

work2future
opportunity • jobs • success



New Customer Orientation



WORKFORCE INVESTMENT ACT (WIA) PROGRAM

WIA is a Federally Funded comprehensive “employment preparation” program available throughout the United States.

To locate services in your area, go to:

www.servicelocator.org

Or just pick up the phone and dial

1-877-US-2JOBS – 1-877-872-5627

for direct assistance!



Our Shared Vision

- We envision that thru our collective efforts individuals will lead successful and fulfilling lives and we will foster industry growth and stability.

Mission

- Our mission is to meet business and individual needs for a skilled workforce and to help each stay competitive in a rapidly changing environment.



SERVING THE RESIDENTS OF

- San Jose
- Morgan Hill
- Los Gatos
- Saratoga
- Gilroy
- Campbell
- Monte Sereno
- Los Altos Hills

**Plus...all the unincorporated areas of
SANTA CLARA COUNTY**



One-Stop Centers

work2future One Stop Center - San Jose

1290 Parkmoor Avenue
San Jose, CA 95126-3449
Hours: M -Th: 8 am – 8 pm Friday: 8 am – 5 pm
Main Phone Number: (408) 794-1100

work2future One Stop Center - Gilroy

7800 Arroyo Circle, Ste. A
Gilroy, CA 95020
Hours: M – F: 8 am – 5 pm
Main Phone Number: (408) 846-1480

work2future Satellite Center Morgan Hill Friendly Inn

17666 Crest Avenue
Morgan Hill, CA 95037-4245
Hours: TBA
Main Phone Number: TBA



work2future One-Stop Center Campbell

2450 South Bascom Ave.
Campbell, CA 95008
Hours: M – F: 8 am – 5 pm
Main Phone Number: (408) 369-3606

work2future Partner Affiliate Center Center for Training and Careers (CTC)

724 Story Road #10
San Jose, CA 95122
Hours: M - F 8 am – 5 pm
Main Phone Number: (408) 993-0837

work2future Mobile One Stop (MOS)

Schedule to be Determined
Please call (408) 794-1100
for details on dates and locations.



www.servicelocator.org



One-Stop Services

- **No Cost to you**
- **Enrollment required**
(See Eligibility Criteria)
- **Variety of Services available**
(Based on Eligibility)



What can we do for you?

work2future will provide you the tools to find employment and help you to become a better job candidate

This is a self-directed program and not an employment agency

All Customers will have the opportunity to...

- Know their skills
- Develop their skills
- Get the best job possible with their skills



One-Stop Job Seeker Services

- Job Search Assistance – Job Listings, computer accessibility
 - Specialized recruitments
 - Job fairs
 - Labor Market Information – www.labormarketinfo.edd.ca.gov
 - Assessments – Initial assessment upon enrollment
 - Career Exploration and Planning/One on One Coaching*
 - Comprehensive Assessments*
 - Individual Employment Plans*
 - Community Resource/Referral Information*
 - Workshops on site*
 - Occupational Skills Training*
 - Short term Individual re-training
- (Call 1-800-300-5616 to state your Interest in Training Before 16th Week of Benefits Received)
- Cohort Training* Retrain with a group of individuals
 - San Jose City for Credit Classes*
 - Workshops on-line*
 - Supportive Services*

*See a Talent Coach for more information



One-Stop Job Seeker Services

- Mobile One-Stop – See schedule on www.work2future.biz
- Econovue – Geographic information systems <http://www.Econovue.com>
- Grants – Ask about special services, e.g. Hope, New Start Program
- Research Studies – See www.work2future.biz for studies
- Veterans Employment Services – Services for Veterans
- CalJobs – Register to find employment www.caljobs.gov
- State Disability Insurance Program – Inquire at front desk for forms
- Trade Adjustment Assistance (TAA)
- EDD Fidelity Bonding Program www.edd.ca.gov
- Internships – After Occupation Skills Training Internships may be available
- Telephone access to call employers – Talent Marketing Area
- Internet Access to access job related services – Talent Marketing Area
- Partner Services
 - National Council on Aging
 - Department of Rehabilitation
 - Council on Aging Silicon Valley
 - Silicon Valley Independent Living Center
 - Migrant & Seasonal Farm Workers Program
 - Employment Development Department (EDD)



One-Stop Business Services

- **Provide business tools and resources that can help your business succeed in a global economy**
- **Identify business needs and find local resources through collaboration with more than 39 partners**
- **Programs & Services:**
 - **Consultative Services –Providing entrepreneurs and business owners information and resources to start and grow their business, e.g. business plans, tax credit information and assistance.**
 - **Employee Transition Assistance and Layoff Consultations**
 - **Job Descriptions Development**
 - **Skills Assessment**
 - **Applicant Screening and Matching**
 - **Recruitment Services and Facilities**
 - **Job Fairs**
 - **Retraining and Up-Grade Training Programs**
 - **On the Job Training**



