technician	
	Radiologic Technologist (Salisbury, Crisfield)	
	Receptionist-Security	
	Registrar-Emergency Admittance	
	Representative-Billing/Collection	
	Representative-Patient Account	
	Security Guard (Crisfield)	
	Specialist-Customer Service	
	Specialist-Prep/Scan	
	Surgical Technologist	
	Technician-Certified Central Processing	
	Technician-Core	
	Technician-Non-Certified Central Processing	
	Technician-Pharmacy Certified	
	Unit Secretary	
T.J. Maxx - Ocean City	Merchandise Associate Customer Experience Coordinator	Apply online at https://jobs.tjx.com/
Torrid - Centre at Salisbury	Key Holder Assistant Manager Sales Associate	Apply online at https://jobs.jobvite.com/torrid
Town of Berlin	Part-time Seasonal Public Works Position	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Property and Evidence Technician Maintenance Worker I Meter Technician Beach Tractor Operator	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/

	Beach Activities Assistant Building Maintenance Worker Vehicle Equipment Technician I Recreation Coordinator Parks Worker As Needed Administrative Support Solid Waste Worker I & II Concessions Worker Tennis Attendant Skate Park Worker Surf Rescue Tech/Lifeguard Seasonal Maintenance Worker Boardwalk Comfort Station Attendant Building Maintenance Worker Concessions Supervisor Bus Driver Bus Maintenance Tech I Transportation Dispatcher Tram Driver Tram Conductor Ticket Seller Camp Horizon Day Camp Counselor Scamper Camp Day Camp Counselor Afterschool Activities Coordinator	
Town of Snow Hill	Public Works General Laborer Water/Wastewater Operator	Apply online at https://www.snowhillmd.gov/employment.html
Ulta Beauty - Salisbury, White Marlin Mall	Prestige Beauty Advisor Retail Sales Manager (Salisbury) Services Manager (Salisbury) Beauty Advisor Hair Stylist	Apply online at https://careers.ulta.com/
UMES	Administrative Assistant I Accounting Clerk III Clerical Service Worker General Assistant or Associate	Apply online at https://umes.peopleadmin.com/postings/search
Vacasa - Ocean City	Owner Relations Manager Property Caretaker Seasonal Front Desk Specialist Seasonal Property Caretaker Seasonal Runner Housekeeping Coordinator Lead Housekeeper Seasonal Housekeeper Maintenance Technician Seasonal Maintenance Technician	Apply online at https://www.vacasa.com/careers/positions
Verizon	Retail Sales Representative	Apply online at https://www.verizon.com/about/work/

Victoria's Secret - Centre at Salisbury	Bra Fitting Expert Beauty Supervisor	Apply online at https://www.victoriassecret.com/careers
Walgreens - Salisbury, Berlin	Pharmacy Tech/Pharm Tech Apprentice (Berlin) Healthcare Customer Associate Customer Service Associate Pharmacy Cashier	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 Cashier & Front End Services Auto Care Center	Apply online at https://careers.walmart.com/
WBOC / WRDE	Traffic Coordinator Editor/Studio Assistant Master Control Operator Newscast Editor Creative Services Producer	Apply online at http://drapermediajobs.com/
WCDC	IT Support Technician Janitorial Maintenance Day Operations Manager Residential Manager Personal Supports Facilitator Personal Care Assistant and Transporter Residential Coordinator Art and Activity Instructor Weekend Residential Counselor Awake Over Night Residential Counselor	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/febFDA26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at https://www.lifeatwestmarine.com/
Wicomico County	911 Specialist (911 Call Taker and Dispatcher) Convenience Center Attendant Crew Leader I Event Coordinator-Tourism Executive Assistant Maintenance Supervisor Maintenance Worker I-Roads Motor Equipment Operator I Motor Equipment Operator IV Police Communications Specialist I Solid Waste Technician Athletic Complex Seasonal Worker Bailiff-Circuit Court Concessions Manager Concessions Staff Cook Kids Klub After School Staff Kids Klub Summer Camp Staff Maintenance/Janitorial Pemberton Nature Camp Counselor Sports Event & Services Coordinator	Apply online at http://www.wicomicocounty.org/jobs.aspx

