

the Job Journal



**TIP
OF THE
WEEK**

Phone Interview Tips That Will Help You Get Hired

While you're job searching, it's important to be prepared for a phone interview at a moment's notice. Many companies start the interview process with a phone call to discuss the job opportunity with a prospective employee, determine whether the candidate is a good fit, and gauge their interest in the position. In some cases, a phone interview may be the only interview you'll have.

In many cases, your interview will be scheduled in advance by email or phone. In others, you may receive a surprise phone call asking whether you're available to chat about the job.

Important: You never know when a recruiter or a networking contact might call and ask whether you have a few minutes to talk, so always answer the phone professionally, especially if the number is unfamiliar.

You should also make sure that your voicemail message is professional.

Why Companies Use Phone Interviews

Employers use telephone interviews as a way of identifying and recruiting candidates for employment. Phone interviews are often used to screen candidates to narrow the pool of applicants who will be invited for in-person interviews. A phone call is a relatively quick, low-effort way to determine whether a candidate is suitable.

They are also used to minimize the expense involved in interviewing out-of-town candidates. For remote positions, a phone interview may be the only option.

How To Prepare for a Phone Interview

Before you get on the telephone to interview for a job, review these phone interview tips and techniques so you can ace the interview and make it to the next round.

Research the Company

If you have advance notice of the interview, make sure to review the job description and take the time to research the company.

Prepare in Advance

Prepare for a phone interview just as you would for a regular in-person interview. Compile a list of your strengths and weaknesses, as well as a list of answers to typical phone interview questions. In addition, have a list of questions ready to ask the interviewer.

Show the Employer You're a Match

Take the time to match your qualifications to the job description so that you can speak to why you're a strong candidate for the position. Review your resume as well. Know the dates when you held each of your previous jobs, and what your responsibilities were.

Have Your Job Materials Nearby

You should feel comfortable and ready to discuss your background

and skills confidently during a phone conversation. Have a copy of your resume nearby, so that you can refer to it during the interview. Also, have a copy of the job posting and a copy of your cover letter if you sent one.

Tip: Consider creating a draft email or a new Word or Google file with all of the relevant information. That way, you'll have all the details—notes on the company, key points you want to emphasize during the interview, your cover letter, the job posting, and so on—in one spot.

Practice Interviewing

Talking on the phone isn't as easy as it seems. As with an in-person interview, practice can be helpful. Not only will this help you rehearse answers to common phone interview questions, but it will also help you realize if you have a lot of verbal tics, fail to enunciate, or speak too quickly or too slowly.

For practice, have a friend or family member conduct a mock interview and record it so you can see how you sound over the phone. Once you have a recording, you'll be able to hear your "ums" and "uhs" and "okays" so you can practice reducing them in your conversational speech. It will also help you spot if you have a bad habit of interrupting or rambling.

Additionally, listening to the recording will help you pinpoint answers that you can improve.

Tip: If you don't have someone who can help, practice answering your own questions. You don't need to memorize answers, but having a sense of what you're going to say will help reduce your nerves and make your responses sound more natural.

Get Ready for the Call

Before the call, confirm all the details, including the date, time, and who you will be talking to. Be sure you know whether the interviewer is calling you or if you need to make the call.

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If something goes wrong and you miss the call, or the recruiter doesn't call on time, take a deep breath and try to stay calm. You should be able to get the call back on track or reschedule if need be.

Important: Use a quiet, comfortable, and private space with no distractions so you can focus on the interview.

If you'll be using your cellphone, make sure it's fully charged, and you are in a spot with good reception for the call. You may also find that standing during an interview helps you sound more energetic during the call.

Proper Phone Interview Etiquette

Review these guidelines for appropriate phone interview etiquette, so you make the best impression on your interviewer.

Answer the phone yourself. First, be sure to let family members and/or roommates know you are expecting a call. When you answer the phone, respond with your name. You can say, "This is Jane Doe" or "John Smith speaking!" That way, the interviewer will know they've reached the right person. Make sure to use an upbeat tone of voice (try smiling as you speak).

