

JAN. 6, 2023

JOB JOURNAL

LOOKING FOR WORK?

Take a look at who is hiring on the Lower Shore.

WORKPLACE TRENDS TO WATCH IN 2023

The proliferation of remote work, and a class of highly skilled employees increasingly empowered to seek better jobs with better pay and benefits, still echo among the top workplace trends in store for 2023.

ZOOM CHANGES HIRING

What will interviewing be like after the pandemic? Has the interview skills changed completely?



**LOWER SHORE
WORKFORCE ALLIANCE**

<https://lswa.org>



CONTENTS



IN THIS ISSUE

[Welcome Letter](#)

[Special Thanks](#)

[Work Place Trends](#)

[MWE JOB Information](#)

[WIOA Training](#)

[Adult Education Services
& Career Trainings](#)

[Video Presentation](#)

[Zoom Meetings](#)

[Legal Services](#)

[Cross Word Search](#)

[Job Mobile Schedule](#)

[Job Opportunities](#)



**LOWER SHORE
WORKFORCE ALLIANCE**

31901 Tri-County Way, Suite 215
Salisbury, MD 21804

To subscribe to the JOB JOURNAL email request to
jobjournal@lswa.org

WELCOME

The Job Journal is back!

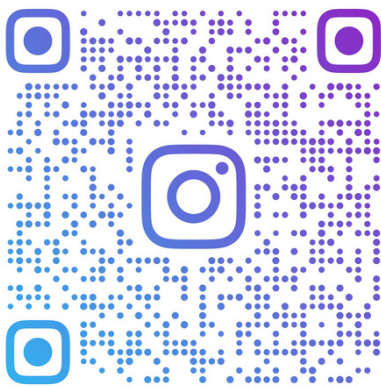
Once a month, you will receive job opportunity updates and much more.

The Job Journals are located on the American Job Center Website.

To find the Job Journals, go to our website and click 'News.'

Also, please take a few minutes to subscribe to our Instagram page.

If you want to either subscribe or unsubscribe to the Job Journal, email us at jobjournal@lswa.org.



AMERICANJOBCENTERLSWA

*Thank
you!*

SPECIAL THANKS

Thanks to Tracy Wainwright for her strong dedication to creating this remarkable Job Journal as it is today. For several consecutive years, Tracy had created the Job Journal for all to read. It started from 50 subscribers to over 1,000 subscribers as of 2022. Tracy was intensely committed to her agency and the customers she served by collecting these resources and, without a doubt, searching for articles, resources, and classifieds that would benefit her customers. As some of you know, unfortunately, Tracy is no longer with us at the American Job Center/Department of Social Services. But her loyalty and dedication through the Job Journal will remain community strong.



1. How many years did you orchestrate the Job Journal? I worked on The Job Journal for 4 years. My predecessor had also distributed a newsletter, and when others discovered my new role at Social Services, I was asked if I would be developing a similar resource. There were so many requests we made the decision to put together a comprehensive employment and training “guide.”

2. What was the purpose of the Job Journal when the Job Journal was your responsibility? The Job Journal began as a resource for Social Services' TANF customers. It was a way for us to consolidate local employment and training opportunities and other relevant resources to give to our customers in one package.

3. What was the most exciting part of the Job Journal? My favorite thing regarding The Job Journal has always been the feedback I received from the **customers and the community. The best part of my days was when someone said, "I got a job from a listing in the newsletter," or "I have a customer who enrolled in a workshop or training they saw in The Job Journal."**

4. How long did it take for you to create the Job Journal every week? I was fortunate to have many community partners and businesses regularly send their information about upcoming employment opportunities and training. Updating and compiling all the information took 4-5 hours every week.

5. How many people did you send the Job Journal to when you first took over the Job Journal after you retired from it? The first issue of The Job Journal went out to approximately 75 people in Wicomico, Worcester, and Somerset Counties. The last issue I sent went to over 900 emails in 6 counties. Every week there were requests to be added to the mailing list. I always loved that because it proved to me that this little newsletter was actually helpful, and others saw the value in it as well. It has been a humbling experience and a project I am very proud of. And I am absolutely thrilled that The Job Journal will continue because of your hard work and dedication!

Thank you for hard work!

We would like to express our sincerest
gratitude for a job well done!

Mekia Cherane



WORKPLACE TRENDS TO WATCH IN 2023

So rapid are the forces of change; many organizations in the United States are still reckoning with the effects caused by the COVID-19 pandemic and the Great Resignation.

The future of work is dynamic. One would need an entire book to describe the many forces affecting trends in the workplace now and in the years to come. Unfortunately, by the time that book made it to print, its contents would be out of date.

So rapid are the forces of change, many organizations in the United States are still reckoning with the effects caused by the COVID-19 pandemic and the Great Resignation. The proliferation of remote work, and a class of highly skilled employees increasingly empowered to seek better jobs with better pay and benefits, still echo among the top workplace trends in store for 2023. For C-suite and HR leaders, the challenges of tomorrow will evolve quickly from the challenges of today.

Here are five workplace trends that will take center stage in 2023:

1. Addressing the global talent shortage:

Korn Ferry estimates that the global human talent shortage will reach 85 million people by 2030. Private organizations and governments will be challenged like never before to help find ways to accelerate their development processes, and build expanded talent acquisition capabilities, to meet this demand. Companies will need strategies to incentivize their employees to stay — using long-term incentives, benefits, and flexible workplace policies — to stem the outflow of employees who possess in-demand skills. Their options will expand significantly amid the coming competition for talent. Companies will also be challenged to find ways to automate work that is more tactical or transactional, looking to AI and robotics to fill gaps.

