

the Job Journal



How to Respond To “Do You Have Any Questions for Me?”

As an interview draws to a close, it's likely that the interviewer will ask, "Do you have any questions for me?"

When you hear this query, you may groan inside, since it can feel like you've covered absolutely everything during the course of the interview.

Even though coming up with questions can be tricky, it's always better to respond with a question than to politely decline. Otherwise, you could leave interviewers with the impression that you're not engaged with the conversation, or that you're not interested enough in the position to jump at the opportunity to learn more.

Explore tips for how to respond to this question strategically—along with questions that are best avoided.

Key Takeaways

- Arrive at interviews with a list of questions to ask at the close of the conversation—these questions can be about the company, the role, and so on.
- Think of this common interviewer query as an opportunity to ask questions that show you're passionate about this role. It's also a way to demonstrate that you were engaged during the interview.
- Stay away from asking questions about salary and outside-of-work activities, and avoid gossip and overly personal questions as well.

Plus, since it's such a common close to interviews, this question gives interviewers an opportunity to see if you prepared in advance.

Since this question is common at the end of every type of job interview, it makes sense to plan for it in advance and be prepared. Develop a list of questions that you want answered, and keep in mind that your questions may change slightly based on your interviewer.

If you're meeting with someone from human resources, for instance, your questions might focus on the interviewing process or on the overall organization of the company. If you're meeting with the person who will be your manager, you might ask specific questions about your intended

role or about the hiring process for new employees.

Note: Prepare several questions, as many of them may be addressed during the interview.

And keep in mind, as with all interview questions, this one gives you an opportunity to impress. By asking a thoughtful, strong question, you can close out the interview by giving the interviewers a good impression. Plus, interviews are a two-way street, and asking questions can be a good way to determine if the company and role at hand are a good fit for you.

Your questions should make it clear that you were engaged during the interview and have quickly gained a sense of the company's goals and priorities. You can reflect back to earlier moments in the interview or build off news within the company or its market.

Note: Aim to always ask open-ended questions, and not questions that can be answered with a "yes" or "no."

You can also ask questions that'll help you find out more information about the company's goals and the role at hand. But, make sure to skip any questions that you could have answered with a quick online search. Those types of questions can make you seem unprepared.

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Take a look at a few broad categories of questions that are appropriate to ask.

Questions About the Role

This is a great opportunity to learn more about what you'll do if it hasn't already been thoroughly covered in the earlier part of the interview. Questions could include:

- Can you share more about the day-to-day responsibilities of this role? How would you describe the pace of a typical day?
- If I were hired for this role, what would you want me to achieve in my first two months?
- What mechanisms are in place for performance reviews and when would I receive my first formal evaluation?
- In your opinion, what is the single most important indicator of success in this role?

Questions About the Company or Interviewer

This is a good opportunity to get a sense of company culture and how the company is performing.

- How would you describe the management style of the organization?
- What's something that makes you happy about coming to work each day?
- How long have you been at the company?
- Can you talk about company culture?
- What is the greatest challenge facing the company?
- What are the company's goals for the upcoming year?

Questions About You

You can use this moment to get a sense of how the interviewer perceived you during the interview, and if they think you're a good candidate. With these questions, you might want to preface by expressing your excitement for the role, and then (based on the feedback you get) address the issue on the spot. You can ask:

- What are your concerns about my candidacy?
- Are there any qualifications that you think I'm missing?

Note: After the interviewer responds, follow up to reiterate your interest in the opportunity.

What Not To Ask

It may be an open-ended question, but that doesn't mean any response goes. Stay away from questions on the following topics:

Off-work activities: It's fine to ask questions about the culture at the job, but stay away from queries that are focused on non-work activities, like happy hour outings, lunch, or vacation time. These types of questions will make you seem uninvested in actually doing the work, which isn't the right impression to leave. Similarly, don't ask how many hours you'll need to work each day.

The interviewer's personal life or office gossip: Give interviewers the same courtesy you'd want them to give to you by not inquiring about their family, living situation, or gossiping about people you may both know.

Things you could answer yourself: If your question could be easily answered with a quick online search or by glancing at the

company website, skip it. Time-wasting questions won't be appreciated. Interviewers expect that you will have done research on the company and familiarized yourself with the basics.

