



Foothill Employment and Training Connection Orientation

Finding work can be frustrating if you don't know where to turn for help. Fortunately, there is an organization that understands this. We're the Foothill Workforce Investment Board, or Foothill WIB. We have provided the following information to help you find out more about our services.

You might be surprised at how much the process of finding a job has changed. Now, you'll find a whole new world of interactive information, tailored to your needs. How do we do it? By combining the latest technology, dynamic support services, and strategic partnerships with employers, government agencies, economic development centers, and schools.

We also know how important it is to provide this information and assistance in a personalized, user-friendly way. That's where The Foothill Employment and Training Connection, or FETC, comes in.

The Foothill Employment and Training Connection is an all-in-one, comprehensive job resource center that matches job seekers with employers. Think of it as your "One-Stop Career Service Center." Whatever your skill level, experience, or situation... this is the place to begin.

Think of it as your "One-Stop Career Service Center." Whatever your skill level, experience, or situation... this is the place to begin. In fact, the primary goal of our One-Stop Career Center is to help you get results. That means helping you to obtain "work first," before anything else.

Not everyone needs the same kind of help. That's why the Foothill Employment and Training Connection offers three different levels of service—each with the goal of "work first."

Each of these three levels of service are available as you need them. For example, if our basic “Core Services” are not enough to help you find work, then the more specialized group of “Intensive Services” may help. If this second level still doesn’t accomplish our “work first” goal, you may move on to a third level—called “Training Services.” Here’s how the process works:

Our first level of service is called **Core Services**, and it’s open to all. Core Services offers a variety of tools for those who are conducting their own self-directed job search.

Central to these tools is a multimedia Information Kiosk, available at our One-Stop Career Center, and several other convenient locations. This computerized system features an impressive menu designed to help you find jobs and community resources. It will help you make all the right connections... With links to the hottest web sites for career development and employment information... including CalJOBS, an internet-based job-browsing system. The Kiosk also provides useful information about area Public Transportation, including bus schedules and routes. Plus, access to important information provided by the State... a database of public Social Services, local Labor Market Information that lets you know what jobs are in demand, and State of California Job postings.

In some cases, the Kiosk can instantly connect you to companies and organizations where you can find out about current job openings and opportunities.

Core Service clients also get the benefit of many valuable resources. You’ll find phones, copiers, a fax machine... and a well-equipped computer lab where you can create resumes and conduct job searches. With our Internet capability, you’ll have total access to the world of interactive online job searching. There are ongoing workshops you can sharpen your interviewing and resume writing skills... and get short-term training and basic computer skills on software like Word and Excel.

All of these services are available for your independent use. However, if you need help, FETC can provide assistance and may also help you broaden your job search.

Beyond our four walls is the tremendous potential provided by our network of partners — many local and State government agencies, educational institutions and training centers, and employers from a variety of industries. These partnerships allow us to provide a service called Community Resource Referrals. If there's another organization out there that can assist you in any way, we'll refer you to them.

We also offer the timesaving and powerful ability of computerized job matching. Once your skills, job, and salary requirements are entered in our system, the computer looks for a match among the many job listings that are updated daily.

As you can see, Core Services provides many ways to successfully enter, or re-enter, the job market.

Our second level of service is called, **Intensive Services**. It's designed for those individuals who may require one-on-one assistance in order to find employment. Because reading is an important job skill, there are programs for improving literacy, such as English as a Second Language.

A comprehensive or specialized assessment can further define your goals, and help move you along towards the next stage of your career.

In addition, we offer some Short Term Pre-Vocational Training Programs, which teach the guiding principles and issues necessary for finding and keeping employment. And, to insure that you reach success in your career, a Foothill Representative will maintain contact with you... to help you along the way.

With these diverse program elements, Intensive Services can move you closer to your employment goal. But for some, a third level of service may be available.

Training Services is tailored especially for those who face specific challenges to gaining employment.

If you are someone with limited or outdated skills, and have not been able to obtain work after using our first two levels of service, we may be able to offer training and development of new skills.

Qualified individuals may receive a voucher for occupational skills training with approved vocational and professional schools. These opportunities include paralegal training, truck driving, medical services, and computer training to name just a few.

Other options include on-the-job training and entrepreneurial training. In some cases, we can provide limited financial assistance to those who have a need for basic necessities, such as childcare, transportation, clothing, tools, and uniforms.

Of course, FETC isn't just about job seekers. Many of the services we provide also benefit the businesses and employers of our community. By creating a connection between employers and job seekers, we support business in many ways. We help employers fill their job needs by providing everything from job fairs and employee pre-screening...to subsidized salary programs, on-the-job training, and youth programs

Give us a call right away, or stop by the Foothill Employment and Training Connection--
Your gateway to a successful tomorrow... today.

Foothill Employment and Training Connection

1207 East Green Street

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(626) 796-JOBS

Open Monday through Friday

8:00 a.m. to 5:00 p.m.