Follow the interviewer's lead. Some interviewers may wish to engage in a few minutes of small talk. Others may want to get right into the interview. Let the interviewer steer the beginning of the conversation, but be prepared to talk about the weather or make other small talk.

Listen carefully to the interviewer, and don't start speaking until the interviewer finishes the question. If you have something you want to say, jot it down on your notepad and mention it when it's your turn to talk. It can also be helpful to jot down the question (or at least some keywords).

Don't worry if you need a few seconds to think of a response, but don't leave too much dead air. If you need the interviewer to repeat the question, ask.

Tips for Acing a Phone Interview

Follow these tips for a successful phone interview:

Create a checklist. Review the job posting and make a list of how your qualifications match the hiring criteria. Have the list available so you can glance at it during the interview.

Have your resume handy. Keep your resume in clear view (either on the top of your desk, or tape it to the wall) so it's at your fingertips when you need to answer questions.

Be prepared to take notes. Have a pen and paper handy for note-taking.

Don't get interrupted. Turn off call waiting so your call isn't interrupted. Put your cellphone on "Do not disturb" so you won't hear beeps or buzzes from apps, text messages, and so on.

Reschedule if you need to. If the call wasn't scheduled and isn't at a convenient time, ask if you could talk at another time and suggest some alternatives.

Clear the room. Evict the kids and the pets. Turn off the music and the TV. Close the door.

Use a landline. If you have a landline, use that instead of your cellphone. That way, you'll eliminate the possibility of poor reception

or dropped calls.

Do's and Don'ts During the Call

- **Do** use Mr. or Ms., followed by the interviewer's last name. Only use their first name if they ask you to.
- **Don't** smoke, chew gum, eat, or drink.
- **Do** keep a glass of water handy, though. There's nothing worse than having a tickle in your throat or a cough starting when you need to talk on the phone. Have a glass of water ready so you can take a quick sip if your mouth gets dry.
- **Do** smile. Smiling will project a positive image to the listener and will change the tone of your voice. It can also be helpful to stand during the interview, since this typically gives your voice more energy and enthusiasm.
- **Do** focus, listen, and enunciate. It's important to focus on the interview, which can be harder on the phone than in person. Be sure to listen to the question, ask for clarification if you're not sure what the interviewer is asking, and speak slowly, carefully, and clearly when you respond. It's fine to take a few seconds to compose your thoughts before you answer.
- **Don't** interrupt the interviewer.
- **Do** take your time. It's perfectly acceptable to take a moment or two to collect your thoughts.
- **Do** take notes. It's hard to remember what you discussed after the fact, so take brief notes during the interview.
- **Do** give short answers. It's important to stay focused on the questions and your responses.
- **Do** have questions ready to ask the interviewer. Be prepared to respond when the interviewer asks whether you have any questions for him or her.

Tip: Remember that your goal is to move to the next stage of the interview process. At the end of your conversation, after you thank the interviewer, ask about the next steps.

Follow Up After the Interview

As the interview winds down, make sure to thank the interviewer:

- Ask for the interviewer's email address, if you don't already have it.
- Send a thank-you email immediately, thanking the interviewer and reiterating your interest in the job.
- You can also use your thank-you note as a way to provide information on anything regarding your qualifications that you didn't get a chance to mention during the phone interview.