Salary and benefits: If it's a first-round interview, getting specific about salary and benefits can make you seem uninterested in the work and the company, and focused only on yourself. If your interviewer does ask about salary, here are some tips on how you can respond.

Very complicated or multi-part questions: Asking multi-part questions can overwhelm interviewers. Ask just one question at a time. You can always follow up. Aim to make the moment feel conversational.

Note: Don't ask too many questions. While you want to be prepared to ask one or two, take the hint and wind down your questions when interviewers begin to shuffle paper, glance at their watch, or wake up sleeping computers.

Some questions shouldn't be asked during interviews, even if you're invited to ask questions. That includes:

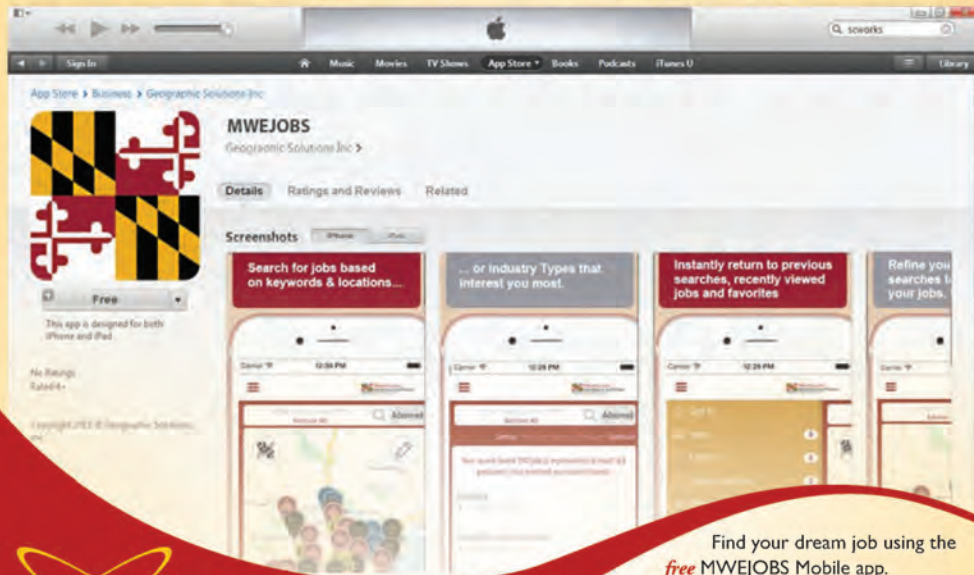
- What are some of the latest developments at your company?
- How much can I expect to earn during the first year?
- What do employees do for fun with colleagues after work?
- Do you have children? Is this a child-friendly employer?
- What are five strategic goals for the organization during the next five years?

Interviewers often save this query for the close of the interview. You'll want to ask questions that haven't been answered during the interview already. Stay away from "yes" or "no" questions, as well as queries that you could answer with a quick online search. Instead, try asking questions about the role. For example, you can ask about the day-to-day responsibilities. This is also an opportunity to get feedback on your candidacy. You can ask if you're missing any qualifications, for instance.

As the interview comes to a close, look for ways to show that you're a strong candidate and that you are interested in the position. That opportunity may very well arrive at the moment when you're asked if you have any questions for the interviewer. You'll also want to thank the interviewer for taking the time to meet. It's very typical to shake hands, too. If it's clear that the interviewer is in a hurry, don't linger too long.

Burry, Madeleine. "How to Respond To "Do You Have Any Questions for Me?"" *The Balance Careers*, Dotdash, 25 September 2022, <https://www.thebalancemoney.com/job-interview-do-you-have-questions-4138097>.

