

the Job Journal

**TIP
OF THE
WEEK**

How to Prepare for a Job Interview

Do you have a job interview on your schedule? Taking the time to prepare for an interview in advance can help you ace the interview and secure a job offer. There are a number of steps you can take before (and after) the interview to ensure that you make a terrific impression on your potential employer.

The Best Ways to Prepare for an Interview

A study from JDP reports that applicants spend up to seven hours researching the company before their interview. Many candidates (64%) also research their interviewer. Because interviewing is often stressful, 70% of those survey practice their responses out loud, and 62% prepare anecdotes to share with the interviewer.¹

Here's how to research the job and company, how to practice interview questions and answers, how to dress for the interview, how to follow up after the interview, and more interview preparation tips.

Analyze the Job

An important part of interview preparation is to take the time to analyze the job posting, if you have it. As you review the job description, consider what the company is seeking in a candidate.

Make a list of the skills, knowledge, and professional and personal qualities that are required by the employer and critical for success in the job.

Make a Match

Once you have listed the qualifications for the job, make a list

of your assets and match them to the job requirements.

Create a list of your strengths that match the job requirements. These might include skills, qualities, certifications, experiences, professional qualifications, abilities, computer skills, and knowledge bases. You can bring up some of these assets when you explain to the employer why you are an excellent fit for the job.

Also, think of examples from past work experiences that show you have these qualities. This way, if the interviewer asks you to describe a time when you demonstrated a particular skill or ability, you will be ready.

Note: Review the job requirements, your list of strengths, and your examples prior to the interview so that you're prepared to share them during the interview.

This preparation will help you be ready to answer job-specific interview questions and behavioral interview questions designed to determine if you have the knowledge, skills, and qualities needed to perform the job.

Research the Company

Before you attend a job interview, it's important to find out as much as you can about not only the job, but also the company. Company research is a critical part of interview preparation. It will help you prepare to answer interview questions about the company and to ask the interviewer questions about the company. You will also be able to find out whether the company and its culture are a good fit for you.

For a concise understanding of the company, check out the company website, specifically the "About Us" page. Get a sense of how the company compares to other organizations in the same industry by reading articles about the company in industry magazines or websites. You can also check out company reviews from clients, and from current and former employees.

Also, spend time tapping into your network to see if you know someone who can help give you an interview edge over the other candidates.

Practice Interviewing

Take the time to practice answering interview questions you will probably be asked. This will also help calm your nerves because you won't be scrambling for an answer while in the interview hot seat.

Tip: Practice interviewing with a friend or family member ahead of time, and it will be much easier when you're actually in a job interview.

Try to conduct the practice interview in the same format as the real interview. For example, if it is a phone interview, ask a friend to call you to practice answering questions over the phone. If it is a panel interview, ask a couple of friends to

-CONTINUED ON PAGE 2-

Tri-County Workforce Development Initiative
31901 Tri-County Way, Suite 110
Salisbury, Maryland 21804

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pretend to be a panel.

If you're interviewing virtually, be sure that you're comfortable with the technology, review common job interview questions and answers, and think about how you will respond, so you are prepared to answer.

Get Your Interview Clothes Ready

Don't wait until the last minute to make sure your interview clothes are ready. Have an interview outfit ready to wear at all times, so you don't have to think about what you're going to wear while you're scrambling to get ready for a job interview.

Important: Regardless of the type of job you're interviewing for, that first impression should be a great one. When dressing for an interview for a professional position, dress accordingly in business attire.

If you're applying for a job in a more casual environment, such as a store or restaurant, it's still important to be neat, tidy, and well-groomed, and to present a positive image to the employer.

It is also important to think about your makeup and accessories when dressing for an interview.

Decide What to Do With Your Hair

How you style your hair for a job interview is almost as important as the interview clothes you wear. After all, the interviewer is going to notice everything about you, including your interview attire, hairstyle, and makeup, and you only have seconds to make a great impression.

Research hairstyles for short, medium, and long hair for inspiration on what to do with your hair when you're interviewing.

What to Bring to a Job Interview

It's important to know what to bring (and what not to bring) to a job interview. Items to bring include a portfolio with extra copies of your resume, a list of references, a list of questions to ask the interviewer, and something to write on and with.

It's also important to know what *not* to bring, including your cellphone (or at least turn your phone off), a cup of coffee, gum, or anything else beyond yourself and your credentials.

Practice Interview Etiquette

Proper interview etiquette is important. Remember to greet the receptionist, your interviewer, and everyone else you meet politely, pleasantly, and enthusiastically.

During the interview:

- Watch your body language
- Shake hands firmly
- Make eye contact as you articulate your points
- Pay attention
- Be attentive
- Look interested

This is something you can work on in your practice interviews.

There are also specific etiquette tips depending on the type of interview you have, for example, a lunch or dinner interview,

a panel interview, a phone interview, or a video interview.

Tip: The more positive an impression you make, the better you'll do during the job interview.

Get Directions

If you're interviewing in-person, it's important to know ahead of time where you need to go for your job interview. That way, you'll avoid running late to the interview. Use Google Maps or a similar app to get directions if you're not sure where you are going.

Program your GPS, if you have one, so you can find the best route to the company. Check on parking, if it's likely to be an issue.

If you have the time, it's a good idea to do a practice run a day or two before the interview. That way, you'll be sure about where you are going and how long it will take to get there. Give yourself a few extra minutes and arrive a little early for the interview.

You may also want to confirm the interview time and place, just to be sure you're heading in the right direction.

Listen and Ask Questions

During a job interview, listening is just as important as answering questions. If you're not paying attention, you're not going to be able to give a good response.

It's important to listen to the interviewer, pay attention, and take time, if you need it, to compose an appropriate answer. It's also important to discuss your qualifications in a way that will impress the interviewer.

Also, be ready to engage the interviewer. You want there to be a give and take in the conversation, so you're building a relationship with the interviewer rather than just providing rote responses to questions. Have questions of your own ready to ask the interviewer.

Tip: Toward the end of the interview, let the recruiter know that you believe the job is an excellent fit and that you are highly interested.

