

Pasco-Hernando Workforce Board Chairman's Report

April 2011

On-the-Job Training Works

Our Mission

... enhance economic development efforts of our region by providing a well-trained, high-quality workforce which supports the success of local business and improves the quality of life.

Upcoming Events

April 27, 2011, Wednesday
Congressman Bilirakis
Tri-County Career Fair
Bayanihan Arts Center
Tampa
Time: 11:00am – 3:00pm

May 3, 2011, Tuesday
Medical Career Fair
New Port Richey Career
Central Office
Time: 9:00am – 12:00pm

Visit our website
(www.careercentral.jobs)
for more information on
the exciting events
scheduled each month.

What is OJT? There are many answers to that question, but essentially OJT is a training method where employees receive instruction and coaching on performing a specific job. To Elizabeth Matthews, the On-the-Job Training program she enrolled in at Career Central represents a great opportunity.

Elizabeth was in her car when she received the news that she had been accepted for the On-The-Job Training program where she was going to be trained as a Monitoring Technician/ Unit Secretary with Regional Medical Center Bayonet Point. "I was literally dancing in the car I was so excited" stated Elizabeth.

Elizabeth, a single parent of an 18 month old baby girl, Josaline, was waitressing and then landed a job at a retail establishment. However, business slowed and she was laid-off. "I wanted to work and was looking for another job but couldn't find one. Instead, I found myself applying for food stamps and cash assistance and that's when I found out about Career Central." Elizabeth's journey with Career Central began with a week-long workshop exploring different occupations, learning how to create a resume and receiving instruction in interviewing skills. After completing the workshop, Elizabeth was enrolled in a

Community Service worksite where she was able to acquire additional skills and give back to the community while receiving assistance. While doing her community service, Career Central Career Specialist, Ayasha White, made Elizabeth aware of an upcoming On-The-Job Training program with a local medical facility. "Ayasha is so nice, I just love her", exclaimed Elizabeth. "This job is important and it's challenging, I'm thrilled." And, Elizabeth said proudly, "this gives my daughter a good role model to look up to."

Roger Haney, SPHR, HR Generalist with Regional Medical Center Bayonet Point, who was on the other end of the line when Elizabeth's cell phone rang in her car that day stated, "Elizabeth is doing an excellent job! In performing her duties she's making the observations of a more skilled technician and everybody is pleased with her performance."



Pictured here: Roger Haney, Elizabeth Matthews

For more information on the OJT program and other services, contact your local Career Central office.



Career Central is a service of the Pasco-Hernando Workforce Board.

Making the Most of a First Impression: The Resume

With the unemployment rate at 12.4% and nearly 45,000 job seekers registered with Career Central in the Pasco-Hernando region, job seekers must make the very best first impression, and that begins with the resume. The resume introduces the job seeker to the would-be employer and must be as near to perfect in form and content in possible. It is a critical component in landing an interview.

Many Career Central customers find themselves unemployed for the first time after years of steady employment. They might not have a resume or know where to begin in creating one. That's where the staff and services at Career Central come in.



Career Central customers have access to online tools that aids in the creation of a resume from the ground up, section by section, or by editing an existing sample resume. The online Career Library contains resume and cover letter samples, as well as files in varying formats on interviewing, salary negotiations, etc. The Career Library is intended to help candidates move through the job search more efficiently and effectively.

And if a customer needs additional assistance beyond the online tools, staff members are available to offer one-on-one assistance. Jo Ann Gallup is a Trainer for Career Central and conducts workshops on resume development, as well as interviewing skills. She has received positive feedback from many workshop participants including individuals with a background in Human Resources who attested to the relevancy and effectiveness of the material covered in the workshops.

Recently Jo Ann assisted a customer revise his resume from a series of paragraphs containing information about previous employment to a concise, one page functional resume. Within a matter of days after posting the newly formatted resume, the customer received several calls from potential employers to schedule interviews, and ultimately gained employment.

Career Central helps their customers make the most of a first impression.

Labor Market Information

Unemployment Rates			
Location	March 2011	February 2011	March 2010
Hernando County	13.3	14.0	14.2
Pasco County	12.1	12.5	13.2
Tampa Metro	11.0	11.5	11.9
Florida	10.6	11.0	11.3

Performance Numbers:

- ⇒ Through the end of March Career Central helped 3,721 people get jobs. That averages to 1 person every 25 minutes we were open.
- ⇒ For employers who listed their jobs with us, we were able to help them fill one job every two hours we were open.

These statistics were released April 15, 2011 by Agency for Workforce Innovation (AWI). The seasonally adjusted unemployment rate for March 2011 is the lowest since November 2009.