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	Onboarding Coordinator	
	Parking Attendant	
	Patient Account Representative	
	Patient Care Assistant	
	Patient Care Tech II	
	Patient Care Technician I	
	Patient Service Representative	
	Phlebotomy Technician	
	Pulmonary Technician	
	Radiologic Technologist	
	Receptionist	
	Representative-Billing/Collection	
	Representative-Patient Account	
	Scanner	
	Scribe	

	Security Guard	
	Security Receptionist	
	Supervisor-Outreach Lab	
	Supply Chain Tech	
	Surgical Scheduler/Medical Assistant	
	Technician-Core	
	Technician-Non-Certified Central Processing	
	Technician-Pharmacy Certified	
	Unit Secretary	
Town of Berlin	Police Communications Officer Wastewater Treatment Plant Operator	Apply online at https://berlinmd.gov/employment/
Town of Ocean City	Maintenance Worker	Get detailed job description and apply online at https://oceancitymd.gov/oc/departments/human-resources/employment/
	Plant Operator I	
	Heavy Equipment Operator	
	Vehicle Equipment Technician II	
	Temporary Winterfest Worker	
	Firefighter/EMS	
	Youth Sports Official	
	Basketball/Indoor Soccer Scorekeeper/Timer	
	Casual Labor	
	Building Maintenance Worker	
	Temporary Parks Worker	
	Police Data Clerk	
	Surf Rescue Tech/Lifeguard	
	Boardwalk Comfort Station Attendant	
	Seasonal Maintenance Worker	
	Solid Waste Worker I & II	
Tri-County Council for the Lower Eastern Shore of Maryland	Driver-Public Transit Dispatcher Systems Support Associate	Apply online at https://tcclesmd.org/
Trimper's Rides - Ocean City	Graphic Designer Social Media and Events Coordinator Office Assistant Head of Housekeeping Housekeeper Carpenter Ride Mechanic	Apply online at https://www.trimperrides.com/about-us/employment/
Ulta Beauty - Salisbury, Ocean City	Assistant Stylist (Salisbury) Beauty Advisor Prestige Beauty Advisor (Ocean City) Hair Stylist	Apply online at https://careers.ulta.com/
UMES	IT Support Associate Play x Play and Video Office Assistant Executive Administrative Assistant I Administrative Assistant I	Apply online at https://umes.peopleadmin.com/
Verizon	Spanish Bilingual Retail Sales Associate	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 Overnight Stocking Coach Auto Care Center	Apply online at https://careers.walmart.com/
WBOC	Photographer/Editor Videographer/Editor 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 Associate Equipment Operator Audio/Visual Tech Brush Pile Attendant Correctional Officer I Crew Leader Department Assistant Equipment Operator Facilities Maintenance Technician Facility/Grounds Worker Ferry Operator Human Resources Specialist/Benefits Lead Equipment Operator Maintenance Crew Leader I Maintenance Mechanic Payroll Coordinator Police Communications Specialist I Project Coordinator II Purchasing Specialist Senior Crew Leader Senior Department Coordinator Solid Waste Superintendent Supervisor Facilities Maintenance Supervisor of Operations Traffic Control Device Specialist Athletic Complex Seasonal Worker Building Security	Apply online at http://www.wicomicocounty.org/jobs.aspx

	Concessions Manager Concessions Staff Convenience Center Attendant Cook Court Security-Civilian Crossing Guard Emergency Management Technician Encore Chef Encore Concessions Encore Server Family Law Center Assistant Kids Klub After School Staff Mosquito Control Technician Mower Operator Park Ranger Program Coordinator-Youth Sports & Special Events Rig Crew Member Stagehand Weed (Lead) Control Coordinator	
Wicomico County Public Schools	Home School Liaison Contractual Transportation Positions Contractual Custodian Contractual Food Service Worker Maintenance Technician III-HVAC	Apply online at https://www.applitrack.com/wcboe/onlineapp/default.aspx
Wicomico Public Library	Branch Assistant	Apply online at http://www.wicomicolibraries.org/employment
WMDT	Commercial Producer/Editor Master Control Operator	Apply online at https://www.wmdt.com/about-us/job-openings/
Worcester County	Office Assistant IV Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Landfill Operator I-II Transfer Station Attendant Roads Worker V Temp Roads Worker Roads Worker II and III Roads Worker IV General Laborer/Maintenance Worker I Plant Operator Animal Control Officer Legal Assistant	Apply online at https://worcesterr.com/worcesterhr.co.worcester.md.us/
Worcester County Developmental Center (WCDC)	1:1 Residential Counselor Residential Coordinator Awake Overnight Residential Counselor Art and Activities Instructor Personal Supports Facilitator Weekend Residential Counselor	Apply online at https://wcdcservices.org/
Worcester County Public Schools	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	Administrative Associate I	Apply online at https://www.schooljobs.com/careers/worwic?
YesCare - Westover	Medical Records Clerk Administrative Assistant Certified Nursing Assistant	Apply online at https://careers.yescarecorp.com/
YMCA - Salisbury, Pocomoke	<p><i>Richard A. Henson Family YMCA - Salisbury</i></p> <p>Assistant Swim Coach 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</p> <p><i>Lower Shore Family YMCA - Pocomoke City</i></p> <p>Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator</p>	Apply online at http://www.ymcachesapeake.org/employment

