

# WorkSourceWA Job Seekers Flyer



**WorkSourceWA.com**

# The smart way to look for jobs

- **Start now!**  
Companies search for talent on WorkSourceWA.com. Post your resume and get noticed!
- **Career opportunities**  
Search thousands of jobs at WorkSourceWA.com. No other site offers more Washington jobs.
- **Create your own career dashboard**  
Store all your career documents in one place to easily apply for jobs. Create, upload and save up to 10 versions of your resume to target different companies or industries.
- **Learn about occupations and salary**  
Discover which occupations and industries are growing and how much they pay. Use the budget calculator to determine what salary you need.
- **Career advice**  
Get job-hunting tips, such as how to interview effectively and what questions to expect from employers.



*More job search and career resources than ever before.*

**WorkSourceWA.com**



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## Face-to-face support

Where support for most job-match sites stops at the keyboard, WorkSource offers you access to career specialists at our centers who can help with your job hunt.



### Skill assessments

Our specialists can help you understand your unique skills and map out a plan to move forward.



### Workshops

We can teach you how to fill out applications, write dynamic resumes and take command of your next interview.



### Meet employers

WorkSource hosts job fairs, hiring events and other opportunities to connect with employers.



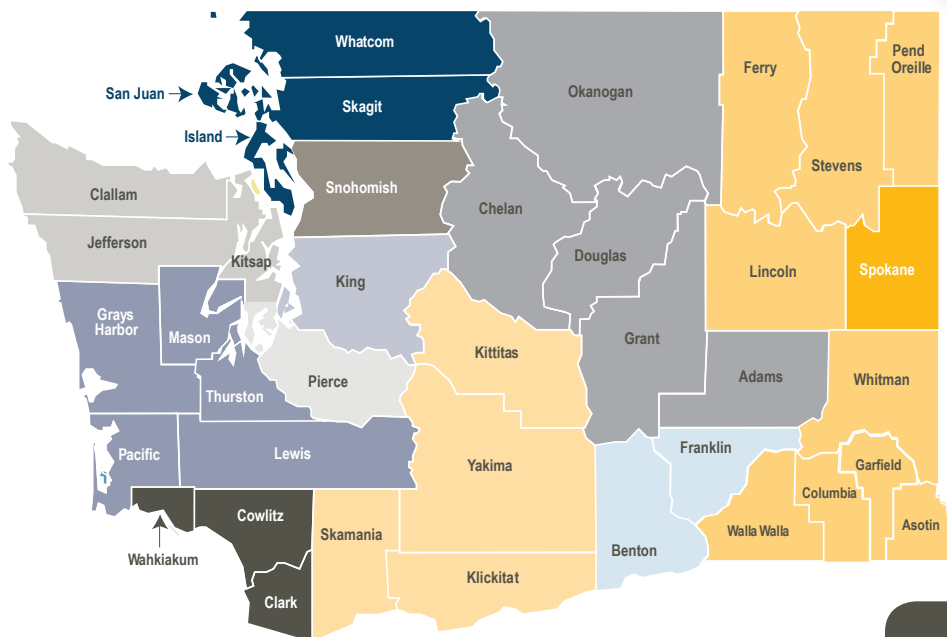
### Training

Our specialists can connect you with training resources to freshen your skills. This can include short-term, long-term and online training options.



### Free employment resources

WorkSource offers free use of computers, copiers and phones to help with your job search.



## WorkSource locator

If you need more help with your job hunt, use the locator tool under the website's Resources tab to find a WorkSource center.

SEARCH



# Strategies for Success Workshop Series



**Receive job-search credit.**  
All workshops qualify!



“Strategies for Success has changed me inside and out. I attended all six weeks and was sad it had to come to an end. I have never had an instructor deliver such a positive and powerful perspective on life.

WorkSource is an incredible place — full of love, support and intelligent staff. ”

~ Elizabeth

# Strategies for Success Workshop Series

## This workshop series can change your life!

Strategies for Success is six different four-day workshops that teach the life and soft skills you need to get and keep a job. Start with any of the following courses.

- 1. Work Concepts –**  
Prepare for work, career and life.
- 2. Health and Well-Being –**  
Learn about personal wellness and work/life balance.
- 3. Communication –**  
Know your audience and how to communicate.
- 4. Personal Strength Builders –**  
Understand what you do best and how you can improve.
- 5. Community Engagement –**  
Learn about your community and how you can help.
- 6. Work Concepts 2 –**  
Find and excel in your career and life.