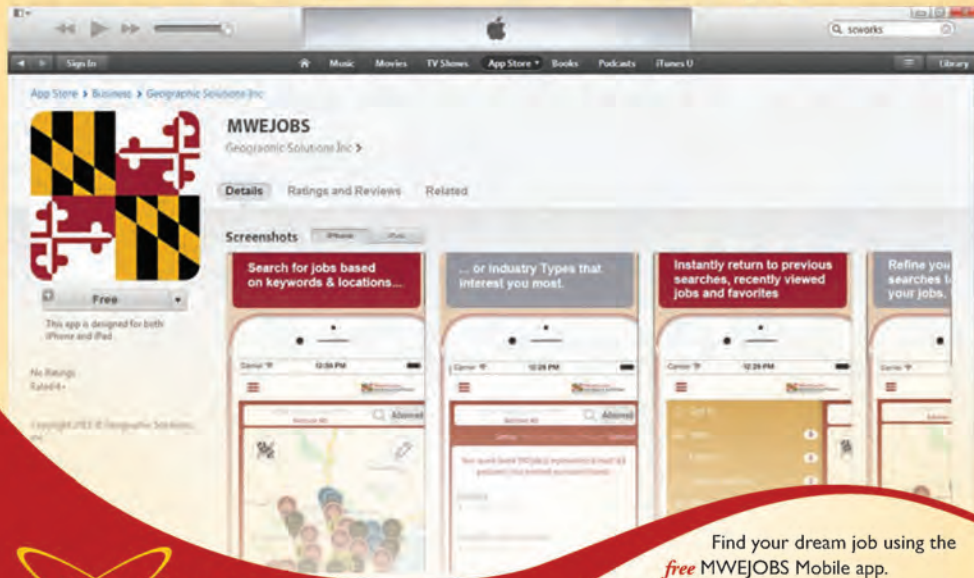
When the interview is over, carefully review any notes you were able to take during the conversation. Jot down the types of questions you were asked, how you responded, and any follow-up questions you may have if you have an opportunity for an in-person interview or a second-round phone interview or even a job offer.

Key Takeaways

- Telephone interviews are used to screen candidates to narrow the pool of applicants who will be invited to interview in person.
- Prepare for a phone interview just as you would for an in-person interview. Be prepared to respond to questions and share information about your credentials.
- Set up a quiet and private space with no distractions for the call, so you can focus on the interview.
- Send an email thank-you note reiterating your interest in the job.

Doyle, Alison. "Phone Interview Tips That Will Help You Get Hired." *The Balance Careers*, Dotdash, 19 July 2022, <https://www.thebalancecareers.com/how-to-ace-a-phone-interview-2058579>.

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Step 1
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<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 & Career Specialists

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Bill Draucker
Jorge DeJesus Jr.
Andrea Kenney
Killian Walker
Twanda Stanley

Veterans Representative

J. Zack Walker
Cherice Johnson
Christina Williams

Reentry Navigator

Open Position

Email:

dlwdalsalsbury-LABOR@maryland.gov

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.

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Applebee's	Bartender Server Carside To-Go Specialist Host Line Cook	Apply online at https://www.applebees.com/en/restaurant-jobs
Atlantic General Hospital	AGHS Rad Tech/Medical Office Assistant CNA Central Processing Tech Certified Coding Specialist Certified Pharmacy Tech Collections Specialist Medical Office Assistant Medical Receptionist Nurse Tech (CNA) Peer Recovery Specialist Public Safety Officer Registration Specialist Scheduler Secretary/Nurse Technician Surgical Tech	Apply online at https://www.atlanticgeneral.org/Careers.aspx
Atlantic Tractor - Salisbury, Pocomoke	Accounts Payable Specialist (Salisbury) Turf Equipment Salesperson (Salisbury) Service Writer Diesel Technician Ready to Mow Technician (Pocomoke) Lawn & Garden Salesperson (Pocomoke)	Apply online at https://www.atlantictractor.net/employment

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Blind Industries	Cutting Operations Associate	Apply online at https://www.bism.org/career
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	<p><i>Whaleyville</i></p> Maintenance Technician Activities Supervisor Camp mRanger Housekeeper Camp Host Camp Store Associate Snack Bar Attendant	

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Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers Long-Term Live-In Caregiver	Apply online at https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs
Compass Group	Cook Cook, Helper Supervisor, Cook Cashier Housekeeper Patient Transporter	Apply online at https://careers.compassgroupcareers.com/
CVS	Shift Supervisor Management Trainee Trainee Pharmacy Technician Retail Store Manager Retail Store Associate Pharmacy Technician	Apply online at https://www.cvs.com/
Delaware Elevator	Apprentice Elevator Mechanic/Technician Drilling Helper General Laborer Welder Service Representative	Apply online at https://delawareelevator.com/about/careers/job-opportunities/
Dick's Sporting Goods	Retail Cashier Retail Sales Associate	Apply online at https://www.dickssportinggoods.jobs/
Dove Pointe	Direct Support Professional Mentor Aide Childrens Program Mentor	Apply online at https://www.dovepointe.org/careers