You'll know if the interview went well if it runs longer than 30 minutes, you discuss salary, or you get an invitation to a second interview.

Follow Up With a Thank You Note

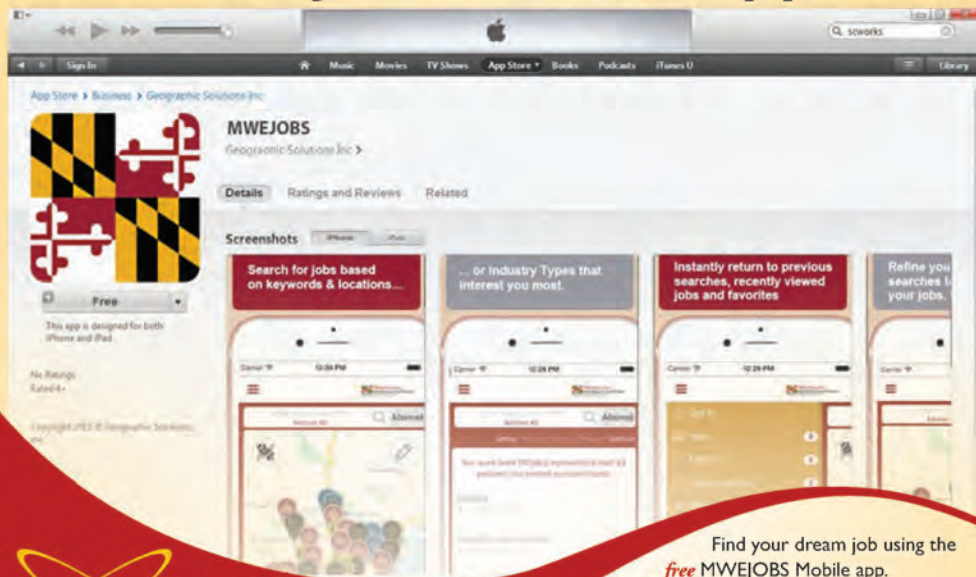
Follow up a job interview with a thank-you note or email reiterating your interest in the job.

Consider your thank-you letter as a follow-up "sales" letter. Restate why you want the job, what your qualifications are, how you might make significant contributions, and so on.

This thank-you letter is also the perfect opportunity to discuss anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well, as you would have liked. Good luck!

Doyle, Alison. "How to Prepare for a Job Interview." *The Balance Careers*, Dotdash, 14 July 2021, <https://www.thebalancecareers.com/how-to-prepare-for-a-job-interview-2061361>.

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



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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.

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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:
Jarrah 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.



Quality Staffing Services

JOB AND CAREER FAIR

Hosted by the Salisbury Area Chamber of Commerce & Lower Shore American Job Center

JOB SEEKERS

Hundreds of job openings in a wide range of industries!

The Job & Career Fair is FREE for attendees & open to the community

Resume assistance is available at event

Bring multiple copies of your resume & don't forget to dress for success!

Visit www.salisburyarea.com for more information.

Thursday October 7, 2021

3:00 - 6:00 PM

The Centre at Salisbury

2300 N. Salisbury Blvd., Salisbury, MD 21801

SPONSORSHIPS AVAILABLE!

Receive the highest level of exposure to all attending vendors and attendees with a **PREMIUM BOOTH LOCATION**, your company logo on signage, print materials, social media posts, press releases, SBYBiz and Chamber websites. See registration form for details!

BUSINESSES

Open to any business seeking employees in the Lower Shore Area

To reserve a space, contact Bill Chambers at bchambers@salisburyarea.com or call 410-749-0144.

| EMPLOYER | POSITIONS AVAILABLE | HOW TO APPLY |
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| 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.albertsonscorporation.com/careers/en/our-companies/acme.html?our-companies=Acme |
| Advance Auto Parts | <i>Salisbury</i> Store Hourly Store Driver Retail Parts Pro Driver Salesperson | Apply on line at https://www.advanceautoparts.jobs/ |
| | <i>Pocomoke</i> Store Hourly Retail Parts Pro Store Driver | |
| ALDI | <i>Salisbury</i> Store Associate | Apply online at https://careers.aldi.us/ |
| | <i>Berlin</i> Store Associate Stocker Assistant Store Manager Cashier | |
| Anchorage Healthcare Center | Cook Culinary Aide Personal Care Assistant GNA Transportation Aide/Central Supply Coordinator (GNA preferred) Nursing Staff Scheduler | Apply online at https://jobs.apploi.com/profile/communicarefamily |
| Applebee's | Bartender Sanitation Specialist Dishwasher/General Utility Server Carside To-Go Specialist Line Cook Host | Apply online at https://www.applebees.com/en/restaurant-jobs |

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| Atlantic General Hospital | CNA CT Technologist Certified Pharmacy Tech Collections Specialist Distribution Technician Emergency Department Tech Floor Care Tech Housekeeping Aide Housekeeping Supervisor Maintenance Specialist Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Payment Poster Payment Posting Supervisor Registration Specialist Secretary/Nurse Technician Surgical Tech Unit Secretary | Apply online at https://www.atlanticgeneral.org/Careers.aspx |
| Atlantic Tractor - Salisbury, Pocomoke | Management Trainee (Salisbury) Outside Service & Parts Sales (Salisbury) Precision AG Consultant (Salisbury) Diesel/Farm Equipment Technician Small Engine Mechanic | Apply online at https://www.atlantictractor.net/employment |
| Atria | Maintenance Technician Cook Receptionist Dishwasher Memory Care Caregiver Registered Medication Aide/Med Tech | Apply online at https://www.atriaseniorliving.com/careers/ |
| Barnes & Noble | Barista | Apply online at https://careers.barnesandnoble.com/retail-jobs |
| BesTemps | Administrative Assistant (Various locations) Assembler (Salisbury) Banquet Server (Ocean City) Dishwasher (Ocean City) Front Desk Employment Coordinator/Assistant Staffing Specialist (Salisbury) General Laborer (Various locations) Hospitality Worker (Ocean City) Housekeeper/Houseman (Ocean City) Industrial Maintenance Mechanic (Salisbury) Line Cook (Ocean City) Machine Operator (Salisbury) Maintenance Technician (Various locations) Material Handler (Salisbury) Office Clerk (Salisbury) Pest Control Technician (Bishopville) Production Associate (Pocomoke) Sales Associate (Salisbury) Sign Installer (Salisbury) Warehouse Associate (Salisbury) | Apply online at https://www.bestemps.com/looking-for-work/ |
| Big Lots | Freight Processing Lead Store Associate/Stocker | Apply online at https://careers.biglots.com/ |