**For more information contact:**



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# Strategies for Success

Workshops qualify for **Unemployment Insurance job-search credit!**

## Module 1: Work Concepts

**Every good plan needs a great road map – develop yours here!**

- Develop a plan for success while discussing self-motivation, exploring careers and learning what employers really want.
- Learn how to prepare and apply for jobs, present yourself as a professional and share your story.
- Understand what employers mean when they say customer service, workplace diversity, team building and professionalism.

## Module 2: Health and Well-Being

**What is 'work-life' balance? How do I take care of me while taking care of everyone else?**

- Examine your core values, life choices and personal integrity.
- Learn how to be personally and professionally self-aware, establish boundaries and develop better stress, time management and networking skills.
- Evaluate your social readiness and online footprint.
- Improve your ability to solve problems, set goals and develop action plans.

## Module 3: Communication

**Learn how to improve your communication skills and your odds of landing that next job!**

- Learn about interpersonal and business communication and discover your own style.
- Develop better listening, writing, computer and presentation skills.
- Find out about verbal and non-verbal cues, practice conflict resolution, and get tips on emotional control.
- Get tips on how to present yourself the right way on the phone, in email, and on social media.

## Module 4: Personal Strength Builders

**What makes you shine? Explore the skills it takes for work-place success!**

- Learn how to improve your attitude, overcome fears, get motivated and plan for success.
- Find out how to project self-worth, integrity, flexibility and adaptability.
- Grab hold of your finances: Form good spending habits, get rid of bad behaviors and become financially literate.

## Module 5: Community Engagement

**We'll show you how communities can lift each other up and how the tiniest gestures can change lives!**

- Discover what it means when people talk about an individual's culture or self-identity, and what it means to be sensitive to it.
- Learn about your personal and social rights, demonstrating citizenship and civic engagement.

## Module 6: Work Concepts II

**You found the perfect job – now let's talk about how to keep it!**

- Learn to multitask and stay motivated.
- Develop your personal leadership and organization skills.
- Understand how biases impact our decisions.
- Develop a vision for your professional future.



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WORKSHOP



Layoff Response  
- EMPLOYEE SURVEY -



# Layoff Response EMPLOYEE SURVEY



Date: \_\_\_\_\_ Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Most recent employer: \_\_\_\_\_

Last day of work (anticipated): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Primary language: \_\_\_\_\_

Are you a U.S. military veteran or the spouse of a veteran? ☐ Yes ☐ No

Are you attending school? ☐ Yes ☐ No

Highest level of education completed: \_\_\_\_\_

Current job title: \_\_\_\_\_ Length of time in job: \_\_\_\_\_

Current wage (circle one)                      Hourly      Monthly      Annual \$ \_\_\_\_\_

Desired future wage circle one                      Hourly      Monthly      Annual \$ \_\_\_\_\_

May we contact you regarding job search and training assistance? ☐ Yes ☐ No

How can WorkSource help you? Check all that apply.

- ☐ Career assessment/skills profiling (Identify careers that align with your interests, abilities and personality)
- ☐ Labor market information (What occupations are in demand, pay ranges, etc.)
- ☐ Training and education benefits (If you desire training in a specific field or topic, please explain what you are interested in): \_\_\_\_\_
- ☐ Résumé and cover letter
- ☐ Job-search strategies
- ☐ Interviewing skills
- ☐ On-the-Job Training (OJT) benefits and options
- ☐ Networking
- ☐ Other: \_\_\_\_\_

What is your immediate employment goal?

- ☐ Retire      ☐ Go to school      ☐ Take a break      ☐ Return to work as quickly as possible
- ☐ Other: \_\_\_\_\_

Do you prefer to schedule an appointment?

If so, please indicate the date and time that works best for you.

Date: \_\_\_\_\_

Time: \_\_\_\_\_



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# Layoff Response Resources

## - HEALTH INSURANCE -

# Layoff Response Resources

## HEALTH INSURANCE



There are several options if you have lost your job-based health insurance plan. You have 60 days from the time you lost coverage to choose a plan.