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Encompass Health	Floor Technician Rehab Nursing Tech I	Apply online at https://encompasshealth.com/careers
Exelon Corporation	Rea Estate Specialist Sr Real Estate Representative Journeyman Lineman SCD NERC	Apply online at https://jobs.exeloncorp.com/search/jobs
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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 Server Assistant-Busser Line Cook-Broil/Grill Baker Dishwasher Host To Go	Apply online at https://careers.texasroadhouse.com/
Tidal Health	Administrative Assistant Audiovisual Technician CNA Trainee Client Support Technician Console Operator Coordinator-Referral Coordinator-Activities Courier ENDO Procedural Tech Food Service-Cafeteria Aide Food Service-Catering Associate Food Service-Cook Food Service-Utility Aide Laboratory Information Coordinator Manager-Investigational Drug Services Medical Assistant Medical Transcriptionist Nursing Assistant Nursing Office Coordinator Parking Attendant Patient Care Tech II Patient Care Technician I Patient Service Representative Pharmacy Tech Phlebotomy Technician Pulmonary Technician Radiologic Technologist Receptionist-Security Referrals/Authorization Coordinator Registrar Representative-Patient Account Scanner Scribe Security Guard Security Receptionist Supervisor-Outreach Lab Surgical Scheduler/Medical Assistant Surgical Technologist Technician-Certified Central Processing Technician-Pharmacy Certified	Apply online at https://www.tidalhealthcareers.org/

	Telesitter	
	Unit Secretary	
TJ Maxx - Ocean City	Merchandise Associate	Apply online at https://jobs.tjx.com/
Town of Berlin	Administrative Assistant Stormwater Laborer Assistant Superintendent of Water Wastewater Spraysite Operator Police Communications Officer	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Plant Operator I Heavy Equipment Operator Firefighter/EMT IV Paramedic Vehicle Equipment Technician II Camp Horizon Day Camp Counselor Casual Labor Building Maintenance Worker Skate Park Worker Temporary Parks Worker Police Data Clerk Surf Rescue Tech/Lifeguard Boardwalk Comfort Station Attendant Maintenance Worker Dispatcher Tennis Attendant Concessions Worker Bus Driver Solid Waste Worker I & II Bus Maintenance Tech I Tram Driver Tram Conductor	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
Tri-County Council for the Lower Eastern Shore of Maryland	Driver-Public Transit Operations Manager Job Counselor Support Staff Administrative Clerk Case Worker Certified Child Care Worker	Apply online at https://tcclesmd.org/
Ulta Beauty - Salisbury, Ocean City	Beauty Advisor Assistant Stylist (Salisbury) Prestige Beauty Advisor Hair Stylist Retail Sales Manager (Ocean City) General Manager (Ocean City)	Apply online at https://careers.ulta.com/
UMES	Administrative Assistant II Administrative Assistant I	Apply online at https://umes.peopleadmin.com/
Vacasa - Ocean City	Property Caretaker Owner Relations Manager Front Desk Specialist Linen Specialist Maintenance Technician Office Coordinator	Apply online at https://www.vacasa.com/careers/positions

Verizon	Spanish Bilingual Retail Sales Representative	Apply online at https://www.verizon.com/about/work/
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Service Shop Technician III Service Shop Entry Technician Service Shop Preventative Maintenance Technician Service Shop Repair Technician 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	Show Producer Accountant Promotions/Event Assistant Traffic Coordinator Radio Account Executive Media Specialist	Apply online at https://www.drapermediajobs.com/jobs/
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at http://www.lifeatwestmarine.com/
Wicomico County	911 Specialist I Administrative Office Supervisor Associate Equipment Operator Audio/Visual Tech Audiovisual Technician Chef/Kitchen Manager Correctional Officer I Crew Leader Department Assistant Events & Services Coordinator Facilities Maintenance Technician Facility/Grounds Worker Ferry Operator Human Resources Assistant Lead Equipment Operator Maintenance Mechanic Maintenance Technician Mechanic-Airport Office Associate Police Communications Specialist I Project Coordinator II Purchasing Specialist Solid Waste Superintendent Athletic Complex Seasonal Worker Concessions Manager Concessions Staff	Apply online at http://www.wicomicocounty.org/jobs.aspx

	Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Encore Chef Encore Concessions Encore Server Kids Klub After School Staff Kids Klub Summer Camp Staff Mosquito Control Technician Mower Operator Park Ranger Pemberton Nature Camp Counselor Pemberton Nature Camp Director Program Coordinator-Youth Sports & Special Events Rig Crew Member Stagehand Weed (Lead) Control Coordinator	
Wicomico County Public Schools	Certified Nursing Assistant Home School Liaison Contractual Transportation Positions Maintenance Foreman-HVAC Contractual Food Service Worker	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Reader Van Coordinator Mobile Services Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Master Control Operator Technical Director Studio Technician	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Jury Commissioner Emergency Communications Supervisor Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Office Assistant III Landfill Operator I-II Crew Leader Transfer Station Attendant Building Maintenance Mechanic I Roads Worker V Temp Roads Worker Roads Worker IV General Laborer/Maintenance Worker I Concession Monitor Law Enforcement Support Legal Assistant	Apply online at https://worcesterhr.co.worcester.md.us/
Worcester County Developmental Center (WCDC)	Personal Supports Facilitator Weekend Residential Counselor	Apply online at https://wcdcservices.org/

Worcester County Public Schools	WOW Program Coordinator WOW Summer Program Coordinator Custodian II Contractual Food Service Worker Educational Assistant Bus or Van Driver	Apply online at https://worcestermd.tedk12.com/hire/index.aspx
Worcester County Recreation and Parks	Swim Lesson Instructor Referee Recreation Superintendent Concession Monitor	Apply online at https://worcesterrecandparks.org/about-us/employment
Wor-Wic Community College	Building Attendant Child Care Aide Public Safety Officer	Apply online at https://www.schooljobs.com/careers/worwic?
YesCare Health (formerly Corizon Health) - Westover	Medical Records Clerk Certified Nursing Assistant Administrative Assistant	Apply online at https://careers.yescarecorp.com/
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
	<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	

 **Maryland Maryland Workforce Exchange**
 DEPARTMENT OF LABOR July 25, 2022 - July 29, 2022

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Job Order Number	Company	Position	Positions open
1613594	Carter's Electric	Electrician/Electrician Helper	5
1613785	R.E. Michel Company, Inc.	Warehouse/Driver	1
1611491	Allan Myers	Lowbed Driver	1
1610953	Jubilant Cadista Pharmaceuticals, Inc.	Packaging Supervisor	1
1609947	Chesapeake Utilities Corporation	Meter Reader	1
1613245	Bel-Art Products	Assembler I	1
1610446	CCBCC Inc	Delivery Merchandiser	1
1611605	Sherwin-Williams Company	Store Associate	1
1613769	Coach	Sales Associate	1
1610342	Sunbelt Rentals	HVAC Technician	1
1614029	K&L Microwave, Inc.	Master Production Scheduler	1
1611561	Verizon	Field Operations Manager	1
1610417	Frito Lay	Route Sales Representative	1
1611380	BAYADA Home Health Care,	Registered Nurse (RN)	1
1614324	Quality Staffing Services, Inc.	Impact Coordinator	1
1607549	Salisbury University	Maintenance Mechanic Sr.	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.”



Attention Job Seekers -
Looking for something new? Work in Maryland's Coast!

COASTAL
Careers
Job Board

WORCESTER COUNTY, MD

Connecting the community with local jobs and careers
Find your new seasonal, part-time or full-time career on the Job Board

www.workmarylandscoast.org



No account is needed to view available jobs!

MARYLAND'S
Coast
WORCESTER COUNTY

For more information contact:
Workforce Development Specialist
Nancy Schwendeman, 410-632-3112 x2120
nschwendeman@marylandscoast.org



CAREER & TRAINING SERVICES

The Lower Shore Workforce Alliance (LSWA) receives funding to provide Workforce Innovation and Opportunity Act (WIOA) Title I training services. LSWA provides funding for a variety of training and supportive services and strives to meet each individual's specific needs. Such services include skills and career assessments, occupational skills training, career counseling and referral services, which allow participants to become economically self-sufficient.



