

I am a Dislocated Worker: being a dislocated worker simply means that *you have lost your job through no fault of your own*. Please identify yourself as a Dislocated Worker when visiting our Workforce WV One-Stop Career Centers.

Why are services free? Free services are offered by the state to all dislocated workers.

I am a Job Seeker: You may want to go from the job you had directly into another job, or you may want to go into training first and then find another job utilizing your new skills. No matter which route you take, please think about the following:

- **Phone Greeting:** Everybody's cell phone comes with a pre-recorded greeting; however, that greeting usually only identifies your phone number and not YOU. Please re-record your greeting to identify YOU as well as your phone number – and no music please. Employers will be calling YOU because they have a job to offer to YOU. I guarantee they want to know that they have reached YOU. If you are signed up for Workforce WV's Job Services, our automated call system will hang up if it hears music and you will not receive the message that there is a job for which YOU may qualify.

MAILBOX: Please make sure your mailbox is set up and is not too full to receive messages. We have encountered problems leaving messages, which will also prevent prospective employers from reaching you.

- **Email Address:** Many of you have clever email addresses (Imabowhunter@hotmail.com) and this may describe you perfectly. However, as a job seeker, you are trying to impress a prospective employer, so it's time to get professional and open a new email account solely for the purpose of job hunting. Please create a new email account using your name (John.T.Doe0616@icloud.com or Jane.C.Doe@gmail.com). Remember, the more times an employer sees and hears your name, the more likely that employer will remember you! A reminder for those who are over the age of 50 and still using AOL – please upgrade your email server to iCloud or Outlook or Gmail – don't let your antiquated email address give away your age!
- **Facebook:** Many of us use social media to stay connected with friends and relatives. Employers know this and are searching social media for clues about you – who are you, who do you associate with, do you complain about your work environment to anybody who will listen? Because you are looking for work, please remember to make sure your Facebook account is not "public" and that your postings are private and positive.
- **Credit Score:** Believe it or not, employers may be looking at your credit scores prior to hiring. The best thing you can do today is go home and get a free credit report to keep in your file showing your credit score prior to losing your job (www.annualcreditreport.com). Also, be up front with your creditors – let them know you have lost your job and ask if they have programs to assist you. Do not miss any payments – pay something even if it's only \$10.00 and pay it on time!
- **401K:** If you have a 401K, please seek financial advice before you make the decision to withdraw your funds. If you are not 59-1/2, you could lose 30% - 50% of the value of your 401K by cashing it out early without proper advice. Check with your personal banker or a financial advisor, or you can contact the U.S. Department of Labor/EBSA (Employee Benefits & Security Administration) at their toll-free number: 1-866-444-3272.
- **DISLOCATED WORKER QUESTIONNAIRE (DWQ):** Please complete your DWQ. A Rapid Response representative from your local Workforce Development Board will be calling you to collect this information. Please make sure your information in our Job Services system (MACC) is updated and correct.