2. The emergence of the agile workplace:

One solution to address the global talent shortage includes becoming more fluid and agile with regard to acquiring and employing talent. Many companies are moving toward a borderless talent acquisition strategy, in which leaders hire based on skill sets regardless of where the employee is located (often creating additional legal entities or utilizing payroll services companies). Another popular strategy is the flexible work environment, in which in-person, hybrid, and remote work combine to meet the needs of the business with the right talent. Google, Meta, Salesforce and AirBnb are among the businesses that have stated they will allow people to remain remote if they choose, and are helping their teams find ways of working in a fully distributed model. Google provides “distributed work playbooks” for leaders, managers, distributed employees and their buddies to ensure they are “getting connected, being connected and feeling connected” to their overall workplace.

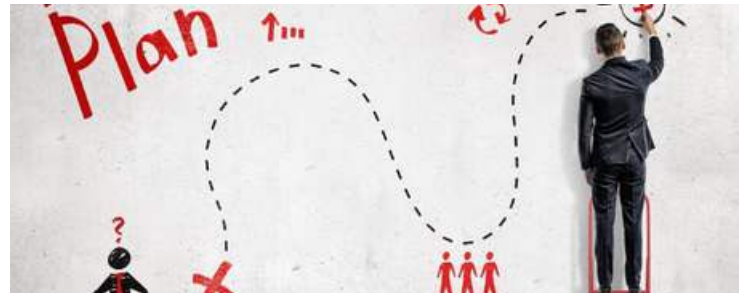


Here are five workplace trends that will take center stage in 2023:

Some companies are moving to an office-less model to help go remote-only. GitLab, as an example, has 1,500 employees in more than 65 countries with no company-owned offices.

3. The emergence of the flexible workforce

The demands of work will require working across traditional departmental barriers. Employees will be asked to take on projects based on skills that transcend traditionally defined roles. The World Economic Forum suggests investing in “human” skills — creativity, originality and initiative, critical thinking, persuasion and negotiation, emotional intelligence, social influence to help navigate this emerging future. McKinsey’s survey of 18,000 people in 15 countries further defined skills needed in the future world of work: cognitive skills like mental flexibility, interpersonal skills like inclusiveness and conflict resolution, digital analysis, and self-leadership skills like self-motivation, grit and persistence.



4. Physical and mental wellbeing gain importance

Talent shortages, supply-chain difficulties, business uncertainty, and war are among the global forces exacerbating the demand on today’s employees. The risk of burnout will remain high. Recent studies by Gallup and ThriveMyWay revealed that 50 to 60 percent of employees say they are burned out, for reasons including needing to be available 24/7 for their employers, lack of support by their managers (many of whom may also be overwhelmed), unreasonable time constraints, and other reasons. A Korn Ferry study indicated 89% of professionals say they have experienced burnout in the last two years, and 80% of that group says they’re more burned out now than at the start of the pandemic. Employers will need to invest in a series of countermeasures: improved workforce planning to better predict what skills/roles and how many roles are needed,

Here are five workplace trends that will take center stage in 2023:

more generous hours and/or flexible schedules (including extra time off to recharge), tools and techniques for mental health and well-being, and expanding support for groups that may have left the workforce in an effort to woo them back. Companies will need to help improve their frequency of communication, appeal to and support employees' common social interests, and determine ways for in-person and remote staff to connect more frequently to drive a sense of integration and belonging. Many companies are already making moves in this direction. Fortune noted that 66% of companies are planning to or have made changes for mental well-being in 2022.

5.The importance of sustainability.

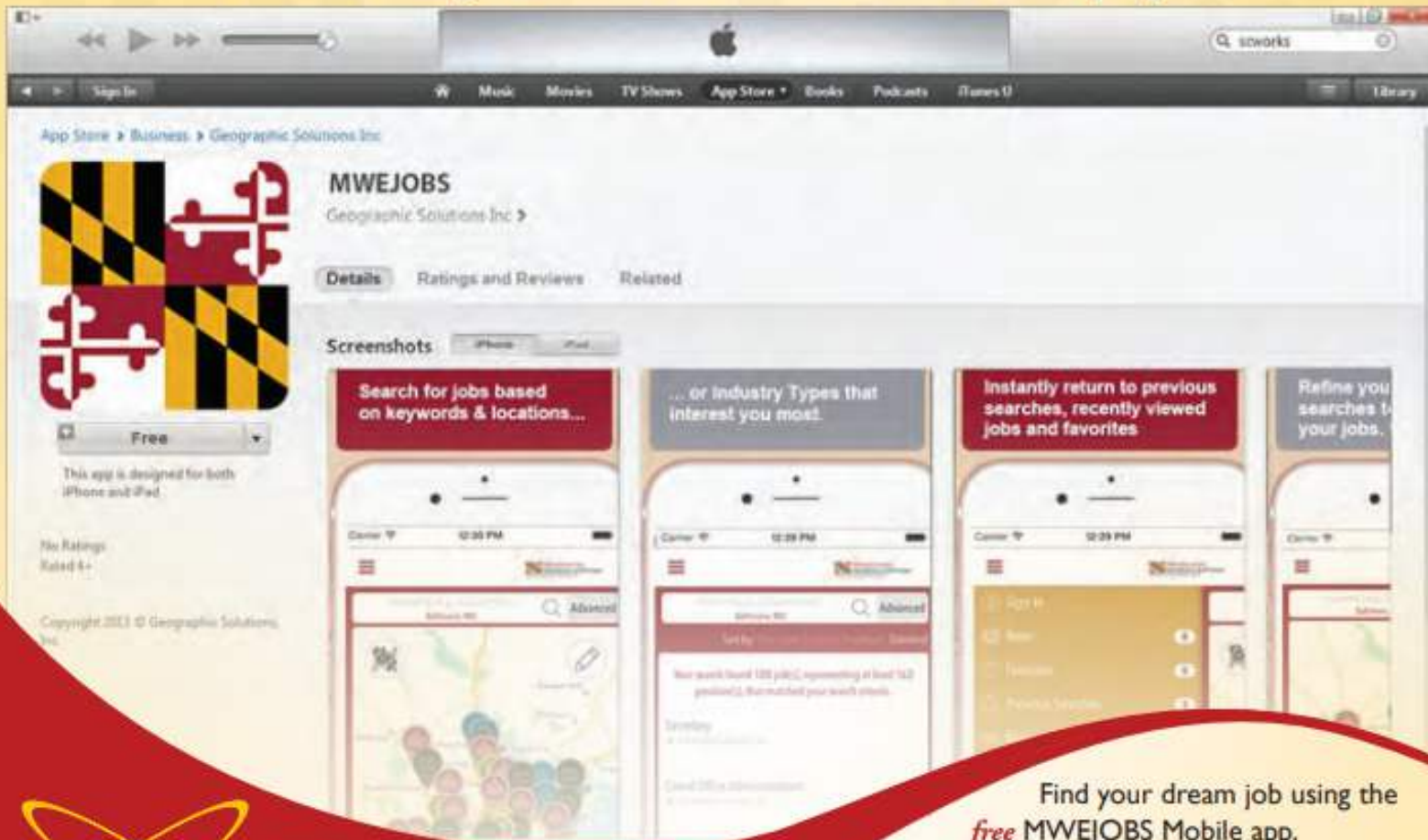
Creating a sustainable future is a trending topic as nations and private organizations pursue measures to limit global warming and address the climate crisis. Even institutional investors such as Blackrock are making climate one of their key issues in evaluating their

