100% GOVERNMENT PHOTO ID CHECK TO ENTER THE BUILDING

Center Hours of Operation:

Monday - Friday
8:30am - 4:30pm

americanjobcenter® DISTRICT OF COLUMBIA

NorthWest

2000 14th Street NW - 3rd Floor
Washington DC 20009
202-442-4577
www.dcnetworks.org

Unemployment Compensation:
Monday- Friday 8:30am 4:00pm

gradedc.gov

December 2019

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	2	3	4	5	6
Week 2	9	10	11	12	13
Week 3	16	17	18	19	20
Week 4	23	24	25 - Closed Christmas	26	27
Week 5	30	31	New Year Day- Closed		

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00	**Get to Know Your American Job Center (Orientation)**	**Get to Know Your American Job Center (Orientation)**	**Get to Know Your American Job Center (Orientation)**	**Get to Know Your American Job Center (Orientation)**	**No Workshop**
11:00- 1:00pm	**Smart Resume: Tips, Tools and Techniques & Cover Letter (Resume Part 1)**	**Navigating DC Networks And Successfully Submitting Online Job Applications**	**The Conversation That Gets The Job (Interviewing Skills)**	**Posting Your Resume in DCNETWORKS (Resume Part 2)**	**No Workshop**
2:30 - 4:15 *** CASAS Tests 9am & 1pm**	**Resume Review (By Appointment Only)**	**Mock Interviews (By Appointment Only)**	**Resume Review (By Appointment Only)**	**Mock Interviews (By Appointment Only)**	**No Workshop**

Workshop Attendance Policy

First Come, First Serve Seating - Seating capacity strictly enforced

Doors will be closed and session will begin at scheduled start time

Please read back for workshop description and requirements

Although DOES makes every effort to maintain our schedules as assigned, session times are subject to change without prior notice

REGISTRATION IN DCNETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.
You can register at www.dcnetworks.org

*** CASAS Tests are provided at 9 AM and 1 PM on the 2nd and 4th Tuesday of each Month. CASAS tests are also provided on the 1st and 3rd Friday of every Month. Subject to Holiday Schedules and Changes.**

Workshop Descriptions

Get to Know Your American Job Center (General Orientation)
This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Workshops.

Smart Resume: Tips, Tools and Techniques & Writing a Professional Cover Letter
Your resume is your first impression. Learn how to structure your resume in a way that will stand out to employers. Discussion will include strategies on how to cater your resume to the job desrciption, different resume styles and using key words and phrases. A well-written cover letter can increase the chances of an employer viewing your resume. Learn how to write a professional cover letter that best represents your skills and strengths applicable to your desired position.

Creating a Smart Resume - Posting Your Resume in DCNETWORKS
Now that you've learned how to create a smart resume, let's add the finishing touches! Get guidance with creating, editing, and modifying your resume using DCNetworks.org. (Prerequisite: Smart Resume: Tips, Tools, and Techniques)

The Conversation That Gets the Job (Interviewing Skills)
Market your skills to the employer and prepare for a professional interview. Learn about panel interviewing, what not to say during an interview, and what to do after the interview is over.

Navigating DC Networks
Learn the best strategies to connect with employers and their job postings online through DC Networks. This session will provide you with necessary information to assist you in putting your best foot forward online. Find out about tools that will help you show employers who you are, alert you when new jobs are posted and improve your job search.

Successfully Submitting Online Job Applications
Participants will receive guidance on how to effectively complete an online job application and avoid common errors.

Please partcipate in a survey for the workshops at: **www.surveymonkey.com/r/y9vvskf**

Partner Services

Unemployment Insurance Benefits Services
Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim 8:30am - 5:00pm Monday thru Thursday, and 9:30am - 5:00pm on Fridays. Customers will be received in the center until 4:00pm. After 4:00pm, customers may call the UI Call Center at 202-724-7000.

Vocational Rehabilitation Services are available Monday thru Thursday from 9:00am - 3:30pm. Customers must have a center referral.

Department of Human Services are onsite Wednesday 8:30am - 4:30pm.
Are you in need of signing up for or re-certifying for Temporary Assistance for Needy Families, Food Stamps, Child Care Vouchers and/or Medical Insurance? Please visit a DHS representative on Wednesday to re-certify for services.
Feel free to contact the main desk (202) 442-4577 with additional questions.

OSSE Postsecondary and Adult Education, GED, Occupational and Digital Literacy-Available weekly by center referral and appointment.
Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, mental health services, literacy/ESL/LEP services, etc...