Wicomico County Public Library	Circulation Assistant II	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Commercial Producer Media Specialist	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Emergency Communications Specialist I Emergency Communications Specialist Trainee License Permit Clerk Correctional Officer Trainee Correctional Officer-Cook Landfill Operator II Landfill Operator I Transfer Station Attendant Painter Carpenter/Maintenance Worker III Grounds Worker II Vehicle and Equipment Mechanic Road Worker II and III General Laborer/Maintenance Worker I Concession Monitor Parks Worker II Maintenance Program Monitor Swim Instructor-Temp Office Assistant IV	Apply online at https://worcesterrhr.co.worcester.md.us/
Worcester County Public Schools	Custodian II	Apply online at https://worcestermd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Swim Lesson Instructor Referee Parks Worker Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Administrative Associate I Administrative Associate II	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 Day Camp Counselor Day Camp Coordinator	Apply online at http://www.ymcachesapeake.org/employment

	<p><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 Day Camp Counselor Day Camp Coordinator</p>	
<p>Zumiez - Centre at Salisbury</p>	<p>Seasonal Sales Associate Sales Part-Time Assistant Manager Store Manager</p>	<p>Apply online at https://www.zumiez.com/jobs</p>



WE'RE GROWING!!!! - Crisfield Site

Sherwin-Williams is the largest paints and coatings company in the world. With \$15.8 billion in sales, more than 4,100 stores, and 140 manufacturing and distribution centers worldwide. Our 60,000 employees across the globe are diverse, innovative, and passionate. With a variety of rewarding and challenging opportunities, Sherwin-Williams is a great place to launch and grow a career. Sherwin-Williams has two plants worldwide that manufacture their brushes and rollers – Crisfield, MD and Portland, OR. The Crisfield, MD plant plays an integral role in the Company's continued success focusing on Operational Excellence: Safety, People, Service, Quality and Cost. Join us today!

Brushmaker – 3rd Shift \$16.41/Hour

Packer – All Shifts \$14.82/Hour

Finishing Operator – All Shifts \$15.80/Hour

XLine Operator – Night Shifts \$17.39/Hour

****Night Shifts: \$1/HR Shift Differential**

Apply on-line:

[Careers.Sherwin.com/Crisfield](https://careers.sherwin.com/Crisfield)

PRODUCTION
TEAM MEMBERS

\$14-18

per hour

WE'RE
HIRING!

at Handy Crisfield Plant

BENEFITS:

- Health Insurance
- Employee Discount

SCHEDULE

- 8 or 10-hour day shifts
- Monday - Friday

SUPPLEMENTAL PAY:

- *BONUS PAY*

How to Apply:

- 1.) Provide copy of both:
 - Valid Government Issued ID
 - Social Security Card
- 2.) Complete Application
 - Online at handyseafood.com/apply
 - In-person at Handy Crisfield Plant
101 N. 7th St. Crisfield, MD
Monday - Friday from 8AM-5PM