investment choices and voting decisions for companies. This will be further highlighted as Gen Z (born from 1997-2012) comes into the workforce. Addressing Climate change is the No. 1 concern among this age group, according to a recent Deloitte survey. Nearly half (49%) state their personal ethics and beliefs have played a role in their career choices. Companies won't just push forward on sustainability because it's the right thing to do, or a good business practice, but because it will be required to attract and retain the talent they need for the future.

Jesse Meschuk is a career and human resources expert, and a Senior Advisor with Exequity. Jesse has more than 20 years of consulting and human resources experience and has worked across a wide variety of industries including technology, entertainment, gaming, retail, hospitality, and sports. Jesse's work has spanned across the Americas, Europe and Asia.

<https://raganwellness.com/workplace-trends-to-watch-in-2023>

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



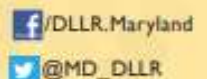
Find your dream job using the *free* MWEJOBS Mobile app. Instantly view any job posted to the web directly on your mobile phone or tablet. Simply search for "MWEJOBS" in the Apple iTunes or Google Play sites.

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

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

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

mwejobs.maryland.gov



mwejobs.maryland.gov



Step 1
Enroll at
<https://mwejobs.maryland.gov>

Step 2
Create a résumé in the system.

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

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

Contact

(410) 341-8533

Job & Career Specialists

YoVanda Brown
Bill Draucker

Jorge DeJesus Jr. Andrea

Andrea Kenney

Killian Walker

Dyann Foskey

Tyler Horton

Hannah Schweikert

Veterans Representative

Cherice Johnson
Christina Williams

Reentry Navigator

Tawanda Redding

Office Email:

dlwdalsalisbury-LABOR@maryland.gov
31901 Tri-County Way
Salisbury, MD 21804

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 decisions that are more informed 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 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.



www.labor.maryland.gov

The Importance of Becoming a Lifelong Learner



Markets, industries, and trends are constantly changing, becoming a complex and competitive landscape only worsened by ever-increasing digitalization and globalization. For many professionals, this means that their job competition is continually expanding, leaving many wondering how they can stand apart and stay on top of all these moving parts? Most don't realize that employers look for skills rather than checking your current job title or a laundry list of official qualifications. So what does lifelong learning mean to you? and how can you become one?

We answer these questions and more below.

What is Lifelong Learning?

Life-long learning is self-initiated and self-directed education that focuses on personal development and achieving personal fulfilment. While many take this to generally mean that life-long learning happens outside of educational institutes such as corporate training, school or university – it doesn't have a standardized definition and can occur anywhere, anytime.

Importance of lifelong learning

Things change, there are new regulations, compliance, tax laws, things keep changing. So we always have to be at the forefront and figuring out what's next. That attitude of being a learner is what will separate you from everybody else. We have to be lifelong learners. Learning never ends.

Why develop the mindset of a lifelong learner

Not only do life-long learners thrive on discovering new knowledge and using it to transform their customers' lives for the better.

To apply for the WIOA Training Program click on the link below

<https://lswa.org/wioa-adult-dislocated-worker-training/>



Such individuals understand that being a lifelong learner is the defining factor that will separate you from everybody else, making them substantial assets to the company. But that's not all, below is our take on why you should always aim to develop the mindset of a lifelong learner:

Improved confidence: Extending our knowledge and skills in both professional and personal areas can increase our self-confidence tenfold.

Refreshed internal motivation: Lifelong learning helps to remedy motivational slumps from time to time when things become more routine and less passionate in your life. It can help remind you what excites, influences and drives you to be the best you.

What does being a lifelong learner mean to you?

Now, I'll be honest with you. When I first started my sales career back in the dark ages in financial services, I closed a lot of deals with my energy. But my product knowledge was lacking, my competitor knowledge was lacking, my industry and market knowledge was lacking and I was struggling and I wasn't hitting my targets. Then my manager called me into his office. I remember this day like it was yesterday and he said "Tom, you need to get some product knowledge training." And I said "Why do I need to learn more? I'm already doing pretty well, I don't want to get bogged down with the details" and he told me.