One-Stop Youth Services

- Year Round Youth Services **Ages 17 - 21**
 - Work Experience and Leadership Development (WELD) **Ages 19 – 24**
 - Youth Employment Program (YEOP) **Ages 15 - 21**
 - Green Cadre **Ages 18 - 24**
 - Greater South Bay Green Jobs Corps Program **Ages 18 - 24**
 - College Internship Program **Ages 18 - 21**
 - San Jose Jobs Corps **Ages 16 - 24**
 - Pathways to Teaching **Ages 17 - 21**
- ✓ Guidance and Counseling
 - ✓ Job Placement
 - ✓ Job Referrals
 - ✓ Adult Mentoring
 - ✓ Leadership Development
 - ✓ Financial Education
 - ✓ Pre-employment training
 - ✓ Occupational Skills Training
 - ✓ Supportive Services
 - ✓ Tutoring and Life Skills
 - ✓ Work experience and Volunteer Opportunities



**ARE YOU
INTERESTED?**



If you are interested in work2future Services

- STEP 1:** Submit completed forms at work2future Orientation
- STEP 2:** Verification of Right-to-Work Documents/completion of documents
- STEP 3:** Completion of CalJOBS/Enrollment Application/Issue work2future swipe card/Review Center Rules/Skills Assessment
- STEP 4:** An Appointment with a Talent Coach will be made for one-on-one coaching and development of your Individual Employment Plan (IEP)

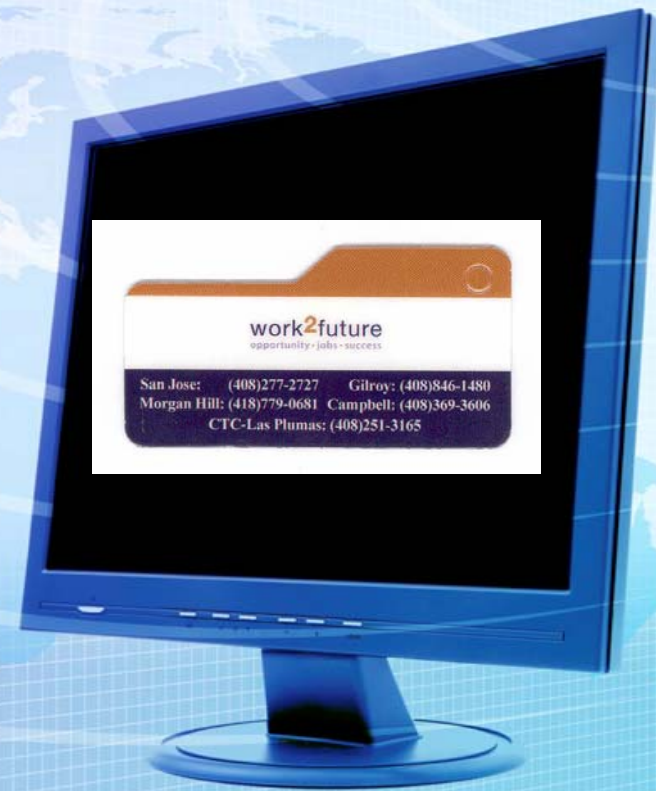
Note: If you have any concerns or do not understand some of the questions, please ask staff



ENROLLMENT INTO I-TRAIN TRACKING System

**Enrollment is required
for the use of
work2future services**

**Once registered, you must
scan your ID Passport
card each time you visit
to keep track of your job
search activities**





ELIGIBILITY CRITERIA

RIGHT TO WORK

- ✓ Proof of your right to work in the United States (original documents), e.g. Drivers License **and** Social Security card **or** U.S. Passport, Permanent Resident Card (see Lists of Acceptable Documents from I-9 Guide)

YOU WILL ALSO NEED TO PROVIDE THE FOLLOWING ITEMS, IF APPLICABLE:

- ✓ Documentation of your last day worked
 - ✓ Letter on company letterhead indicating last day worked **or**
 - ✓ EDD Notice of Unemployment Insurance (U.I.) claim filed
- ✓ Documentation of eligibility/ineligibility for Unemployment Insurance benefits: U.I. check stub **or** EDD Notice of Unemployment Insurance Award, exhaustion of benefits or ineligibility due to insufficient base period earnings
- ✓ **If you are a male born after January 1, 1960**, work2future will confirm your selective service status.
- ✓ **If you are a Veteran**, documentation from Department of Defense or Veterans Affairs, such as DD-214 or Veterans I.D.



Comment Cards Online!

work2future LISTENS TO YOUR COMMENTS AND SUGGESTIONS!

- **Please let us know how are we doing at any time during your visit**
- **Comment Card computers are located at each one-stop center (please ask staff for locations)**
- **Responses to your comments will be posted on a “Comment Card Board” located in each center**

Please assist us in making work2future a better place for your job search needs!



**THANK YOU AND
BEST WISHES ON A
SUCCESSFUL JOB
SEARCH JOURNEY!**