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| Blue Water | <i>Berlin</i> Housekeeper Guest Service Specialist Groundskeeper | Apply online at https://bwdc.com/ |
| | <i>Ocean City</i> Laundry Attendant Housekeeper Houseman Accounting Clerk Front Desk Agent | |
| | <i>Whaleyville</i> Activities Assistant Housekeeper | |
| 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 | Shoe Sales Associate Department Manager Sales Assistant Courtesy Desk Associate Loss Prevention Detective | Apply online at https://www.boscovs.com/ |
| Burlington | Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor | Apply online at https://burlingtonstores.jobs/ |
| Carrabba's Italian Grill - Ocean City | Kitchen Manager Assistant Kitchen/Culinary Manager <i>Ongoing recruitment</i> Prep Cook Restaurant Busser Dishwasher Server To-Go Specialist Host Bartender | Apply online at https://www.carrabbas.com/careers |
| Chesapeake Shipbuilding | <i>Ongoing recruitment</i> Pipe Fitter/Plumber Fabricator/Ship Fitter Carpenter Electrician Welder Painter | Apply online at https://www.chesapeakeshipbuilding.com/careers |
| Chesapeake Utilities | Delivery Driver (Salisbury) Line Locator I (Salisbury) Gas Operations Supervisor-Metering (Salisbury) Service Technician (Pocomoke) | Apply online at https://chpk.com/our-culture/careers/ |

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| 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 |
| Chipotle Mexican Grill - Salisbury, West Ocean City | <i>Ongoing recruitment</i> Restaurant Team Member - Crew | Apply online at https://jobs.chipotle.com/ |
| City of Fruitland | Public Works Maintenance Worker I Utilities Technician I | Apply online at https://www.cityoffruitland.com/how_do_i_apply_for_obtain/employment.php |
| City of Pocomoke | Water/Wastewater Lead Operator Public Works General Laborer Police Communications Operator Entry Level Police Officer | Apply online at https://www.cityofpocomoke.com/info/jobs |
| City of Salisbury | Utility Tech I, II or III Motor Equipment Operator II-Sanitation Water Plant Operator I Waste Water Treatment Operator I Operations Support Staff Trolley Bus Driver Zoo Educator Revenue Supervisor Field Ops Technician Crew Leader Streets Supervisor Asset Management & Facilities Specialist Community Program Coordinator Administrative Assistant I Signal and Lighting Tech Field Ops Technician Housing Code Enforcement Officer I Firefighter/EMT 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 (CNA) Certified Medication Technician | Apply online at https://coastalhospice.org/careers/ |
| Cobb - Pocomoke, Princess Anne | Poultry Farm Crew (Pocomoke) Poultry House Worker Night Shift Hatchery Monitor (Pocomoke) | Apply online at https://www.cobb-vantress.com/en_US/careers/ |
| Coca-Cola Consolidated | Delivery Merchandiser Trainee Merchandiser Cashier | Apply online at https://cokeconsolidated.jobs.net/ |
| 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 |

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| Corizon Health | CNA Phlebotomist Administrative Assistant Clerk Specialty Clinic Infection Control Clerk | Apply online at https://www.corizonjobs.com/ |
| Crothall Healthcare | Laundry Service Housekeeper | Apply online at https://www.crothall.com/careers/all |
| CVS | Shift Supervisor Management Trainee Pharmacy Technician Retail Store Associate General Manager | Apply online at https://www.cvs.com/ |
| Delaware Elevator | Drilling Helper IT Support Technician General Laborer Welder Marine Sales Representative Administrative Assistant | Apply online at https://delawareelevator.com/about/careers/job-opportunities/ |
| Dick's Sporting Goods - Centre at Salisbury | Retail Cashier Retail Sales Associate | Apply online at https://www.dickssportinggoods.jobs/ |
| Dove Pointe | Behavior Specialist Weekend Aide Job Coach Residential Program Coordinator Medical Transport Driver Maintenance Floor Tech Aide Instructor Driver House Counselor Mentor Maintenance Tech Children's Program Aide | Apply online at https://www.dovepointe.org/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 |
| Encompass Health | Nutrition Service Aide Rehab Therapy Tech Rehab Nursing Tech I Physical Therapy Assistant | Apply online at https://www.encompasshealth.com/careers |
| Exelon Corp | Building Servs Tech 1/C NS NERC | Apply online at https://jobs.exeloncorp.com/search/jobs |
| Express Employment Professionals | Industrial Painter Cleaner General Laborer | Apply online at https://www.expresspros.com/ |
| Five Guys - Salisbury, Ocean City | Crew Member Shift Leader Shift Manager Assistant Restaurant Manager | Apply online at https://www.joinfiveguys.com/ |