Maryland Maryland Workforce Exchange
 DEPARTMENT OF LABOR October 03, 2022 - October 07, 2022

JOBS FOR THE WEEK

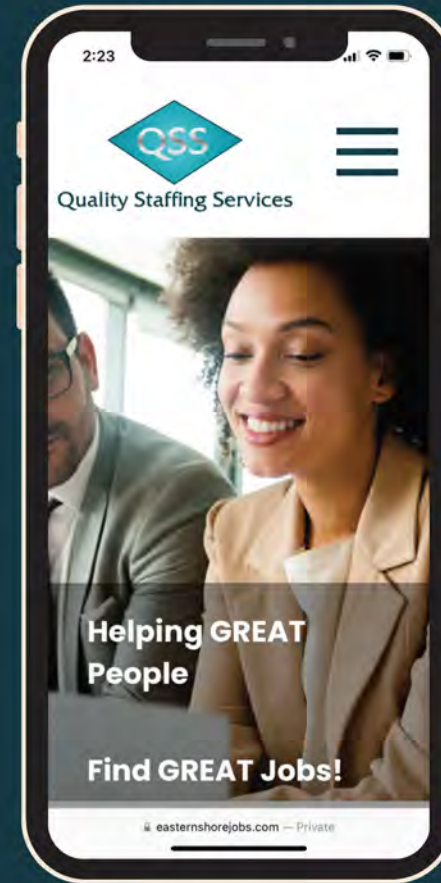
Job Order Number	Company	Position	Positions open
1686367	Quality Staffing Services, Inc.	Early Head Start Teachers	5
1685959	Salisbury University	Food Service Specialist	1
1685365	Ocean Pines Association	General Laborer	1
1673574	Goodwill Industries of the Chesapeake Inc.	Sales Associate	1
1673016	Pepsi Bottling Ventures	Warehouse Supervisor II	1
1685955	HEI Hotels & Resorts	Conference Services Manager	1
1685575	CCBCC Inc	Forklift Operator II	1
1685813	K&L Microwave, Inc.	Quality Specialist	1
1685347	Chesapeake Utilities Corporation	Customer Service Rep I	1
1684622	Rite Aid of Maryland, Inc.	Cashier - Service Associate	1
1673215	Bel-Art Products	Assembler I	1
1685928	Coach	Assistant Store Manager I	1
1685551	Tecta America East LLC	Commercial Roofing Service Foreman	1
1673405	Bayada Home Health Care, Inc.	LPN - Home Care, Evenings & Nights	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, interpretive services, and reasonable accommodations."



Quality Staffing Services



**We find jobs.
 We find candidates.
 We work for you.**

- Head Start Teacher
- Financial Advisor (CFP)
- Machine Shop Scheduler
- Billing & Inventory Specialist
- QA Technician
- Material Handler
- Customer Service Representative
- Logistics Manager
- Machine Operator
- Shipping & Receiving Operator
- Pick Packer / Receiving
- Diesel Mechanic
- General Laborer
- Soldering Training Class #35

easternshorejobs.com

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



LEARN AS YOU EARN

1st Year Apprentice Classes Now Available

4-Year Electrical Apprenticeship Program

Education programs at IEC Chesapeake are structured to give those in the electrical, low voltage, and renewable energy industries the most up-to-date knowledge and training.

Our intensive four-year apprenticeship training program is designed to provide an electrical apprentice with the necessary theory and practical training to earn the status of electrician.