<https://www.socoselling.com/lifelong-learner/>

<https://lswa.org/wioa-adult-dislocated-worker-training/>



Prepare to Get Back to Work with Free Online Courses

Dear Somerset, Wicomico and Worcester County Residents

Thousands of residents have found themselves without employment due to the COVID-19 pandemic. Whether you want to train for a new career, add new skills with your current employment or just improve your own personal development, your Lower Shore Workforce Alliance Team is here to help!

Our SkillUp® Lower Shore initiative is available to help residents take charge of their futures and prepare to get back to work. Offering virtual career services, SkillUp® Lower Shore can help workers improve their employability by offering free and unlimited access to more than 5,000 high-quality online training courses for 180 days.

SkillUp® Lower Shore enables users to demonstrate the kind of initiative employers are looking for by upgrading their skills - even while some traditional means remain inaccessible due to the current environment. Through SkillUp® Lower Shore, the Metrix online learning platform provides unlimited access to more than 5,000 Skillsoft courses - the same courses used by most Fortune 500 companies to train their own employees. Courses (presented in English and Spanish) include:

- Customer Service; QuickBooks**
- Microsoft Office; Adobe**
- Analytical Skills; Data Management/Reporting**
- Time Management; Leadership Skills**
- Health & Safety; First Aid**
- And many more skill tracks**

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 residents interested in pursuing an industry-recognized certification, SkillUp[®] Lower Shore offers over 100 certification training tracks.

To review the course catalog and to get your free online learning license, visit
<http://lowershoreajc.skillupamerica.org>

If you are interested in further career services, please reach out to Lower Shore Workforce Alliance at
info@lswa.org.

Thank you and good luck!

Adult Education



Individuals can enroll in classes to increase their basic reading, math, and writing skills or learn the English Language, prepare for the GED® tests, and increase their readiness for work or job advancement. Instruction is available for anyone over age 18 who is not currently enrolled in high school. Classes are offered in all Maryland counties and Baltimore City. Follow the link to locate classes in your area.

Federal support for adult instructional services is provided by the Workforce Innovation and Opportunity Act which creates a partnership with states to jointly fund the Adult Education activities.

[Maryland Adult Education High School Diploma Options brochure](#)

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>

WORCESTER COUNTY ADULT EDUCATION PROGRAM

The Worcester County Public Schools Adult Education Program provides adult education, literacy activities and employment programming to the adult learners of our community. We have multiple sites located throughout the county, offering multiple class options. The following services are provided to adult learners:

- Intake, assessment and referral based on an individual student's needs and academic ability.
- Instruction through one or a combination of English as a Second Language, Adult Basic Education and Adult Secondary Education classes.
- Workforce and career development services including: resume, cover letter, mock interviews, job fairs, Mobile Unit One visits, Maryland Workforce Exchange and American Job Center referrals and visits.



WORCESTER COUNTY PUBLIC SCHOOLS


INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes.
Registration is now online!
Use the QR code to sign up or call/email us using the information below.

ABE & ESL Classes
In-person intake and pre-testing is required prior to joining a class.

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

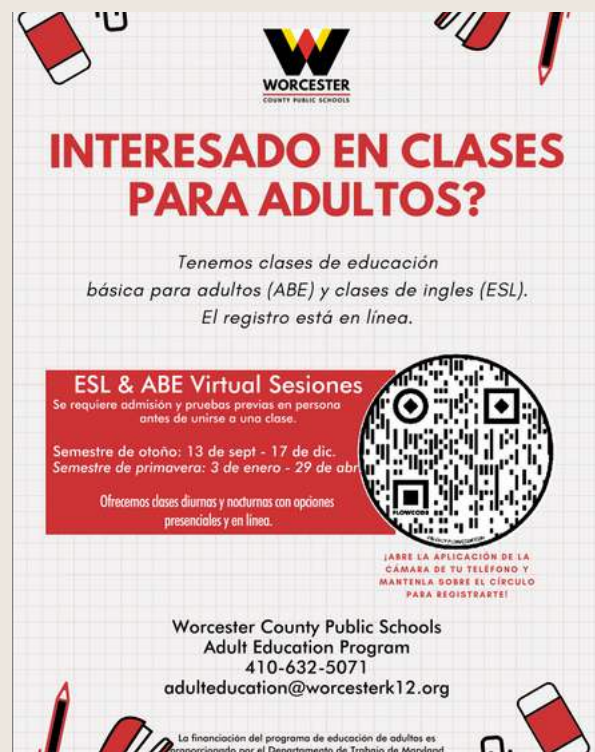
We offer day and evening classes with in-person and online options.



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

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

Funding for the Adult Education program is



WORCESTER COUNTY PUBLIC SCHOOLS


INTERESADO EN CLASES PARA ADULTOS?

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

ESL & ABE Virtual Sesiones
Se requiere admisión y pruebas previas en persona antes de unirse a una clase.

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

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
adulthoodeducation@worcesterk12.org

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

Our Adult Education programs are components of the Department of Labor's Adult Education and Family Literacy initiative, a coordinated state and local effort developed to ensure the availability of instructional and support services for adults.

For more information or to request a current schedule, call the Adult Education Office at 410-632-5071 or email us at adulthoodeducation@worcesterk12.org.

PROJECT READ

www.wicomicolibraries.org

The goal of Project READ is to increase basic adult literacy in Wicomico County to improve employment opportunities and the quality of life for individuals in the program and their families. Project READ will work with several area organizations to assist the participants in the program to achieve their goals. Project READ is currently seeking both volunteers to become Literacy Coaches and adults that are interested in improving their literacy skills.