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| Food Lion | <p><i>Nanticoke Road (Salisbury)</i> Produce Associate Center Store (Grocery) Associate Center Store (Grocery) Lead Quality Assurance Associate Deli Bakery Associate Sales Associate (Cashier)</p> <p><i>Snow Hill Road (Salisbury)</i> Customer Service Leader-Office Assistant Sales Associate (Cashier) Customer Lead Perishable Associate Evening Manager Deli Bakery Associate</p> <p><i>Tilghman Road (Salisbury)</i> Center Store (Grocery) Associate Frozen Food/Dairy Associate Perishable Associate Quality Assurance Associate Sales Associate (Cashier)</p> <p><i>Fruitland</i> Frozen Food/Dairy Associate Retail Pricing Coordinator Center Store (Grocery) Associate Produce Associate Quality Assurance Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant To Go Associate</p> <p><i>Princess Anne</i> Produce Associate Customer Service Leader-Office Assistant Perishable Associate Customer Lead Sales Associate (Cashier)</p> <p><i>Berlin</i> To Go Associate</p> <p><i>Ocean City</i> Center Store (Grocery) Associate Customer Service Associate Specialty Merchandise Associate</p> <p><i>Ocean Pines</i> Produce Associate Deli Bakery Associate Sales Associate (Cashier) Customer Service Leader-Office Assistant Center Store (Grocery) Lead Specialty Merchandise Associate</p> | Apply online at https://www.foodlion.com/ |
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| | <p><i>West Ocean City</i> Center Store (Grocery) Manager Deli Bakery Associate Produce Associate Center Store (Grocery) Associate Perishable Associate To Go Lead Replenishment Manager Sales Associate (Cashier)</p> | |
| Genesis Health Care | <p>Nurse Aide Training Aide-Geriatric Nurse Guest Services Specialist Housekeeper Scheduler Cook Laundry Aide Certified Medicine Aide Dietary Aide Receptionist Driver Senior Maintenance Director</p> | Apply online at https://www.genesiscareers.jobs/main/ |
| The Green Turtle - Salisbury | <p><i>Ongoing recruitment</i> Bartender Cook Dishwasher Host Server</p> | Apply online at https://thegreenturtle.com |
| Harbor Freight & Tools - Salisbury, Pocomoke | <p>Retail Sales Associate Retail Stocking Associate Retail Stocking Supervisor Retail Sales Supervisor (Salisbury)</p> | Apply online at https://harborfreightjobs.com/ |
| Harrison Senior Living (Snow Hill) & John B. Parsons Community (Salisbury) | <p>Certified Medication Technician (Salisbury) Housekeeper (Snow Hill) Driver/Maintenance (Snow Hill) Dietary Aide (Snow Hill) Certified Geriatric Nursing Assistant (Snow Hill)</p> | Apply online at https://harrisonseniorliving.com/careers |
| Holt Food and Paper Company | <p>Day Warehouse Receiver/Stocker Daytime Order Selector Night Warehouse Order Selector</p> | Apply online at http://holtpaper.com/About-Us/Careers |
| Home Depot (Salisbury, Berlin) | <p><i>Ongoing recruitment</i> Designer-Kitchen/Bath Asset Protection Specialist Deliveries/Driver Merchandising Freight/Receiving Store Support Cashier Department Supervisor Customer Service/Sales Lot Associate Measurement Specialist, Flooring (Ocean City)</p> | Apply online at https://careers.homedepot.com/ |
| HomeGoods - Salisbury, Ocean City | <p>Retail-part-time (Ocean City) Assistant Store Manager (Ocean City)</p> | Apply online at https://jobs.tjx.com/ |

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| LensCrafters | Sales Associate | Apply online at https://www.lenscrafters.com/lc-us/careers |
| Longhorn Steakhouse | Dishwasher To Go Specialist Host Server Line Cook Bartender | Apply online at https://jobs.longhornsteakhouse.com/locations/locations |
| Lowe's - Salisbury, Pocomoke | <i>Salisbury</i> Fulfillment Team Lead Retail Associate Receiver Stocker Overnight Customer Service Associate Night Operations Department Supervisor Customer Service Associate/Loader Merchandising Service Associate Sales Associate Fulfillment Associate Cashier <i>Pocomoke:</i> Sales Associate Specialty ASM Delivery Coordinator Cashier Retail Associate Receiver Stocker Merchandising Service Associate | Apply online at https://jobs.lowes.com/ |
| Lower Shore Clinic, Inc. & Go-Getters, Inc. | Housekeeper | Apply online at https://www.lowershoreclinic.org/careers |
| Marshall's - Salisbury, Ocean City | Merchandise Associate Customer Experience Coordinator (Ocean City) Merchandise Coordinator (Ocean City) | Apply online at https://jobs.tjx.com/ |
| Ocean Pines Association | Swim Instructor Server & Cart Attendant Golf Maintenance Laborer General Laborer Aquatics 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 | Freight Flow Supervisor Customer Service Associate Sales Associate | Apply online at https://www.ollies.us/careers/ |

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| 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 | Manager Night Baker Associate | 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 | General Service Technician Technician B Assistant Service Manager Store Manager of Service Customer Service Advisor | Apply online at https://careers.pepboys.com/ |
| Pepsi | Warehouse Supervisor Beverage Equipment Trainee Fountain Install Technician Swing Merchandiser Bulk Driver Forklift Operator/Loader | Apply online at http://www.pepsibottlingventures.com/job |
| Perdue Farms - Salisbury | Dapec Machine Operator Edible Oil Refinery Operator Edible Oil Refinery Supervisor Electric Mechanical Maintenance Mechanic Electrician-Electronic Tech Facilities Coordinator Food Safety/Quality Assurance Technician Food Safety/Quality Lead Grain Crew Leader Grain Operator Maintenance Mechanic Micro Health Services Tech Oil Driver Production Associate Production Associate-Line Lead Second Processing Mentor Sensory Technician Soy Crush Operator Soy Crushing Crew Leader Waste Water Technician | Apply online at https://www.perduecareers.com/ |
| Piedmont | Airline Customer Service Agent | Apply online at https://piedmont.jobs.net/ |
| Plymouth Tube | Maintenance Technician I IC Technician Maintenance Manager Machine Operator | Apply online at https://us60.dayforcehcm.com/CandidatePortal/en-US/Plymouth |

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| Quality Staffing | <p><i>Wicomico</i></p> <p>Heavy General Labor Electronic Assembler Landscaper CNA Clerical Staff Assembler Executive Administrative Assistant Alignment Technician Material Kitting-Assembler Machine Operator Plating Tech Maintenance Mechanic Maintenance Technician Forestry Heavy Equipment Operator Administrative Assistant Restaurant Staff Property Maintenance Technician Janitorial Porter Plater Lead Custodian-Supervisor Security Systems Technician</p> <hr/> <p><i>Worcester</i></p> <p>Scale House Attendant Lab Technician Administrative Assistant/Guest Services Berlin Production Worker Pocomoke Heavy General Laborer Lab Tech Assistant Fabrication & Installation Technician I Sales Representative Electrician Housekeeper/Room Attendant Short Order Cook Line Cook Shipping-Receiving Clerk Dishwasher Forklift</p> <hr/> <p><i>Somerset</i></p> <p>RF Assembler Filter Assembler Filter Technician Senior Technician Plant Worker & Packer Packaging Associate Food Production Worker Assembly Line/Packer</p> | Apply online at https://easternshorejobs.com/ |
| Red Lobster | <p><i>Ongoing recruitment</i></p> <p>Line Cook Server Assistant/Busser/Host Bartender Server Prep Cook Dishwasher/Utility</p> | Apply online at https://www.redlobster.com/ |