Throughout the duration of the program, apprentices work full-time and attend classes two nights per week, providing the 8,000 hours of on-the-job and classroom training required for the journeyman electrician license. Because the curriculum is recognized by the U.S. Department of Labor’s Office of Apprenticeship Training, students receive nationally-recognized credentials as a Journeyman Electrician upon satisfactory completion of the program.

Most of our students enroll with the ambition of earning their Journeyman or Master Electricians License, and many graduates go on to become project managers, foremen, estimators, and business owners.

[#whatsurcircuit](https://www.instagram.com/whatsurcircuit)



iecchesapeake.com/apply-now | 301.621.9545

APPLY NOW



VETERAN PROGRAM OUTREACH
**Pre-Employment
WORKSHOP**

OPEN TO ALL JOBSEEKERS

Looking for a new job, and don't know where to start? Attend our Pre-Employment workshop to enhance your skills as a job seeker.

Interest Profiler • Explore what your interests are to help find the perfect job.

MWE Basics • Learn to navigate MWE. Learn how to register, search for jobs, and upload your résumé to MWE.

Job Application How To's • Learn how to properly apply to online applications and understand assessments.

Basic Beacon/Unemployment Knowledge • Understand your correspondence and how to file weekly certifications as well as where to go for updates.

JOB APPLICATION

APPLICANT INFORMATION

Last Name
Street Address

First

State

RESUME

123.5555.4321 | myresumeee@exc

development related field.

business prospects and help
such as customers a

EVERY

Tuesday 1-3 pm

Thursday 10 am-12 pm

For more information or to register, contact:

Cherice Johnson
31901 Tri-County Way
Salisbury, MD 21804
410-341-8533 ext 1220
cherice.johnson@maryland.gov

Wor-Wic Community College

Do you, your family and friends know about all the great Continuing Education and Workforce Development (CEWD) programs and courses in Business & Industry (Skilled Trades)?

Now is the time to begin a new career or advance skills!

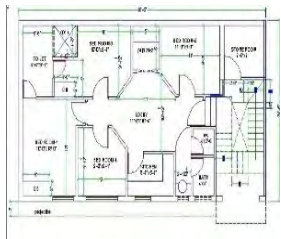
Programs/Courses:

- Autodesk: Computer Aided Drafting (CAD) & Revit {evenings}
- Construction Academy {2 evening courses: one fall & one spring}
- Electrical & IBEW Union Apprenticeship {courses during evenings} + Electrical Non-Union Apprenticeship coming soon! {courses during evenings}
- HVAC Certification and Recertification courses {evenings} + HVAC Non-Union Apprenticeship coming soon! {courses during evenings}
- Manufacturing: Soldering and blueprint reading courses coming soon!
- Metal Fabrication- 250 hrs for 14 weeks- 5:30-9:00pm with OSHA certs (MD EARN Grant: free for eligible and interview chosen applicants)
- Plumbing (Partnered w/ABC-Chesapeake Shores apprenticeship program; interested students are welcome to send resumes, which will be forwarded to partner companies) + Planning to add a Pre-Apprenticeship course soon to create a plumbing apprentice pipeline!
- Water/Wastewater Treatment recertification courses {days}
- Welding (Stick, MIG, Flux-Core & TIG)- 455 hrs for 18.2 weeks- 8:00am-1:30pm (30 min break) with up to 12 welding qualifications may be earned (Maryland EARN Grant: free for eligible and interview chosen applicants)
- Welding: Introduction & Intermediate {evenings}
- Combined Pipe Welding & Advanced Metal Fabrication course coming soon!

Contract Trainings:

What training does your company need? We create or tailor trainings to meet your needs and am happy to provide training at your location.

For more information, please contact CEWD at 410-334-2815 or Dr. Rhonda Banks at rbanks@worwic.edu.