Volunteer literacy coaches must be proficient in speaking, reading and writing in English. They must also be willing to tutor twice a week (90 minutes each session). Volunteers must submit to an interview with the Project READ Coordinator and the Volunteer Coordinator. Volunteers must also participate in an initial training/orientation session. Interested parties should call 410.749.3612 ext. 140 and request to speak to the Volunteer Coordinator.



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





Pharmacy Technician Program

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

This 16 week program includes:

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

Where: Virtual Facilitator (only)

When: Monday - Thursday 9am-4pm

Length of training program: 16 weeks

Contact: pharmtech@goodwillches.org

ELIGIBILITY REQUIREMENTS

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessement, urinalysis and PPD screenings, and be fully vaccinated against Covid-19.

Student must pass all course requirements to obtain the Maryland Board Pharmacy Techician Certification.

To receive more information visit:
www.goodwillches.org/pharmtech

IN PARTNERSHIP WITH



Are you interested in becoming a professional caregiver?
Would you like to update your caregiver skills?



**FREE training with MAC's new
Care Provider Training Program**

Training includes Alzheimer's and dementia education, CPR
and First Aid certification, fall prevention, medication
awareness and more.

Classes begin Jan. 9, 2023

To learn more, register or find out when our next session begins, contact
Susan Hill at 410-742-0505, Ext. 147 or email Shill@macinc.org

MAC, Inc., Area Agency on Aging
909 Progress Circle, Suite 100
Salisbury, MD 21804
410-742-0505
<https://macinc.org>



FoodWorks Culinary Job Training Program

What is the *FoodWorks* Culinary Training Program?

The FoodWorks program offers a fresh start to low-income individuals with 12 weeks of intense culinary training. FoodWorks students learn basic cooking skills while converting fresh produce and other perishable foods into healthy meals for distribution to those in need.

Located at Maryland Food Bank headquarters, the program training takes place in classrooms and in the Charles T. Bauer Community Kitchen, a state-of-the-art culinary facility opened in 2010. Over the course of 12 weeks, Maryland Food Bank's Executive Chef guides students through a curriculum that includes fundamental culinary techniques, nutrition, menu planning, and job-seeking skills.

To apply: Click on the link below
mdfoodbank.org/apply-foodworks



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. ”

For more information email: kcleaver@mdfoodbank.org

Contact:

mdfoodbank.org/apply-foodworks

Kerry Cleaver • kcleaver@mdfoodbank.org • 443.253.8605 • 410.334.2815

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

WOR-WIC
COMMUNITY COLLEGE

32000 Campus Dr, Salisbury, MD 21804

TELAMON CORPORATION

NATIONAL FARMWORKER JOBS PROGRAM (NFJP)

<https://www.telamon.org/maryland-es/>



NFJP

Have you or family member worked in the agriculture industry including crops, canneries, poultry, aquaculture or a simple field in the last 2 years? Are you ready to advance your job skills? If so, let's talk.



Become self-sufficient during lean times. In partnership with the National Farmworker Jobs Program (NFJP), Telamon provides services that educate, train, or prepare eligible farmworkers for other jobs. Our trained staff members work one on one with you to develop a plan to meet your needs and help you achieve your goals. The programs can help you identify career paths and assess your skills and interests.

You can also turn to Telamon for help finding work through on-the-job training, local market information, and job placements. Bilingual services are available in many of our offices. The U.S. Department of Labor funds this program.

Services include:
Career counseling
Job and classroom training
Customized training programs
Remedial education and GED preparation
English as a Second Language (ESL) classes
Skill upgrades and occupational credentialing
Job placement
Pre-Apprenticeship Programs

To Apply: <https://www.telamon.org/maryland-es/>

VETERANS PROGRAM OUTREACH

When you've served in the military long enough, you might relate all of your experiences to the armed forces and the tasks you're assigned by a superior. Many service members follow a very programmed career progression, so initiative may not be as absolute in the military as it is in the civilian world where self-promotion is key to career advancement. That said, your employment application for civilian or private-sector work must be your marketing tool to highlight your skills and capabilities, particularly those acquired during military service.



Click on the link below to read the full article.

<https://work.chron.com/fill-out-job-application-military-history-27554.html>



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.

<https://www.dllr.state.md.us/employment/unemployment.shtml>

JOB APPLICATION

APPLICANT INFORMATION

Last Name

Street Address

RESUME

123.5555.4321 | myresume@e

employment related field.

business prospects and help
such as customers o

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

labor.maryland.gov/employment/veteranservices.shtml

Free Self-Paced Computer Classes

At the
Lower Shore
American Job Center

Lab Training Hours:

Mon. & Wed.
8:30 a.m.-12:30 p.m.
and

1:30 p.m.-4:30 p.m.

Tues. & Thurs.
12:30 p.m.-4:30 p.m.

Fri. Closed

31901 Tri-County Way
Salisbury, MD 21804
Phone: (410) 341-6515

Funding provided by:



LOWER SHORE
WORKFORCE ALLIANCE

WOR-WIC COMMUNITY COLLEGE



**OBTAIN
A
REFERRAL
and
REGISTER
TODAY!**

Keyboard Skills

Develop skills in typing and effectively using the keyboard. Practice drills to increase your accuracy and speed. *No previous experience is required.*

Introduction to Computers and Technology I *

Obtain the workplace skills you need in using Microsoft Office 365/2016 (Word, Excel, PowerPoint), and Internet basics with SAM, a web-based training program. *Prerequisite: "Keyboard Skills" or basic knowledge of a keyboard.*

Introduction to Computers and Technology II *

Advance to the next level and go beyond the basics. Increase your skills in using all the Microsoft applications to complete self-paced capstone projects. *Prerequisite: "Introduction to Computers and Technology I."*

Applied Computers & Technology *

Combine all skills learned in "Introduction to Computers Technology I & II" and prepare to use Microsoft Office in the workplace by completing twelve Skills Assessment Manager (SAM) projects using Microsoft Office 365/2016. *Prerequisite: "Introductions to Computers and Technology I and II."*

Microsoft Word Level I (Assessment Required)

To show knowledge and understanding of computer concepts, to improve page layout and advance formatting to complete a (SAM) project.