HOW DO I APPLY

✓ Register in MWE

Register in the Maryland Workforce Exchange, <https://mwejobs.maryland.gov> and create a resume

✓ Speak with an Intake Coordinator

To see if you are eligible and to complete an application.



Training Courses

To search for eligible trainings, please visit the Maryland Eligible Training Provider List <http://www.dllr.state.md.us/employment/train/>.



Not sure what you want to do?

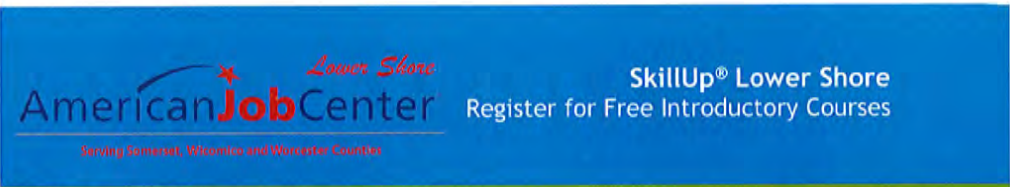
My Next Move is an interactive tool for job seekers and students to learn more about their career options.



CONTACT US

Lower Shore Workforce Alliance
Located at the American Job Center
31901 Tri-County Way
Salisbury, MD 21804

410-341-6010
www.lswa.org



BUILD YOUR SKILLS

Get free training to build your skills and prepare for your next job through the SkillUp® Lower Shore program supported by Metrix Learning. Start with FREE work readiness courses!

Course Topics Include:

- Digital Literacy
- Internet Skills
- Communication
- Emotional Intelligence
- Business Etiquette
- Critical Thinking
- Effective Email
- Word/Excel
- ...and more!



SIGN UP TODAY!

- 1.) Go to: <http://lowershoreajc.skillupamerica.org/>
- 2.) Click "JOBSEEKERS" → "REGISTER FOR FREE"
- 3.) Fill out your information for instant access
- 4.) Take as many courses as you want for 180 days (6 months)

WHY E-LEARNING?

- Convenient - Accessible 24/7 from any location with high speed internet access
- Flexible - Matches your skill level and learning pace
- No cost - No tuition or travel costs
- Customers completing assigned work readiness training will be granted access to 5000+ additional courses.

For access to additional training and career services, please contact Lower Shore Workforce Alliance:

Phone - (410) 341-6515

Email - Training@LSWA.org

<https://lswa.org>
<http://www.metrixlearning.com>

WIOA Title I is an equal opportunity program. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay

Service 7-1-1



LOWER SHORE WORKFORCE ALLIANCE

LOWER SHORE

4+E

PARTNERSHIP

ENGAGE

- Online Learning Platform
- Virtual Job Fair Events
- Survey Employers to Address Specific Needs
- Online Application for Participation

EMPLOY

- Re-Employment Incentives:
We pay 50% of wages for four weeks.
- Job Fairs/Recruitment Events
- Job Readiness Training
- Career Counseling



EDUCATE

- Online Training Incentives:
We pay tuition and cash incentives for completing.
- Educational Coaching
- Online Courses and Certifications

EQUIP

- Transportation Assistance: We provide bus passes and other commuting options.
- Referral Network to Support Employees with Services
- Connect Businesses to Services and other Benefits

For More Information:

David Noonan, Grant Manager
31901 Tri-County Way, Suite 113
Salisbury, MD 21804
Phone: (410) 341-3835, ext. 1103
Email: dnoonan@lswa.org
Website: www.lswa.org

This program is funded by a grant provided by the Maryland RELIEF Act of 2021. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay Service 7-1-1



Prepare for a Career in the Utility Industry!

Are you interested in a career in the utility industry? Wor-Wic Community College in partnership with Delmarva Power will hold **FREE** Information Sessions to discuss the career pathway. Registration is accepted on a first-come, first-served basis.