SCAN QR
CODE to
APPLY

handyseafood.com
410-968-1772
101 N. 7th St. Crisfield, MD

Maryland Workforce Exchange
 DEPARTMENT OF LABOR
 May 17, 2021 - May 21, 2021

**JOBS
 FOR
 THE
 WEEK**

Job Order Number	Company	Position	Positions open
1374692	Town of Ocean City	Property and Evidence Technician	1
1374697	Town of Ocean City	Maintenance Worker	1
1374705	Town of Ocean City	Meter Technician (Part-Time)	1
1374646	Nick, Inc.	Driver	1
1374654	Nick, Inc.	Administrative Assistant/ Marketing	1
1375596	Sherwin Williams	Xline Operator (Operating Technician II)	1
1376851	Shore Appliance Connection Inc.	Appliance Service Technician	2
1376861	Shore Appliance Connection Inc.	Retail Sales Representative Ocean View, DE	1
1376866	Shore Appliance Connection Inc.	Retail Sales Representative Frankford, DE	1
1376872	Shore Appliance Connection Inc.	Retail Sales Manager	1
1373961	CCBCC Inc	Logistics Operator III	1
1373529	CCBCC Inc	Logistics Operator I	1
1374704	CCBCC Inc	Merchandiser	1
1373668	Seaside Plumbing Inc	Service Plumbers	1
1374772	Pep Boys	Store Manager of Service	1
1375912	Northeast Foods	Loaders General Help - Schmidt Bakery Salisbury Depot	1
1375357	Pennsy Supply, Inc.	Plant Loader Operator	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."



MARYLAND'S *Coast* Worcester County Government is **NOW HIRING**
 WORCESTER COUNTY

Out of High School/Entry Level
Current Positions:

Emergency Services

Emergency Communications Specialist Trainee, Full-Time \$15.68/hour

Public Works

Transfer Station Attendant, Full-Time \$15.32/hour

Grounds Worker II, Full Time \$15.30/hour

General Laborer/Maintenance Worker I (without CDL), Full Time \$15.32/hour

Recreation & Parks

Swim Instructor, Part Time Temporary \$15.31/hour

Program Monitor, Part Time \$15.32/hour

Summer Camp Program Monitor, Part Time \$15.32/hour

Parks Worker, Part Time \$15.33/hour

- Full Benefit Packages for FT Employees - Member of Maryland State Retirement System - EOE/AA



Apply Online:
worcesterhr.co.worcester.md.us

Virtual Format



CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING

Goodwill and The National Retail Federation (NRF) have partnered to offer a virtual format customer service and sales training.



Learn the following skills:

- Retail Fundamentals
- Communication and Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures and more!

Where: **Virtual self-paced lessons**

Length: **1 - 2 weeks**

Contact: **443-669-5846** or digitalskills@goodwillches.org

NRF Certification exam upon completion of the training. **Internet access required.**

goodwillches.org



Serv Safe Training

Recommended for the Food and Hospitality Industries

Learn the Principles of Food Safety:

- Food Safety Regulations
- The Importance of Food Safety
- Time and Temperature Control
- Good Personal Hygiene
- Safe Food Preparation
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- HACCP (Hazard Analysis and Critical Control Points)
- Allergens

Course Info:

ONE DAY Online and Self-Paced
Learn the vocabulary and pass the assessment test and receive your certification

Requirements:

- * Complete intake form
- * VALID email address and password
- * Internet required through phone, tablet or computer

Contact:

443-669-5846
digitalskills@goodwillches.org



Earn an official certificate documenting course hours and display your certificate on your resume!

WORKFORCE INNOVATION AND OPPORTUNITY ACT CAREER AND 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 TRAINING COURSES ARE ELIGIBLE?

Please visit the Maryland Eligible Training Provider list located at www.dlr.state.md.us/employment/train/ to search for trainings by training provider, training type, geographic location or key word.



NOT SURE WHAT YOU WANT TO DO?



[My Next Move](#) is an interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers.

HOW DO I 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.



**LOWER SHORE
WORKFORCE ALLIANCE**

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



Wor-Wic Community College Free Metal Fabrication Training During Evenings: August 2021



To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot/cold, dusty & noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to stand for long periods of time
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, steel toe boots and 100% cotton long sleeve shirts) for up to 3.5 hours per day at a total cost around \$100 (Gear List will be provided)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training

Metal fabricators are in demand!

Metal fabricator training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Training Center, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. The training is free thanks to grants from the Maryland Department of Labor EARN and Maryland Energy Administration.