### COBRA

COBRA (the Consolidated Omnibus Budget Reconciliation Act) is a federal law that allows you and any of your immediate family members to stay on an employer-sponsored health plan under certain circumstances.

For example:

- You lose or quit your job
- You divorce the employee
- The employee dies
- You are no longer covered as a dependent due to your age

COBRA doesn't apply to everyone. COBRA applies only to employers who had 20 or more workers in the previous year. State and local governments fall under COBRA, but federal plans and certain religious organizations do not. COBRA generally does not apply to employees who are terminated for "gross misconduct."

Coverage can be expensive. Employees who select COBRA must pay the entire premium including the portion previously paid by their employer, plus a 2 percent administrative fee. If you enroll in COBRA and later on decide to switch to a health plan, you may have to wait until the next open enrollment period. For more information, visit the U.S. Dept. of Labor's website: [www.dol.gov](http://www.dol.gov).

### Washington Healthplanfinder ([www.wahealthplanfinder.org](http://www.wahealthplanfinder.org))

Washington Health Benefit Exchange increases access to affordable health plans. It provides an efficient, accurate and customer-friendly eligibility determination process. Health coverage is available to individuals, families, businesses and self-employed people. After you submit your online application, you'll find out if you qualify for a Qualified Health Plan, tax credits, or free coverage through Washington Apple Health.

### Medicare

Medicare is federal health insurance for people 65 or older, or under the age of 65 on Social Security Disability Income, or diagnosed with certain diseases. Get free, unbiased Medicare counseling through the Statewide Health Insurance Benefits Advisors program (SHIBA). To find help near you, call SHIBA at 800-562-6900.

### For more options, visit

[www.insurance.wa.gov/cant-afford-coverage](http://www.insurance.wa.gov/cant-afford-coverage).



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Create a SAW Account  
at [WorkSourceWA.com](http://WorkSourceWA.com)



*Power your job search with the information, tools and resources you need!*

# Create Your Account at WorkSourceWA.com

WorkSourceWA.com was built for Washington businesses and job seekers. The free site lists more than 100,000 Washington jobs and offers useful career tools and resources to power your job hunt.

While you can search for jobs without logging in, you must have an account to create a résumé or apply for a job.

## Instructions:

### 1. Go to [WorkSourceWA.com](http://WorkSourceWA.com).

Select **Job Seeker**.

### 2. Log in with your **SecureAccess Washington (SAW) account**.

Once you sign in to your SAW account, proceed to Step 5 where you will complete your WorkSourceWA registration.

### 3. If you don't have a SAW account, select **Sign Up in the Need an account? box**.

Complete all items marked with a red asterisk (\*) on the *User Setup* page. Be sure to write down and keep your email address, username and password. You'll need them each time you access WorkSourceWA.com. When finished entering your personal information, select **Next**.

*(Continue to **STEP 4** on reverse side) >*



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WorkSourceWA.com

#### 4. A confirmation page will display on your device or monitor.




We'll send you an activation email to the email address you provided. Next, sign in to your email account, find the email from WorkSourceWA.com and select the link provided to activate your WorkSourceWA.com account.

#### 5. You will be taken back to the WorkSourceWA.com Sign-In page.

Here you'll see a message in green confirming your account has been activated. Enter the username and password you created and select *Sign in*.

#### 6. You are now registered with Secure Access Washington (SAW)

Please complete all the items marked with a red asterisk (\*) on the *User setup* page. You may qualify for special programs and training assistance. Your information is secure and will **NOT** be shared outside of the WorkSource Washington system.

WorkSourceWA.com password change request   

WorkSourceWashingtonNoReply@esd.wa.gov

1:38 PM (1 hour ago) ☆ ↶ ⋮

**WorkSource**  
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Dear [redacted]

We received a request to change your password.

Here is your temporary password: Y5P8E\$A4J7

Once you sign in, be sure to create a new password and keep it secure. Never reveal it to anyone or respond to any request for it.

Sincerely,

The WorkSource Team

4

**WorkSource**

[Return to WorkSourceWA.com](#)

Welcome to WorksourceWA.com!

Our goal is to power your job search with the information, tools and resources you need to find your next job fast!

Have an account? Sign in.

Enter the username and password you provided to create your SecureAccess Washington (SAW) account. What's SAW?

Your account has been activated. Please sign in.

Username:

[Forgot username](#)

Password:

[Forgot password](#)

[Resend my activation code](#)

[Sign in](#)

Need an account?