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

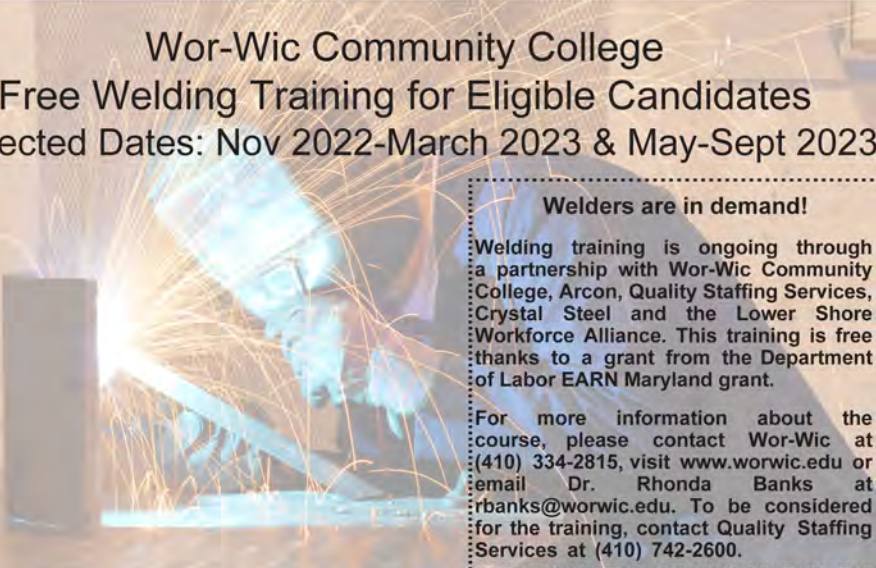
- Transportation Assistance: We provide bus passes and other commuting options.
- Referral Network to Support Employees with Services
- Connect Businesses to Services and other Benefits

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

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 (WOR) 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 Free Metal Fabrication Training: M-Th, 5:30-9pm-January-May 2023 + June-Oct. 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.



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.

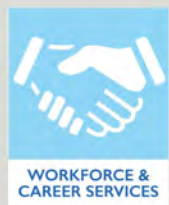
This FREE program complements your career counseling and educational services by providing job readiness, referrals, emergency assistance, supportive services, and tuition assistance.

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.

WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



**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



**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/lRr_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



**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



In-PERSON
AND ONLINE
CLASS
OPTIONS

FREE

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 War-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.

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

ESL & ABE klas yo

Kounye a nou aksepte enskripsyon pou sesyon ete ak otòn!

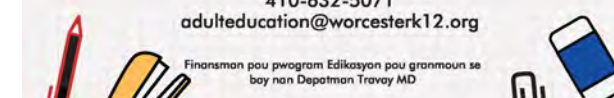
Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



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>



**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.

BASIC MICROSOFT EXCEL

Join us to learn the basics of Microsoft Excel. Basic computer skills and registration required.

PRINCESS ANNE LIBRARY
Friday, October 7th at 11am

CRISFIELD LIBRARY
Thursday, October 13th at 11am



BASIC INTERNET

Join us to learn the basics of using the Internet. Basic computer skills and registration required.

PRINCESS ANNE LIBRARY
Friday, October 14th at 11am

CRISFIELD LIBRARY
Thursday, October 27th at 11am





CRISFIELD LIBRARY
 Saturdays,
 October 8, 15, & 22
 from 10am-12pm

PRINCESS ANNE LIBRARY
 Wednesdays,
 October 12, 19, & 26
 from 10am-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



BASIC EMAIL

Want to learn how to set up an email account and learn the basics about using email. Basic computer and Internet skills required. Registration required.

PRINCESS ANNE LIBRARY
 Friday, October 21st at 11am

CRISFIELD LIBRARY
 Thursday, November 10th at 11am

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!

Register at :

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

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!

YOU CAN GET YOUR LICENSE!

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





MARYLAND
LEGAL AID

Advancing
Human Rights and
Justice for All

AmericanJobCenter
Lower Shore
Serving Somerset, Wicomico and Worcester Counties

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

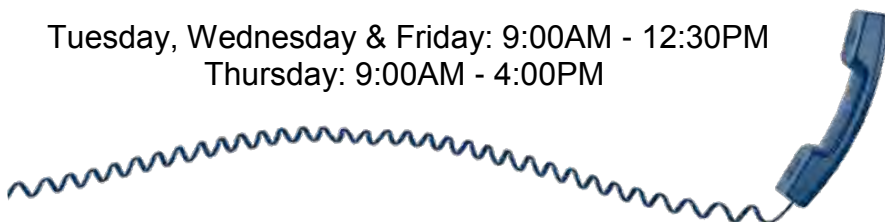
Legal Forms Hotline

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