Next steps after the Information Sessions:

- 1) Pass the reading and math assessments to determine your eligibility.
- 2) Take the "Get Into Energy" Math and Test Preparation course at Wor-Wic. Topics covered to prepare you to take the Delmarva Power pre-employment examination are reading comprehension, basic math, job readiness and mechanical concepts. **Tuition for the course is \$25.**
- 3) After you complete the course, you will take the Delmarva Power pre-employment examination to determine your next steps in the process.



Reserve your seat today! Call us at 410-334-2815 or email djones-ward@worwic.edu.

Virtual sessions will be held on June 28 at 10am and 6pm and July 21 at 6pm!

In-person sessions will be on July 12 at 10am and 6pm at Wor-Wic!

Wor-Wic Community College

Free Metal Fabrication Training: M-Th, 5:30-9pm—August-Nov. 2022 + January-May 2023



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 Thursday for 17 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 metal fabrication career-changing training, contact Quality Staffing Services at 410) 742-2600 .

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

The new Basic Metal Fabrication course will provide 238 hours of evening instruction and practice over 17 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 measure, layout, form, cut and assemble metal pieces, then learn how to weld pieces together. Students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes.

Students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Some 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 Dates: Nov 2022-March 2023 & May-Sept 2023

Welders are in demand!

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon, Quality Staffing Services, Crystal Steel 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.

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 twelve 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.



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!

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



FOODWORKS
MARYLAND FOOD BANK

CULINARY JOB TRAINING PROGRAM



Food Works – Wicomico County is an opportunity to receive 12 weeks of intense culinary training! SERVSafe & assistance in job placement!

“My time at FoodWorks was life-changing, I always felt support in class and am now on my way to realizing my culinary dreams.”

“I was really honored to go through the program. It made me want to get up and go every day.”

Contact:

mdfoodbank.org/apply-foodworks
Kerry Cleaver • kcleaver@mdfoodbank.org • 443.253.8605 • 410.334.2815

Monday – Friday 9:30am-6pm • Must be 18+



32000 Campus Dr, Salisbury, MD 21804

 **YOUR INSTITUTION, OUR MISSION**



Telamon Corporation

Young Adult Career & Education Program



Sheronda Brown
 sbrown@telamon.org
 410-713-5822

www.telamon.org

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.


Do you know an 18-24 year old who is not returning to college this fall, or struggling to enroll, due to multiple barriers?

Telamon's young adult program could help them navigate their barriers and help them return to college, more prepared and with an additional advocate.

Our Workforce and Career Training Division team members work with eligible participants to create a personalized education and/or workforce plan.

This FREE program complements your career counseling and educational services by providing job readiness, referrals, emergency assistance, supportive services, and tuition assistance.

Let us HELP you increase your completion rates and/or increase enrollment into your training programs!

 **YOUR VISION, OUR MISSION**



Telamon Corporation
 Young Adult Career & Workforce Program



LyVea Oliver
 loliver@telamon.org
 410-202-6489

www.telamon.org

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.

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.



CRISFIELD LIBRARY
Thursdays,
July 7, 21, and 28
from 2 to 4pm

PRINCESS ANNE LIBRARY
Fridays,
July 1, 8, 15, 22, and 29
from 10 to 12pm

Want to learn how to use a computer? Need some help learning how to navigate Windows 10? Call or stop by the Crisfield or Princess Anne Library to register for one-on-one computer help.

COMPUTER HELP



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.



In-PERSON AND ONLINE CLASS OPTIONS

FREE

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

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

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

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.



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.

We are currently accepting registrations for summer and fall sessions!

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.

Clases de ESL & ABE

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

¡Actualmente estamos aceptando inscripciones para las sesiones de verano y otoño!

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 proporcionada 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 dezyèm lang (ESL) Enskripsyon an kounye a sou entènèt.

ESL & ABE klas yo

Kounye a nou aksepte enskripsyon pou sesyon ete ak otòn!