Microsoft Excel Level I (Assessment Required)

To use knowledge and skills to create workbooks, format text, add worksheets and create charts in Microsoft Excel to complete a (SAM) project.

In order to participate, stop by the front desk at the American Job Center to be referred by an agency.

- ◆ Set your own schedule and start building your resume today by updating your computer skills.
- ◆ Receive a Wor-Wic Document of Attendance and Participation upon successful completion.
- ◆ Prepares you for additional college-level courses. Earn requirements toward Wor-Wic's Continuing Education Workforce Training Certificate in Computer and Office Technology Essentials. *

Lower Shore
AmericanJobCenter[®]

Serving Somerset, Wicomico and Worcester Counties

<https://www.youtube.com/@lowershoreamericanjobcente9602>



This video features the healthcare professions and highlights the field of Radiologic Technology.

Interested in this career, apply to the WIOA Program.
Contact us at 410-334-6515

VIDEOS

Subscribe

*Thank
you!*

Check us out on social media



➔ 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 Information:

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

Requirements:

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

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



Continue reading at next page >



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 trainings.

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

goodwillches.org

Facebook Social Media Marketing
Professional Certificate



Advance your career.
Advance YOU.

Program includes:

- Introduction to Social Media Marketing
- Social Media Management
- Fundamentals of Social Media Advertising
- Advertising with Facebook
- Measure and Optimize Social Campaigns
- Facebook Social Media Marketing Capstone



Requirements:

- 10th grade reading level
- Basic Digital Skills
- Active Facebook/Instagram page

Advance your career. Advance YOU.

Facebook Social Media Marketing Professional Certificate

Program includes:

- * Introduction to Social Media Marketing
- * Social Media Management
- * Fundamentals of Social Media Advertising
- * Advertising with Facebook
- * Measure and Optimize Social Campaigns
- * Facebook Social Media Marketing Capstone

Requirements:

1. 10th grade reading level
2. Basic Digital Skills
3. Active Facebook/Instagram page

For more information:
digitalskills@goodwillches.org

coursera **FACEBOOK Elevate**

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

For more information:
digitalskills@goodwillches.org

IN PARTNERSHIP WITH



goodwillches.org



Five Tips For Virtual Interviews: How Zoom Changes Hiring



What will interviewing be like after the pandemic? This is the question on many people's minds — whether they're CHROs or candidates thinking about starting a new job search.

Widespread Covid-19 vaccinations may make it more likely that companies will return to pre-pandemic operations, but many leaders won't let go of some of the tools they adopted during the past year and a half's remote workplace.

At Raines, an executive search and leadership consulting firm, we have interviewed thousands of candidates over Zoom or Microsoft Teams during the past 18 months to find leadership and talent to drive transformation and results. Below are a few of my tips for hiring managers.

1. Remember that more isn't always better

One major advantage to video interviewing is the ability to see more candidates faster. Just because you *can* interview 40 people for a position doesn't mean you *should*. If you are interviewing several candidates, do not schedule them back to back — the interactions will likely blend together. Block out 10 to 15 minutes before interviews to review resumes and position descriptions, prepare questions and get in the right mindset. Directly afterward, allot time to record your impressions, complete scorecards or ratings and confirm that your impressions are backed up by objective data points. The longer you wait to do this, the more likely you are to confuse candidates or misremember information.

2. Try to level the playing field.

If you interview one candidate by phone, another by video and a third in person, you may evaluate them differently. Since it may be hard to interview candidates in the same format, standardize as much of the interview process as you can to help mitigate bias. For instance, proximity bias favors those closest to you, i.e., in-person interviewees. Here are some suggestions:

- Develop structured interview questions that are pre-set and pre-ordered for all interviewees to ensure a more equitable process.
- Create clear, consistent rating scales the whole interview team can use to score interviewees, their qualifications and their answers.



- Make sure any information, be it positive or negative, is backed by objective information. Don't just say the interviewee seemed bored; explain that the interviewee was constantly looking at their watch or needed you to repeat questions.
- Finally, if possible, don't hold a group evaluation of candidates until each interviewer has completed and submitted a thorough evaluation of individual candidates in writing, through a scoring system or to a neutral party.

3. Turn off distractions.

We are all tempted to check e-mails or respond to chats during a phone or video call. It's best to turn off all distractions (like notifications and ringers) so you can record more meaningful data and engage in substantive discussion.

4. Be mindful of energy levels.

Interview exhaustion can be even more pronounced with remote interviews. Video calls can be draining, and Zoom fatigue can set in. Create breaks in between interviews for snacks and water.

5. Don't write off candidates because of their background or home setup.

They may not have the space for a home office, or their partner or roommate may also be on a call at the same time. Be sure to be mindful of the issue of what Taharee Jackson calls videoclassism — which, in this case, refers to the intrusion of socioeconomics into an interview. After all, in-person interviewees are not required to show potential employers their inner sanctums, so why should video candidates be judged by their homes? Likewise, be forgiving of any at-home interruptions from children, pets or deliveries. Lead with empathy and understanding.

So many of our behaviors at work and at home have changed given our universal pandemic experience. The same holds true for interviewing. I believe virtual interviewing is here to stay, and there are many reasons to embrace it.

Lisa Mann is Raines' Chief Marketing Officer and Managing Director for Consumer Practice. Read Lisa Mann's full executive profile [here](#).