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| <p>Royal Farms - Salisbury, Fruitland, Princess Anne, Berlin, Ocean City <i>Available positions vary by location</i></p> | <p><i>Ongoing recruitment</i> Assistant Store Manager Customer Service Associate Customer Service Leader Kitchen Manager Facilities/Maintenance Shift Leader Store Manager</p> | <p>Apply online at https://my.peoplematter.com/mja/royalfarms/JobApp/GetBusinessUnits</p> |
| <p>Ruby Tuesday - Fruitland & Pocomoke</p> | <p><i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Cook</p> | <p>Apply online at https://www.rubytuesday.com/careers</p> |
| <p>Safelite Auto Glass</p> | <p>Auto Glass Technician Trainee</p> | <p>Apply online at https://www.safelite.com/careers</p> |
| <p>Salisbury University</p> | <p>Secretary Maintenance Mechanic Sr. Accounting Clerk III Administrative Assistant I Postal Services Supervisor Housekeeper Assistant Catering Assistant Coffee Shop Barista Food Service Assistant</p> | <p>Apply online at https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/index.aspx</p> |
| <p>Sam's Club</p> | <p>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 Tbc Tire Tech Member Support Prepared Meals and Rotisserie Chicken Associate Tire & Battery Technician Member Assist Cart Attendant Cafe Associate Meat Cutter and Wrapper Pharmacy Technician Certified Member Specialist</p> | <p>Apply online at https://careers.walmart.com/</p> |
| <p>Sherwin Williams - Crisfield</p> | <p>XLine Operator Operations Technician Maintenance Mechanic</p> | <p>Apply online at https://www.sherwin-williams.com/</p> |

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| Shore Up - Wicomico, Worcester, Somerset | Administrative Assistant Human Resources Assistant Receptionist/Intake Worker Teacher II Child Development Associate Trainee Certified Nursing Assistant Nutrition Aide (Stockton) Bus Aide Bus Driver Teacher I Custodian Teacher's Aide | Download application at https://shoreup.org/employment/join-our-team/ and email to humanresources@shoreup.org |
| Somerset County | Correctional Officer Emergency Communications Specialist Cook/Counter Person Groundskeeper Automotive Mechanic Transfer Station Attendant II | Apply online at https://www.somersetmd.us/services/employment_opportunities.php |
| SP Industries - Pocomoke City | Picker/Packer | Apply online at https://www.spindustries.com/employment/ |
| Staples | Retail Sales Print Supervisor Retail Sales Technology Associate Retail Sales 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 II (Wicomico) DJS Resident Advisor Trainee (Wicomico) Correctional Maintenance Officer I (Somerset) Correctional Officer II (Somerset) | Apply online at https://jobapscloud.com/MD/ |
| Sun Communities, Inc. | Guest Services Coordinator Resort Maintenance Technician | 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 | Fleet Maintenance Manager CDL A Local Delivery Truck Driver Diesel Fleet Mechanic Technician II Warehouse Order Selector Diesel Fleet Mechanic Master Technician III CDL A Local Delivery Truck Driver Trainee | Apply online at https://careers.sysco.com/ |
| Target | <i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant; Cashier-General Merchandise, Inbound) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage) | Apply online at https://jobs.target.com/ |
| Taylor Bank - Berlin | Customer Service Associate | Apply online at https://www.taylorbank.com/careers/join-our-team/ |

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| Texas Roadhouse - Fruitland | Host To Go Dishwasher Line Cook Server | Apply online at https://careers.texasroadhouse.com/ |
| Tidal Health | CAT Scan Technologist | Apply online at https://www.tidalhealth.org/careers |
| | Console Operator | |
| | Coordinator-Information-Laboratory | |
| | Coordinator-Inventory Control | |
| | Coordinator-Referral | |
| | Courier | |
| | ENDO Procedural Tech | |
| | Food Service-Cafeteria Aide (Crisfield) | |
| | Food Service-Cashier | |
| | Food Service-Catering Associate | |
| | Food Service-Cook (Salisbury, Crisfield) | |
| | Food Service-Food Production Assistant | |
| | Food Service-Utility Aide | |
| | GNA (Crisfield) | |
| | Medical Assistant (Salisbury, Berlin) | |
| | Medical Transcriptionist | |
| | Monitor Technician | |
| | Nursing Assistant | |
| | Patient Aide | |
| | Patient Care Assistant | |
| | Patient Care Tech II | |
| | Patient Care Technician I | |
| | Patient Service Representative (Salisbury, Berlin) | |
| | Phlebotomy Technician (Salisbury, Berlin) | |
| | Registrar | |
| | Representative-Billing/Collection | |
| Representative-Patient Account | | |
| Scheduler | | |
| Scribe | | |
| Specialist-Process & Data | | |
| Supervisor-Food Service | | |
| Technician-Pharmacy Certified | | |
| Unit Secretary | | |
| TJ Maxx - Ocean City | Merchandise Coordinator Jewelry Associate | Apply online at https://jobs.tjx.com/ |
| Town of Berlin | Police Officer | Apply online at https://berlinmd.gov/employment/ |
| Town of Ocean City | Plumbing Inspector | Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/ |
| | Plant Operator I | |
| | Vehicle Equipment Technician I | |
| | Afterschool Activities Assistant | |
| | Afterschool Activities Coordinator | |
| Greenkeeper | | |