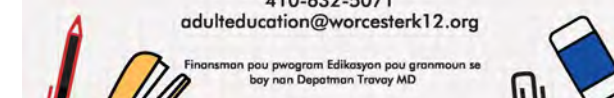
Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



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



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

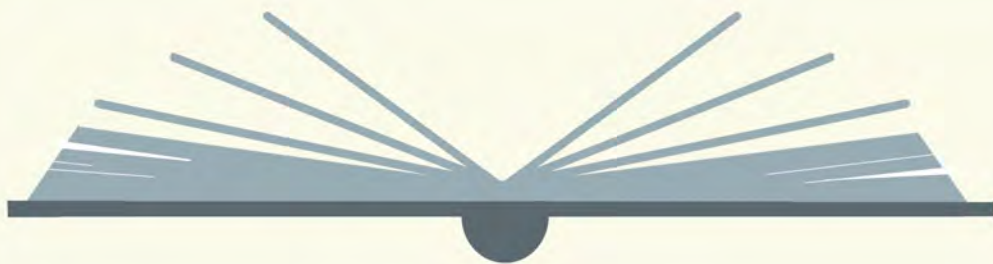
Newark, MD 21841

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.

DO YOU NEED YOUR DRIVER'S LICENSE? WE CAN HELP!

Is transportation a barrier to:

- A new job?
- Taking classes?
- Helping your family?



Don't have a computer to go online?

**Wor-Wic
Community
College Offers:**

Can't get to the facility to complete
the driving portion?

Scholarships to reduce
the cost to as little as \$50!!!

Laptops to borrow to complete
the online classroom at home!

A ride to and from your Behind-the-Wheel
drives!

Don't let these barriers keep you from the freedoms of
having your driver's license!

Register at :

[https://www.worwic.edu/
DriverEducation](https://www.worwic.edu/DriverEducation)

YOU CAN GET YOUR LICENSE!

For more information, contact:
Kelly Carey, 410-334-6729, kcarey@worwic.edu





Advancing Human Rights and Justice for All



Free Workforce Legal Services

- ◆ Do you need help expunging your criminal record?
- ◆ Are you being sued or harassed by bill collectors?
- ◆ Do you need help navigating family law matters?
- ◆ Are you facing eviction or foreclosure?
- ◆ Do you have a landlord-tenant issue?



Maryland Legal Aid may be able to help.

Meet one-on-one with a Maryland Legal Aid attorney to discuss your civil legal issues and get help expunging your criminal record.

Location:

Lower Shore American Job Center
31901 Tri-County Way
Salisbury, MD 21804

Time:

9:00 a.m. to 4:00 p.m.

Dates:

1st and 3rd Thursday of every month beginning in May

Registration is not required. Attendees are assisted on a first-come, first-served basis. For more information contact Maryland Legal Aid's Lower Eastern Shore office at 410-546-5511.

Worcester County Circuit Court

Family Law Legal Clinic For Self-Represented Litigants



Family Services Division
Court House, Room 101
One West Market Street
Snow Hill, Maryland 21863

Website:

To access Family Law Forms online go to: www.mdcourts.gov
Click on: "Court Forms"

Statewide Legal Help Phone Line:

410-260-1392

HOURS OF OPERATION

TUESDAYS
9:30 - 2:30

Sign Up Begins at 8:30 a.m.

In Family Services, Room 101

Free Consultation and Assistance with Family Law Matters Only
Divorce, Custody, Visitation,
Name Change & Modifications to existing Orders

An attorney is available to answer legal questions and assist with the completion of court forms for persons who are unrepresented.

***You MUST wear a MASK to be seen in person**

For further information you may call the Family Services Division @
410-632-5638

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

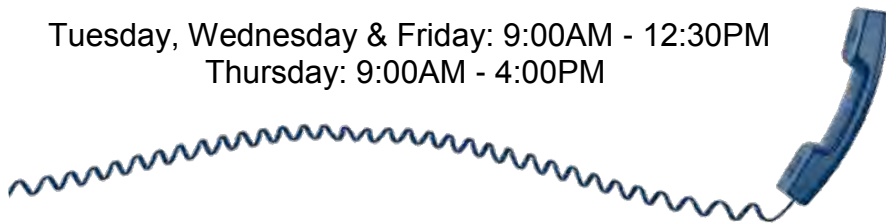
800.845.8550

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
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