POHANKA AUTOMOTIVE

TECHNICAL ACADEMY

DEVELOPING WORKFORCE OF
TRAINED & COMPETENT
TECHNICIANS

REGISTER NOW

Automotive Training Program
2010 N. Salisbury Blvd
Salisbury, MD 21801
443-338-6973
Pata@pohankaofsalisbury.com



DRIVER'S LICENSE

DO YOU NEED YOUR DRIVER'S LICENSE?

YOU CAN GET YOUR LICENSE!

Is transportation a barrier to:

A new job?

Taking classes?

Helping your family?

Don't have a computer to go
online?

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

To Register:

<https://www.worwic.edu/DriverEducation>

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



Wor-Wic Community College Offers:

Scholarship to reduce the cost to as little as \$50.00!

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.



Only

Vehicle for Change Inc. (VFC) empowers families with financial challenges to achieve economic and personal independence through car ownership and technical training.

**Shawna N. Kearsley
Program Director
Vehicles for Change -
Delmarva**

**31440 Winter Place Park
Salisbury, MD 21804
443-449-3005
skearsley@vehiclesforchange.org**

DONATE A CAR

Want to help families in need secure a better future?

NEED A CAR

At Vehicles for Change, we know how difficult it can be for families to reach their goals and stay healthy without a dependable vehicle.

<https://www.vehiclesforchange.org/>

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

**Worcester County Circuit Court
Family Law Legal Clinic For
Self-Represented Litigants**



**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.

Website:

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

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

LEGAL SELF-HELP CENTERS

FREE legal help in civil cases for individuals who do not have a lawyer. Watch a short introductory video about the walk-in (in-person) court help centers or the call or chat services.

MARYLAND COURTS SELF-HELP CENTERS

410-260-1392
mdcourts.gov/self-help
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: 9:00 AM- 12:30 PM
Thursday: 9:0 AM- 4:00 PM

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, 9:00 AM to Noon
410-651-4618

WORCESTER COUNTY CIRCUIT COURT

81 West Market Street
Snow Hill, Maryland
Mondays, 9:30 AM to 2:30 PM
410-632-5638

DISABILITY RIGHT MARYLAND

800-233-7201
disabilityrightsmd.org

LEGAL AID BUREAU INC.

800-818-9988 (English)
877-293-2507 (Spanish)
Tuesday, Wednesday & Friday:
9:00 AM- 4:00 PM

MARYLAND VOLUNTEER LAWYER SERVICES, INC.

800-510-0050
mvlslaw.org

PRO BONO RESOURCE CENTER OF MARYLAND, INC

800-396-1274
probononmd.org

WICOMICO COUNTY CIRCUIT COURT

1101 North Division Street
Salisbury, Maryland
Mondays, 9 AM to Noon
410-334-3127

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



**MARYLAND
LEGAL AID**

*Human Rights and
Justice for All*

Lower Shore
AmericanJobCenter
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.

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.

Career Word Search

R O Q M Y N O S H R P G K C O M P U T E R S I X
Z I D F Y D T V H E P L U M B E R Z T C R I U Q
X O V D P L Y T F A R C H I T E C T J P E K Q M
D P V O R I S B G Z W Z T G E S K G U Y H P L I
P E O C V Y F T A C F M Y H F P F Y M I C L L L
U T K T G O S W Z R E Y W A L L W X X O A D G I
U M P O B I V X E J B P A Q R U E D U V E P L T
W K C R L W S R E C I F F O E C I L O P T Q J A
N A I H C I N H C E T N A I R A N I R E T E V R
T Q R R U T R A C H V B G H J T G D M L M X V Y
H W O H Y R E T H G I F E R I F H O R H C G H I
E C L L P V T B O E U Z N A I R A N I R E T E V
R T E B Q T N G H N M R R T H R X L Z Z B W C Y
P M S C L S E N U G V E N D P E Y H P Z O A C E
A E N I I I P R A I V K E P J M J T S I T N E D
I G U N W T R F U N W N Q W P R W V C O B F Y T
S Y O A H R A Y X E T A R D G A K G M T O L I P
T K C H J A C T Z E M B R X N F W M Z H S D U J
S B T C H T A U O R X N T Y J L M N G V I E D M
O M T E D C I A H Q K N K E E D C M E F A W G S
T H D M M A S S A G E T H E R A P I S T T R M J
J W S R V J K I H M N U R S E O R G M J U Y W P
I S K A L Y D W W L O O Y E M V V X W C J I M G
D F B C A C C O U N T A N T X M F Q W E X W Y O

pilot
EMT
dentist
accountant
carpenter
banker
military
police officer
plumber

massage therapist
firefighter
doctor
computers
artist
therapist
engineer
nurse

veterinarian technician
veterinarian
farmer
car mechanic
lawyer
counselor
teacher
architect

Lower Shore American Job Center Mobile Workforce Services Unit

The American Job Center (AJC) Mobile Unit is a community outreach program utilizing the latest technology to deliver on-site employment search and career services. The AJC mobile unit is outfitted with a generator and seven computers with cellular Internet access making it a truly self-contained employment resource.

The AJC mobile unit maintains a regular schedule of locations throughout Somerset, Wicomico and Worcester counties.



