



Customer-Focused Service to meet the needs of employers and jobseekers. We strive to be creative, responsive, and flexible in providing services and facilitating connections to additional resources. Most services are offered on a walk-in basis. Assistance for more intensive needs are available by appointment.

What We Do for Employers

- ✓ Market employment opportunities to jobseekers to aid in hiring
- ✓ Provide a setting for recruiting motivated talent

What We Do for Jobseekers

- ✓ Educate them in job search techniques through in-person and online workshops
- ✓ Offer free use of computers for job search, filing Unemployment claims, etc.
- ✓ Assist with resume writing and interview preparation – by appointment
- ✓ Aid in career planning/decision-making (Career Counselor on-site)
- ✓ Offer job club to hone job search and employment skills
- ✓ Conduct typing tests and other work-ready assessments
- ✓ Provide instructor-led and online computer training
- ✓ Assist them with their work search as necessary
- ✓ Help them find resources to meet other needs

We Have Specialists Available by Appointment to Serve

- ✓ Individuals Seeking Apprenticeships
- ✓ Younger Workers (Under age 24)
- ✓ Older Workers (55 and older)
- ✓ Jobseekers with Disabilities
- ✓ Dislocated Workers
- ✓ Ex-Offenders
- ✓ Veterans

A proud partner of the American  network

"FWWDB and BAWDB are Equal Opportunity Employers and Service Providers"

The Fox Valley Job Centers and its service providers are equal opportunity employers and service providers. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact 888.258.9966 or through the Wisconsin Relay Service number 711.



Activities and Resources

- ✓ Computers for Resume/Cover Letter/Job Search
- ✓ Professional Assistance with Resume and Cover Letter Writing and Job Search
- ✓ Internet Access for Employment Search/Career Exploration
- ✓ Free Fax and Copy Services for Job Search
- ✓ Mock Interviewing/Interview Stream
- ✓ Access to Labor Market Information
- ✓ Career and Employment Counseling
- ✓ Employment Search Materials
- ✓ Onsite Employer Recruitment

Employment Workshops

- ✓ Researching A Company Before Your Next Interview
- ✓ There, Their, They're – Which Do I Use on My Resume?
- ✓ Resume, Cover Letters & Job Searching
- ✓ Build Your Resource Toolbox
- ✓ Interviewing: Sell Yourself
- ✓ Over 50 and Job Searching
- ✓ Career Exploration
- ✓ Communication
- ✓ Professionalism
- ✓ Opening Doors
- ✓ Team Work

Instructor Led Computer Training

- ✓ Intro to Google Docs & Google Drive
- ✓ Intro to Job Center of WI
- ✓ Navigating the Internet
- ✓ Computer Basics
- ✓ All About Email
- ✓ Open lab Hours
- ✓ Intro to Word
- ✓ Intro to Excel

Self-paced Computer Training

Microsoft Office

- PowerPoint
- Outlook
- Access
- Word
- Excel

Graphic Design

- Photoshop
- Publisher

Web Design

- Flash
- Dreamweaver
- HTML Fundamentals
- Web Design Fundamentals

Accounting

- QuickBooks
- Accounting Fundamentals

Other

- Your Financial Future
- Learn Free GCF Website
- Typing and 10 Key
- Money Smart