Courses run Monday through Friday for 14 weeks from 5:30-9:00pm. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for the free career-changing training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for Metal Fabrication Training.

The new Basic Metal Fabrication course will provide 250 hours of evening instruction and practice over 14 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, recognize and avoid potential hazards and receive OSHA trainings.

Metal fabrication students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes. Through instruction and practice, students will be able to use basic lay-out and measuring tools effectively to prepare for cutting and fit-up.

Students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Tack welding techniques and procedures will be discussed, modeled and practiced.

There will be an introduction to industry structures and processes and students will discover requirements to qualify as metal fabricators. Metal fabrication training includes 20% classroom and 80% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.



Wor-Wic Community College

Free Welding Training for eligible candidates

Projected Start Date of Next Course: June 2021

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Services, Quality Staffing Services and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu. To be considered for the training, contact Quality Staffing Services at (410) 742-2600 or visit easternshorejobs.com and apply for the Welding Training.

To Be Eligible For Consideration, Candidates Must:

- Be age 17 or older
- Have a High School Diploma or GED
- Be able to pass a pre-employment urine drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Possess good depth perception and manual dexterity
- Be able to work in extremely hot, dusty and noisy environments
- Be able to lift at least 50 lbs. unassisted
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt) at est. cost \$150-\$250)
- Maryland resident (Lower Shore preferred)
- Be job ready
- Have reliable transportation
- Be able to support themselves for the duration of the training
- Commit to attend classes, be on time, work hard and not give up!

Stick, Flux Core, MIG and TIG Welding is a 455 hour course with 5 hours of instruction per day, Monday-Friday for 18.2 weeks. The course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry.

Students will begin by developing knowledge to work safely within industry standards and recognize and avoid hazards. Through instruction, discussion, modeling and practice, students will become proficient with blueprint reading, measuring, hand and power tools, and stick/MIG/flux core/TIG set-ups, processes and clean up.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification."

Skills will be articulated verbally, in writing and by performance on quizzes, tests, a final exam and destructive bend test prior to seeking employment. Up to eight welding qualifications may be earned for structural welding.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom (20%) and shop instruction (80%).

The intent behind and expectation of the training is to obtain welding employment.

Wor-Wic Community College

Construction Academy: Free Training for eligible candidates



The construction industry on the Lower Eastern Shore needs workers!

Wor-Wic Community College is offering a "Construction Academy" training program funded by a Department of Labor EARN Maryland grant in partnership with industry representatives, Quality Staffing Services and the Lower Shore Workforce Alliance.

The next two course program runs from Sept. 2021-April 2022, one evening per week with a partial/whole day internship component. For more information, please contact Wor-Wic at (410) 334-2815, visit www.worwic.edu or email Dr. Rhonda Banks at rbanks@worwic.edu.

To be considered for this free, career-changing training, contact Quality Staffing Services at 410-742-2600 or visit EasternShoreJobs.com and apply for Carpentry Training.

To be eligible for consideration, candidates must:

- Be a Maryland resident (Lower Shore preferred)
- Have a High School Diploma or GED (Minimum age 17)
- Be able to pass a pre-employment "5 panel" drug screen
- Display hand-arm steadiness
- Display strong near-vision to see details at close range
- Be able to work in hot, cold, dusty and noisy environments
- Possess good depth perception and manual dexterity
- Be able to adjust controls with precision
- Be able to recognize and solve problems
- Be able to lift 50 lbs. unassisted
- Be able to work well with others and accept positive, constructive criticism that aids in growth
- Be able to supply and wear safety equipment (e.g. safety glasses, gloves, hearing protection)
- Be job ready
- Have reliable transportation

The "Construction Academy" is designed to prepare students with basic skills required to enter the construction industry.

Experience "hands-on" instruction on proper and safe use of hand and power tools. Focus on basic safety standards for construction. Review basic math & measurement as they relate to construction (math functions, decimal-fraction conversion and basic geometry), reading a tape measure and print reading. Review drawing plans to determine materials and fasteners needed.