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| | Casual Labor | |
| | Seasonal Maintenance Worker | |
| | Temporary Parks Worker | |
| | Retention & Recruitment Coordinator | |
| | Bus Driver | |
| | Solid Waste Worker I & II | |
| | Building Maintenance Worker | |
| | Vehicle Equipment Technician I | |
| | Concessions Worker | |
| | Boardwalk Comfort Station Attendant | |
| | Concessions Supervisor | |
| | Bus Maintenance Tech I | |
| | Tram Driver | |
| | Tram Conductor | |
| Town of Snow Hill | Public Works General Laborer Water/Wastewater Operator | Apply online at https://www.snowhillmd.gov/employment.html |
| Tri-County Council for the Lower Eastern Shore of Maryland | Youth Program Coordinator Landscape & General Maintenance Laborer Auto Mechanic Personnel Coordinator AJC Navigator | Apply online at https://tcclesmd.org/human-resources/ |
| Ulta Beauty - Salisbury, White Marlin Mall | Prestige Beauty Advisor Services Manager Beauty Advisor Hair Stylist | Apply online at https://careers.ulta.com/ |
| UMES | Electrician High Voltage Executive Administrative Assistant I Administrative Assistant I | Apply online at https://umes.peopleadmin.com/postings/search |
| Vacasa - Ocean City | Home Operations Supervisor Front Desk Specialist Guest Services Manager Rental Accounting Coordinator Maintenance Coordinator Maintenance Technician | Apply online at https://www.vacasa.com/careers/positions |
| Verizon | Retail Sales Representative | Apply online at https://www.verizon.com/about/work/ |
| 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 | Apply online at http://drapermediajobs.com/ |

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| WCDC | Ceramics and Pottery Instructor Scheduling Coordinator Janitorial Maintenance Residential Manager Personal Supports Facilitator Personal Care Assistant and Transporter 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/febfa26-4102-46cf-b4be-5f1ddb2c56e2/Worcester-County-Developmental-Center |
| West Marine - Ocean City | Assistant Manager Cashier Sales Associate | Apply online at http://www.lifeatwestmarine.com/ |
| Wicomico County | 911 Specialist (911 Call Taker and Dispatcher) Administrative Office Associate II Administrative Office Supervisor Correctional Officer I Human Resources Benefits Specialist Maintenance Technician Motor Equipment Operator I Parks Facility Worker I Police Communications Specialist I Records Assistant I Records Assistant II Athletic Complex Seasonal Worker Bailiff-Circuit Court Box Office Employee Concessions Manager Concessions Staff Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Ferry Operator Kids Klub After School Staff Maintenance Technician Maintenance/Janitorial Mosquito Control Technician Mower Operator Weed (Lead) Control Coordinator | Apply online at http://www.wicomicocounty.org/jobs.aspx |
| Wicomico County Public Schools | Instructional Assistant/Campus Patrol Human Resources Associate I Office Associate III School Clerical Position Substitute Transportation Position Contractual Custodian Contractual Food Service Worker | Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx |
| Wicomico Public Library | Circulation Assistant | Apply online at http://www.wicomicolibraries.org/employment |
| WMDT | Commercial Producer General Sales Manager Media Specialist | Apply online at https://www.wmdt.com/about-us/job-openings/ |

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| Worcester County | Emergency Communications Specialist I Emergency Communications Specialist Trainee 911 Call Taker Correctional Officer-Cook Correctional Officer Trainee Landfill Operator I Transfer Station Attendant Landfill Operator II Maintenance Supervisor Road Worker II and III General Laborer/Maintenance Worker I Animal Control Officer | Apply online at https://worcesterhr.co.worcester.md.us/ |
| Worcester County Public Schools | Educational Assistant Bus or Van Driver | Apply online at https://worcestermd.tedk12.com/hire/index.aspx |
| Worcester County Recreation and Parks | Referee Program Monitor Gym Monitor Concession Monitor | Apply online at https://worcesterrecandparks.org/about-us/employment |
| Wor-Wic Community College | Child Care Aide | Apply online at https://www.schooljobs.com/careers/worwic? |
| YMCA - Salisbury, Pocomoke | <i>Richard A. Henson Family YMCA - Salisbury</i> Early Learning Teacher 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 |
| | <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 | |



Now Hiring



For more information, call 410-749-1666

Maintenance Technician I J.O. 1437278

IC Maintenance Technician J.O. 1437284

Value Stream Leader - 2nd Shift J.O. 1437287

Maintenance Manager J.O. 1437290

Plant Manager (Operations) J.O. 1437293

Machine Operator - 2nd Shift J.O. 1437297

"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."



Where to find career opportunities?

www.mwejobs.maryland.gov



Serving Somerset, Wicomico and Worcester Counties

31901 Tri-County Way
Suite 111
Salisbury, MD 21804
www.lowershoreajc.org
(410) 341-6515

M-F 8am - 430pm



Christina Williams

Veteran Employment Rep.

410-546-6821 (office)

443-955-9147 (cell)



Now Hiring



Vernon Powell Shoe Co. is always looking for friendly and outgoing Associates to join our team!

For more info please call 410-749-4561

Key Holder (Salisbury) J.O. 1436577

Sales Associate (Salisbury) J.O. 1436585

"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."



Where to find career opportunities?

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443-955-9147 (cell)

Maryland
DEPARTMENT OF LABOR
RECRUITMENT



Where to find additional career opportunities?
www.mwejobs.maryland.gov



Lower Skills
AmericanJobCenter
Serving Somerset, Wicomico and Worcester Counties

Somerset, Wicomico, and Worcester Counties
31901 Tri-County Way,
Suite 111
Salisbury, MD 21804
M & F 8am to 4pm
Resource Lab: until 3:45pm



Walmart in Berlin, MD is looking for you!

- Deli/Bakery, \$17.00/hr
- Home/Entertainment, \$15.00/hr
- Stocking 2nd shift, \$17.00/hr

To view more open positions and see available shifts, reference **Job Order # 1438018** in the Maryland Workforce Exchange.

To apply, visit walmartcareers.com and take the assessment. Applications are reviewed daily – we will call you to take the next step if you are selected. Please note: All jobs require a background check.