[American Job Center Mobile Workforce Services](#)
Click here to visit the Mobile Monthly Schedule

Small Local Business Hiring



Hiring - Dishwasher

733 Roland St., Salisbury,
MD, United States, 21804
Address

- (443) 978-8061
- Mobile



CORPORATIONS HIRING NOW





NOW HIRING

**Salisbury
MD**

Safety Manager

Salary: \$65K- \$85K Annual
Flexible Schedule: 8am - 5pm or
9am - 6pm, could vary based on
company needs



Production Supervisor

Salary: \$60K - \$70K Annual
Schedule 7:30pm - 4:30pm

Maintenance Manager

Salary: 90K - \$130K
7:30am - 4:30pm, could vary
based on company needs



Associate Relations Representative

Salary: \$60K - 85K
Schedule: 9am - 6pm, Could
vary based on company needs

Second Processing Production Superintendent

Salary: \$80K - 100K
Schedule: 4pm until finished



www.perducareers.com



WWW.PERDUECAREERS.COM

LOGO	EMPLOYER	POSITION AVAILABLE	HOW TO APPLY
	Advance Auto Parts	Cashier Stocker	Apply Online
	Anchorage Healthcare Center	GNA (NEW INCREASED WAGES) Cook CMA	Apply Online
	Atlantic General Hospital	Administrative/General Medical Office Assistant Medical Receptionist Collections Specialist	Apply Online
	Applebee's	Server	Apply Online
	Best Buy	Retail Sales Associate	Apply Online
	Big Lots!	Freight Processing Lead Retail Store Associates & Stockers	Apply Online
	Bob Evans Restaurants	Server Kitchen Prep Host/Cashier Dishwasher Key Supervisor	Apply Online
	Boscov's	Seasonal Sales Associate	Apply Online
	Buffalo Wild Wings	Line Cook Host/Cashier/Greeter Bartender Server	Apply Online
	Burlington	Seasonal Cashier Associate Shortage Control Lead Retail Store Closing Lead	Apply Online
	Chesapeake Shipbuilding	Pipe Fitter/Plumber Fabricator/Ship Fitter Carpenter Electrician Welder	Apply Online
	Chesapeake Utilities	Propane Deliver Driver Distribution System Technician1 Digital Media Specialist	Apply Online
	Chipotle Mexican Grill - Salisbury,	Restaurant Team Members	Apply Online

	West Ocean City		
	Citi Trends	Store Sales Associate	Apply Online Text CITITRENDS TO 242424 TO APPLY
	City of Fruitland	Police Officer	Apply Online
	City of Pocomoke	General Laborer	Apply Online
	City of Salisbury	Non-Driving Position	Apply Online
	Coastal Hospice & Palliative Care	Certified Nursing Assistant Certified Medication Technician	Apply Online
	Comfort Keepers	Long-Term Live-In Caregiver CNA Caregivers PRN Nurse	Apply Online
	Denny's	Server Host/Hostess Service Assistant	Apply Online
	Dove Pointe	Mentor Community Case Manager Residential Program Counselor	Apply Online
	Encompass Health	Environmental/Food Services Case Manager	Apply Online
	Food Lion	FT Center Store Associate PT Specialty Merchandise Part-Time Associate Full-Time Associate	Apply Online
	Genesis Health Care	Activity Assistant Geriatric Nursing Assistant Nursing Aide Training Assistant Administrator	Apply Online
	The Green Turtle	Kitchen Prep Server Dishwasher	Apply Online

	Harbor Freight & Tools -	Retail Sale Associates	Apply Online
	Harrison Senior Living	CNA; CMT; RN; Dietary Aide; Housekeepers	Apply Online
	Lower Shore Immediate Care	Front Desk Receptionist Email Resume	kbowen@lowershoreimmediatecare.com
	Home Depot	Customer Service/Sales Lot Associate Freight/Receiving Administrative Office Assistant	Apply Online
	Hudson Behavioral Health	Behavioral Health Aide Counselor for Inpatient Addictions Cook Maintenance	Apply Online
	Krispy Kreme	Doughnut Delivery Driver Team Member Shift Supervisor	Apply Online
	Lower Shore Clinic	Care Wrap CMA/CNA Medical Receptionist-Part-time Team Leader PRP Addictions Specialist Housekeepers	Apply Online
	M&T Bank	Universal Banker	Apply Online
	Olive Garden	Busser	Apply Online
	Pep Boys	General Service Technician Technician B Assistant Service Manager Customer Service Advisor	Apply Online
	Perdue Farms - Salisbury	Live Operations PLC Technician Maintenance Mechanic Flock Advisor Hatchery Chick Delivery Driver Operations Management Trainee	Apply Online

	Piedmont Airlines		
 Quality Staffing Services	Quality Staffing Services	Parts Coordinator IT Administrator Carpenter Project Manager/Restoration	Apply Online
	Rover	Dog Sitter	Apply Online
	Royal Farms	Store Manager Assistant Store Manager Kitchen Manager Customer Service Associate Customer Service Leader	Apply Online
	Salisbury University	Food Services Early Childhood Behavior Intercession Coordinator Security Guard Assessment Coordinator	Apply Online
	Shore Up! Inc.	Nutrition Aide Substitute	Apply Online
	Somerset County Board of Education	Human Resources Benefits Associate Substitute Teacher	Apply Online
	Tidal Health	Medical Office Support Medical Assistant & Floater Patient Service Representative Administrative Assistant Aide- Imaging Tech Patient Accounts	Apply Online
	Toroid Corporation	Assembly Employee	Apply Online
	Tri-County Council	Driver- Public Transit Driver-Non-CDL	Apply Online
	Sam's Club & Walmart	General Facilities Maintenance Auto Care Center Fuel Station Stocking & Unloading Online Order and Delivery Cashier	Apply Online

		Tire & Battery Technician	
	Wicomico County Board of Education	Food Service Worker Instructional Assistant Substitute Teacher Maintenance Technician HVAC & Security/Fire Alarm Electrician Custodian	Apply Online
	Worcester County Board of Education	Educational Assistant One on One Custodians Food Service Worker Bus or Van Driver Cafeteria Positions	Apply Online

THANK YOU



GLOSSARY

MWE- Maryland Workforce Exchange

LSWA- Lower Shore Workforce Alliance

WIOA- Workforce Innovation Opportunity Act