If you haven't already, you must create and activate a SecureAccess Washington (SAW) account. What's SAW?

1. Check to see if you already have a SAW account.

[Do I have an account?](#)

2. If you don't have an account, sign up below.

[Sign up](#)

Need help creating an account? [Watch this video](#)

We use SecureAccess Washington to protect your personal information.

POWERED BY  
**MONSTER**  
AND YOU!

[Privacy policy](#) | [Terms of use](#) | [Equal opportunity, complaint and discrimination information](#) | [Contact us](#)  
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5

6

**WorkSource**

User setup

You've completed your registration with Secure Access Washington (SAW). Now it's time to set up your free WorkSourceWA.com account to view the latest job openings, post a resume online, get career advice and more.

\* Required fields

Verification details Why do we ask for this information?

\* Are you legally entitled to work in the United States?

Yes No

\* Social Security number

\* Re-enter Social Security number (SSN)

\* Date of birth:

Account details

\* Email address:

[Change email address](#) | [Change password](#)

Contact information

\* First name:

\* Last name:

## Need help?

If you need more help, call SAW at 888-241-7597 or WorkSource Live Chat at 888-316-5627.

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START



# **Unemployment Insurance**

How to apply for  
Unemployment Benefits




# How to apply for Unemployment Benefits

## Information you will need to apply

Have the following information ready before you start. The Employment Security Department's (ESD) system will "time out" after a short period if you pause to find information. You'll need your:

- Social Security number
- Current work history for the last 18 months. (All employer names, addresses, and start/end dates.)

## Apply online – It's much faster



Visit Employment Security's website at [www.esd.wa.gov](http://www.esd.wa.gov) and select *Unemployment benefits*. Then, select *Apply online* to go to **eServices** to sign in or create your account. Best of all, **eServices** is available 24 hours a day, seven days a week.

## Or by phone

If you file by phone, you'll likely experience long wait times. Call 800-318-6022.

Hearing impaired: 800-365-8969 or apply online

## Payment options

You can receive your benefits on a prepaid debit card OR through direct deposit to your bank. If you apply online you can select either option. If you apply by phone you will automatically receive a debit card. We aren't allowed to take personal banking information over the phone.

See the reverse side for details on starting a new application by phone.



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# CLAIM CENTER CALL HOURS

## Call 800-318-6022

Monday – Friday 8 a.m. – 4 p.m.  
(except on holidays)

If you would like to submit  
a new application:

<b>Mon</b>	New applications for those with Social Security numbers ending in 0-3
<b>Tue</b>	New applications for those with Social Security numbers ending in 0-6.
<b>Wed</b>	Everyone can submit new applications.
<b>Thu</b>	Everyone can submit new applications.
<b>Fri</b>	Everyone can submit new applications.



Start searching for your next job at  
[WorkSourceWA.com](https://www.WorkSourceWA.com).

**WorkSource is here to help!**

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UNEMPLOYMENT



# Layoff Response Resources - FOR EMPLOYERS -

# Layoff Response Resources FOR EMPLOYERS

CONSIDERING A LAYOFF?  
**WorkSource**  
can help!

Layoff Response Services can help mitigate or avoid costly downsizing. Help your employees get back to work faster.

## STRATEGIC ALTERNATIVES to layoffs

WorkSource will help you identify specific strategies to minimize or avoid the need to reduce your staff.

### SharedWork

By reducing the work hours of your permanent employees, they can collect partial unemployment benefits to replace a portion of their lost wages.

### Customized training

Employers can receive a state B&O tax credit equal to 50% of specialized employee training to upgrade their skills and industry knowledge.

### Trade Act Adjustment Assistance

Companies losing business to foreign imports may be eligible for federal grant funding.

### Temporary layoff

Employers can place full-time workers on standby for up to eight weeks, making them eligible for full unemployment benefits during that time.

## SERVICES AVAILABLE for your employees

We help workers transition between jobs. Consider these resources to help your former staff return quickly to productive employment.

### On-site orientation

We travel to your business to provide workers with an orientation of the WorkSource services available to them at no charge, including unemployment insurance, healthcare options, and training opportunities.

### WorkSource personal consultation

Your former workers can meet one-on-one with WorkSource staff.