[f/MarylandLabor](https://www.facebook.com/MarylandLabor) [@MD_Labor](https://twitter.com/MD_Labor)



Maryland **Maryland Workforce Exchange**
DEPARTMENT OF LABOR September 20, 2021 - September 24, 2021

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| Job Order Number | Company | Position | Positions open |
|------------------|---|---|----------------|
| 1436135 | Taxi Taxi | Taxi Driver | 1 |
| 1436190 | Goodwill Industries of The Chesapeake Inc | Sales Associate (Salisbury) | 1 |
| 1436442 | Sherwin-Williams Company | Operations Packaging Technician | 1 |
| 1434990 | Pepsi Bottling Ventures | Warehouse Supervisor I | 1 |
| 1436714 | Spartech Intermediate Holdings LLC | Maintenance Technician | 1 |
| 1436827 | Imperial Parking (U.S.), LLC | Parking Attendant | 1 |
| 1435645 | K&L Microwave, Inc. | Manufacturing Engineer | 1 |
| 1435099 | Zoll Laboratory Services LLC | Territory Manager - LifeVest (Ocean City) | 1 |
| 1434500 | Town of Ocean City | Internal Auditor | 1 |
| 1434512 | Town of Ocean City | Plumbing Inspector | 1 |
| 1434579 | Salisbury University | Administrative Assistant I | 1 |
| 1436179 | Salisbury University | Maintenance Mechanic Sr. | 1 |
| 1434954 | Orkin, LLC | Home Service Technician (Will Train) | 1 |
| 1436189 | Orkin, LLC | Casual Labor Technician | 1 |
| 1436181 | Orkin, LLC | General Manager (Sales & Service) | 1 |
| 1434956 | Orkin, LLC | Customer Relations Specialist (Part-Time) | 1 |

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

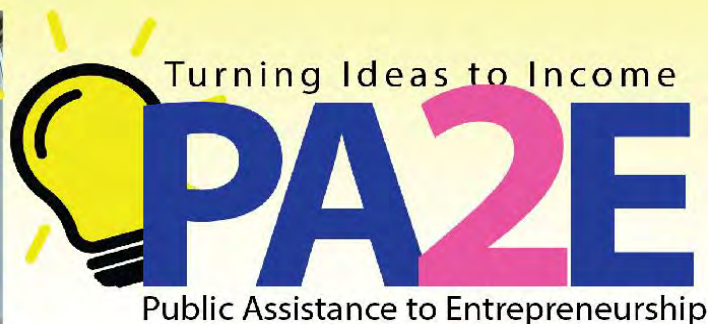
"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please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



MARYLAND JOBS NOW
A proud partner of the American Job Center network



- Do you want to start your own business?
- Are you receiving SNAP benefits from DHS?
- If so, apply here for our entrepreneurship classes.
www.dhs.maryland.gov/applyPA2E



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 Department of Human Services, Family Investment Administration in partnership with the Small Business Development Center is looking for entrepreneurs who are interested in learning the necessary skills for small business management.

If you are receiving TCA and/or **SNAP/Food Supplement Program assistance (Food Stamps)**, the Maryland State government may be able provide information to help get your business off the ground. Classes may be held online and/or in person. The **Public Assistance to Entrepreneurship Program** will:

1. Offer a series of complementary business classes online designed to help participants draft a business plan.
2. Provide information on credit restoration.
3. Educate participants on how to find appropriate financing for their small business venture.

This program does not provide startup capital but will assist you to source for alternative funding. Access to a computer or other electronic internet access may be required.

Call 410-677-4349 to get more information or go online to PA2E Program to submit an application: www.dhs.maryland.gov/applyPA2E

PHARMACY TECHNICIAN PROGRAM



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)

Where: **Virtual Facilitator** (*only*)

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

Length of training program: **16 weeks**

Contact: pharmtech@goodwillches.org

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.

IN PARTNERSHIP with

goodwillches.org



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



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

Contact:

443-669-5846
digitalskills@goodwillches.org

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: M-F 5:30-9pm-Oct 2021-Feb 2022



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: November 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.



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



YOUR VISION, OUR MISSION



Telamon Corporation Young Adult Career & Education Program



David Noonan
Call (443) 397-2767
or email dnoonan@telamon.org
31901 Tri-County Way, Suite 112
Salisbury, MD 21804

www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids available upon request. Funding sources and amount available upon request.

Are you 18 to 24 years old and want to get back into school? Continue your education? Or interested in starting a career?

If so... Let's talk.

A proud partner of the
americanjobcenter
network



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

ONLINE
AND
IN-PERSON CLASS
OPTIONS!

English for Speakers of Other Languages/ ESL Classes

Steps to Enroll into Classes:

1. Watch the Orientation Video
<https://youtu.be/ItEFyzV3q0s>



2. Complete the Application
<https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulteducation@worwic.edu to schedule an appointment and Complete Testing

The program serves adults who are at least 18 yearsold and residents of Wicomico Co., Maryland. (Some exceptions apply.)

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

Intake, testing, and classes are free, and documentation is not required.

For more Information: Call/Text, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

OPCIONES DE
CLASES
VIRTUALES Y
PRESENCIALES

Clases de Inglés / ESL Classes

Pasos para Inscribirse en Clases:

1. Escuchar el Video de Orientación en Español:
https://youtu.be/Rr_haUT5e0

2. Completar la Solicitud
<https://forms.office.com/r/gc5wgX4Wjn>
3. Envíe un correo electrónico a adulteducation@worwic.edu para programar una cita y completar las pruebas

El programa atiende a adultos que tienen al menos 18 años de edad y residentes de Wicomico Co., Maryland. (Se aplican algunas excepciones).

Los estudiantes son colocados en clases, después de completar las pruebas de ubicación de clases, por orden de llegada.

La admisión, las pruebas y las clases son gratuitas y no se requiere documentación.

Para obtener más información: llame /mensaje de texto, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

FREE

OPSYON
VITYÈL AK
NAN KLAS
MOUN

Klas Angle / ESL Classes

Etap pou Enskri nan Klas yo:

1. Tande videyo oryantasyon an Kreyòl:
https://youtu.be/8wh90VC_y4

2. Ranpli Aplikasyon an
<https://forms.office.com/r/gc5wgX4Wjn>
3. Imèl adulteducation@worwic.edu pou pran yon randevou ak ranpli tès plasman klas la

- Pwogram nan sèvi granmoun ki gen omwen 18 an ak rezidan nan distrik de Wicomico, Maryland. (Gen kèk eksepsyon ki aplike.)