Discover the importance of work ethic from the employer's perspective. Demonstrate critical thinking and problem solving skills by working through issues related to the construction industry. Focus on construction career paths and understand how a construction team works together. Topics include floor systems, wall systems, basic stair layout, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, trim (window, floor & ceiling) and cabinet installation.

Experience construction through an internship to strengthen all skills. The intent behind the "Construction Academy" is to obtain construction employment.



PHARMACY TECHNICIAN PROGRAM

Rx

Goodwill Industries of the Chesapeake, in conjunction with CVS Health and Baltimore City Community College, is proud to offer a Pharmacy Technician Program.

This 16 week program includes:

- Pharmacy Calculations
- Pharmacy Theory
- CPR Training
- Pharmacy Tech Certification Exam
- 160 Hour Clinical Externship (M-F 9am-5pm)

Eligibility Requirements

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessment, urinalysis and PPD screenings.

Students must pass all course requirements to obtain the Maryland Board Pharmacy Technician Certification.

Where: **Virtual Facilitator** (only)

When: **Monday - Thursday 9am-4pm**

Length of training program: **16 weeks**

Contact: pharmtech@goodwillches.org

IN PARTNERSHIP with



goodwillches.org

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



Contact Grace Center:

(443) 513-4124
info@gracematernalhealth.org

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: 443-669-6373
Email: adulthoodeducation@worwic.edu
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>




INTERESTED IN ADULT EDUCATION CLASSES?

*We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes
Due to COVID-19 restrictions, registration is now online.*

**ESL & ABE Virtual Summer Sessions
July 15-Sept. 15**

ESL- Daytime | ABE- Evening | Office Hours- Fridays



OPEN YOUR PHONE'S CAMERA APP AND HOLD IT ABOVE THE CIRCLE TO SIGN UP!

**Worcester County Public Schools
Adult Education Program
410-632-5071
adulthoodeducation@worcesterk12.org**

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



ESL Classes



ONLINE and IN-PERSON Options!



ABE/GED® Classes



ONLINE and IN-PERSON Options!

Intake and Class Placement Testing

TUESDAY, JUNE 22, 2021



Classes begin in September!

We will email details in early June, including the location and times of the registration session. There will be additional registration opportunities throughout the summer.

Students must be 18 years or older and a resident of Wicomico County to complete intake.

Students are placed in classes on a first-come-first- served basis.

There are no fees for intake, testing, or classes and documentation is not required.

Children under 18 are not permitted during testing.

Contact us today to reserve your spot!

Call/Text: (443) 669-6373

OR Email:

adulthoodeducation@worwic.edu

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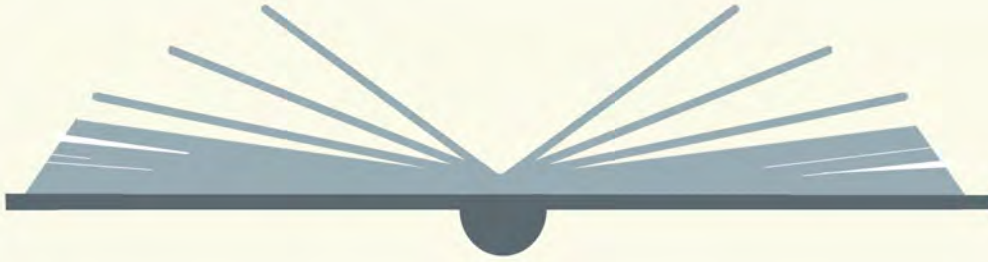
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PROJECT READ

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



Project READ is funded by the Wicomico Public Libraries in partnership with Rotary Club of Wicomico County, The United Way of the Lower Eastern Shore, and The Richard A. Henson Foundation, Inc.

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
mdlabor.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