### Targeted hiring events and job fairs

WorkSource offers large-scale opportunities to connect workers with job opportunities consistent with their skills and knowledge.

### On-site workshops

We'll set up a workshop at your business to refresh workers' knowledge of résumés, interviewing and current job search strategies.



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## Contact us today:

# Layoff Response Resources - INFORMATION -

It can be hard to pick up the pieces and look for a new job. In today's meeting, we'll provide a great deal of information about the workforce system. Use this guide to follow along and write down any questions you might want to ask.

[illegible]

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## Unemployment benefits from the Employment Security Department

- You'll need your Social Security number (SSN) and work history for the last 18 months (all employer names, addresses and state/end dates). Apply for benefits online – it's much faster. Visit [esd.wa.gov](https://esd.wa.gov) and select *Unemployment benefits*. Then, select *Apply online* to go to **eServices** to sign in or create your account. **eServices** is available 24 hours a day, seven days a week.
  - If you apply for benefits by phone, you'll experience extended wait times. Visit [esd.wa.gov](https://esd.wa.gov) to see what day to call. It's pre-determined by the last number in your SSN. Call 800-318-6022 to apply.
  - Use the calculator on the [esd.wa.gov](https://esd.wa.gov) to calculate your weekly benefit .
  - UI benefits will NOT equal your paycheck. Benefits equal about 60% of your regular pay. Depending on any recent claims, you may be able to collect unemployment for up to 26 weeks. There are no extensions. There are exceptions to this if you are attending approved training.
  - Unemployment benefits are paid by debit card OR direct deposit. If you apply online, you can choose which method you prefer. If you apply for unemployment by phone, you will automatically receive a MasterCard debit card.
  - While collecting benefits, you must make three job searches per week. Document your job search and keep your job search records. Otherwise, you may have to payback some or all of your benefits.
  - WorkSource offers free job hunter workshops. These can count as a valid job search.
  - If you are approved for unemployment, it usually takes 3-5 weeks for benefits to begin. The first week after you apply is called your waiting week. You won't get paid for that week.
  - If your claim is denied, you have the right to file an appeal. If you quit or are fired before this business closes, you risk having your claim denied.
  - If you apply for benefits, the Employment Security Department will ask if you want your information to come to you by email or U.S. mail, so watch for a letter in your mailbox.
  - If you would like more information about unemployment benefits, be sure to check the box on the worker survey.

## Questions?

[illegible]

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# Layoff Response Resources

## - EMPLOYMENT EVENT -



# Layoff Response Resources

## EMPLOYEE EVENT



## Facing a layoff? We're here to help!

Layoff Response Services will help you get back to work faster.

**Date:**

**Time:**

**Location**

Attend your on-site orientation to learn about:

### Healthcare resources

What to do when you're without health insurance? Washington residents can apply for low-cost Washington Basic Health plans.

### Unemployment insurance

These benefits are available to help you meet expenses while you look for another job and are not based on financial need. WorkSource can show you how and when to apply.

### Training and education options

Consider full-time training or educational courses to expand your job skills and knowledge. WorkSource staff will guide you through the application process.

### Tools & resources

Take advantage of the resources at WorkSource including one-on-one career guidance, job referrals, and résumé writing assistance – all at no cost to you.



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## Contact us today:

# Layoff Response Resources

## - EMPLOYER SURVEY -

# Layoff Response EMPLOYER SURVEY



To help us improve our service, please tell us about your experience with the workforce team who assisted with the recent layoff response.

1. The information and assistance provided by the layoff response team was useful.

- ☐ Strongly agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly disagree

Comments:

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2. The layoff response team was able to answer questions that my company had.

- ☐ Strongly agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly disagree

Comments:

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3. I felt comfortable discussing the layoff situation with the layoff response team.

- ☐ Strongly agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly disagree

Comments:

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4. I walked away from the initial call/meeting with a clear understanding of “next steps.”

- ☐ Strongly agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly disagree

Comments:

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5. The layoff response team effectively assisted with the development of a strategy to assist the affected workers.

- ☐ Strongly agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly disagree

Comments:

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6. I was satisfied with the layoff response team and the information provided.

- ☐ Strongly agree
- ☐ Agree
- ☐ Disagree
- ☐ Strongly disagree

Comments:

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7. The most helpful part of the layoff response team’s program was...

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