

How the Job Service Can Help

Slide 1

In this section we'll explain how your local Job Service Office can help you in several different ways.

Slide 2

Your local office can help you with your job search. You can register to apply for jobs, which will not only help you in your search for employment, but will also help you fulfill your Unemployment Insurance Benefit Requirement.

The Job opening boards and the websites are updated daily with new job postings as they come in.

You can register with the Job Service by visiting your local office or online by going to jobs.mt.gov

Slide 3

You can also test your skills at the local office in several areas including word processing, your knowledge of Word and Excel, spelling, grammar, 10 key, math and data entry.

Typing and Ten Key tutorials are also available by appointment if necessary.

Slide 4

Each Job Service office has resources available for your use if you need them.

These resources include personal computers with WordPerfect, Word, the Internet, Montana Career Information System, and Win Way Resume Writer. There is also Web Based Training, electric typewriters, TV's with DVD/VCR's for training videos, typing tutorials, a copy machine, phone and fax service and voice mailboxes.

Slide 5

This may be the perfect opportunity for you to update your skills and the Workforce Consultant at the local office to help you. The counselor can help you find training to either update or expand your skills, or help you with finding information about going back to school and how to apply for financial aid.

You may even qualify for funding through the Workforce Investment Act to help you with your education or training. Click on the Dislocated Worker Video to learn more about this program.

Slide 6

If you are a Veteran, Veteran Representatives are available to help you with job placement, counseling and other Veteran related issues.

Slide 7

Click on the link on your screen to get the contact information for the Job Service Office nearest you.