Yo mete elèv yo nan klas yo, apre yo fin fè tès plasman klas yo, sou baz premye vini, premye sèvi.

Konsomasyon, tès, ak klas yo gratis epi dokiman pa obligatwa.

Pou plis enfòmasyon: Rele / Tèks, (443) 669-6373



WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

There are TWO ways to earn a Maryland High School Diploma: Completing the National External Diploma Program® OR Passing the Official GED® Test!

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can enroll clients from Worcester and Somerset Co.



The NEDP® can enroll clients residing in Wicomico, Somerset, and Worcester Counties. The NEDP® is a computer-based portfolio, which is accessed online. There is a \$150 fee to enroll into the program, which is paid when the client qualifies on Reading and Math skills tests. Clients earn a diploma after all eight competency areas are 100% demonstrated.



There is a \$45 fee for the complete Official GED® Test for 1st time test takers who reside in Maryland. There is a \$30 fee for each GED® Test Subject for re-takes. There are 4 subjects in the complete test. Students schedule for the Official GED® Test at www.ged.com. The Adult Education Program provides testing and classes to help students prepare for the official test, but we are not authorized to schedule, reschedule, or administer the Official GED® Test.

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



Steps to Enroll into Classes:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>
3. Email adulthoodeducation@worwic.edu to schedule an appointment and complete class placement testing

Intake, testing, and classes are free, and no documentation is required.

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can also enroll clients from Worcester and Somerset Counties.

For more information: Call/Text, (443) 669-6373

Steps to Enroll:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>

3. Email adulthoodeducation@worwic.edu to schedule an appointment and Complete Testing.

Testing appointments must be scheduled in advance and completed in-person at Wor-Wic Community College or the Downtown Library in Salisbury.

For more information:
Call/Text, (443) 669-6373



INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes.

Registration is now online!

Use the QR code to sign up or call/email us using the information below.

ABE & ESL Classes

In-person intake and pre-testing is required prior to joining a class.

Fall Semester: Sept. 13 - Dec. 17
Spring Semester: Jan. 3 - April 29

We offer day and evening classes with in-person and online options.



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
adulteducation@worcesterk12.org

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



INTERESADO EN CLASES PARA ADULTOS?

Tenemos clases de educación básica para adultos (ABE) y clases de inglés (ESL). El registro está en línea.

ESL & ABE Virtual Sesiones

Se requiere admisión y pruebas previas en persona antes de unirse a una clase.

Semestre de otoño: 13 de sept - 17 de dic.
Semestre de primavera: 3 de enero - 29 de abr.

Ofrecemos clases diurnas y nocturnas con opciones presenciales y en línea.



¡ABRE LA APLICACIÓN DE LA CÁMARA DE TU TELÉFONO Y MANTÉNLA SOBRE EL CÍRCULO PARA REGISTRARTE!

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

La financiación del programa de educación de adultos es proporcionado por el Departamento de Trabajo de Maryland



ENTERESE NAN KLAS EDIKASYON POU GRANMOUN?

Nou ofri Edikasyon Debaz pou granmoun (ABE) ak klas angle tankou yon dezèm lang (ESL) Enskripsyon an kounye a sou entènèt.

ESL & ABE klas yo

Semès Otòn: 13 septanm - 17 desanm
Semès prentan: 3 janvyè - 29 avril

Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



LOUVRI APP KAMERA TELEFÒN OU AN EPI KENBE LI ANWO SÈK LA POU ENSKRI!

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

Finansman pou pwogram Edikasyon pou granmoun se bay nan Depatman Travay MD



**WORCESTER COUNTY PUBLIC SCHOOLS ADULT EDUCATION
2021-2022**

Key: Class begins Class ends New Student begins Class closes Graduation Semester ends Make-Up Day

| Month | S | M | T | W | Th | F | S | Notes |
|------------------------------------|----|----|----|----|----|----|----|-------|
| July | | | | | | 1 | 2 | 3 |
| 1 Online Registration begins | 4 | X | 6 | 7 | 8 | 9 | 10 | |
| 5 Closed: Independence Day | 11 | 12 | 13 | 14 | 15 | 16 | 16 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| August | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 17 Graduation | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| | 29 | 30 | 31 | | | | | |
| September | | | | | | 1 | 2 | 3 |
| 6 Closed: Labor Day | 5 | X | 7 | 8 | 9 | 10 | 11 | |
| 13 Fall Semester begins | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | | | |
| October | | | | | | 1 | 2 | |
| 14 Public schools are closed | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| | 31 | | | | | | | |
| November | | | | | | 1 | 2 | 3 |
| | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| 22 - 25 Closed: Thanksgiving Break | | | | | | | | |
| December | | | | | | 1 | 2 | 3 |
| 17 End of Fall Semester | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 20 - 31 Closed: Winter Break | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| | 26 | 27 | 28 | 29 | 30 | 31 | | |
| January | | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | X | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 31 | | | | | | |
| 3 Spring Semester begins | | | | | | | | |
| 17 Closed: MLK Day | | | | | | | | |
| February | | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 27 | 28 | | | | | | |
| 21 Closed: Presidents' Day | | | | | | | | |
| March | | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 31 | | | | | | |
| April | | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | X | 18 | X | 20 | X | 22 | |
| | 17 | X | 19 | 20 | 21 | 22 | 23 | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 4 Closed: Professional Day | | | | | | | | |
| 14 - 18 Closed: Spring Break | | | | | | | | |
| 29 End of Spring Semester | | | | | | | | |
| May | | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 31 | | | | | | |
| 30 Closed: Memorial Day | | | | | | | | |
| June | | | | | | | | 1 |
| | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | |
| | 30 | 31 | | | | | | |

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

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>



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
mdlaborg

Maryland Volunteer Lawyers Service, Inc.

800.510.0050
mvlslaw.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