

Navigating Your Job Search Through Frederick County Workforce Services (FCWS)

1. **Enroll in the Maryland Workforce Exchange (MWE)**

Once you are enrolled in the MWE, you can immediately begin accessing job information. The MWE can be accessed at <http://mwejobs.maryland.gov> from your home Internet provider, or you may come into the Business and Employment Center (BEC) to use our computers. The MWE uses spider technology to search the Internet to capture nearly all open positions in Maryland, so we recommend using this tool daily for your job search.

2. **Orientation or Early Intervention**

First time customers should **sign up for Orientation**, by calling (301) 600-2255. During Orientation, you will learn about all of our services and resources, as well as gain knowledge of the job search process, job search tools, and job search tips. If you attended an Unemployment Insurance-mandated all-day **Early Intervention** workshop at our Center, then you do not need to attend an Orientation.

3. **Using the Career Resource Lab**

Please use the **Career Resource Lab** daily for your job search and your career research. The Career Resource lab provides you with computers, telephones, office supplies, staff support, and networking opportunities. Take advantage of our many **job search and computer seminars**. These seminars are listed on our calendar of events at www.frederickworks.com.

4. **Accessing Career Coaching or Training Services**

If you find that you need one-on-one career coaching with a Career Specialist, or possibly training for new skills to make yourself more marketable, talk to the **Resource Desk Staff** to see if you qualify for this service. Typically, if you are unemployed or underemployed and a Frederick County resident or laid off from a Frederick County business, you can access career coaching and training.

To begin accessing career coaching and/or skills training, you will complete the **Pre-Employment Documentation Checklist** and turn it in with all necessary documentation to the Front Desk. An Intake Specialist will review your paperwork to determine your eligibility for these services.

If you are eligible, a Career Specialist will contact you to set up an initial appointment to go over your Individual Employment Plan.

Requesting Training Funds

Training may be available to our eligible customers, based on their current skills and labor market demands. Some customers want to stay in the industry in which they have worked, but want to upgrade their skills with a class, certification, or licensure. Other customers may want to train for a new career because of the decline of jobs in their current industry.

If you plan to make a career change from the kind of work you've been doing, it is necessary that you take our free **Career Exploration Assessment**. This class will help you determine if this new career is a "good fit." This class is offered on a walk-in basis, first come, first served. Dates and times are listed on our calendar of events at www.frederickworks.com, or inquire at the reception desk.

In order for FCWS to pay for training, you will need to complete a written **training request application**; your Career Specialist can assist you with this. The request will go to a Teaming committee for their decision. If you are approved, your Career Specialist will give you a voucher that will act as payment (full or partial) to the school.

5. Remaining in Contact

Your Career Specialist will continue to assist you and remain in **contact** with you during the time it takes you to complete your training and/or find employment.

6. Sharing Your Good News

When you become **re-employed**, please let your Career Specialist know about **your good news!** This ensures that we continue to receive funding to help our future customers!

*Reasonable accommodations will be provided upon request. Please contact 301.600.2255
EOE M/F/D/V*