



## Jumping into the TALENT LINK pool

Qualifying for WorkSource Portland Metro’s TALENT LINK identifies you as a work-ready job seeker and enters you into a priority pool for job matching. It’s a way to demonstrate both your desire to work and your employability. And, it assures you’ll get priority consideration when WorkSource is looking for candidates for open positions.

- **For entry-level job candidates:** TALENT LINK certifies that you have the basic work skills and competencies valued by local business across industries.
- **For experienced workers:** TALENT LINK demonstrates your skills and commitment to finding work, and supports WorkSource staff’s efforts to find positions that match to your goals and experience.
- **For job seekers changing careers:** TALENT LINK assures priority consideration for on-the-job training opportunities, and priority consideration for occupational training scholarships supporting healthcare, information technology and advanced manufacturing occupations.



Get started right today by simply writing your career objective below.

To qualify for TALENT LINK you need:

- ✓ A clear career objective.
- ✓ An iMatchSkills profile that supports your career objective.
- ✓ An error-free resume that supports your goals.
- ✓ A National Career Readiness Certificate (NCRC).
- ✓ A high school diploma, GED, or equivalent from another country.
- ✓ To present yourself professionally during a TALENT LINK interview with a WSPM team member.
- ✓ To demonstrate soft skills during your TALENT LINK interview.

### Determine Your Next Steps:

To decide what’s the right step for you, review the attached checklists detailing each TALENT LINK requirement. Or, speak to any WorkSource staff for guidance.



Writing a clear career objective will help keep your job search efforts focused and help you communicate about the job you want.

- A **clear** career objective focuses on your next, most immediate, career step. It may focus on the job you want now as a step toward a long-term goal.

It should include a professional or functional area of interest and an industry focus if possible. Your short-term career objective will be the focus of your iMatchSkills profile.

*Examples of short-term career objectives:*

- I'd like to be a **welder** at a tool and die company
- I'd like to do **product marketing** in the telecommunication field
- I'd like a career in **healthcare administration**

Write your short-term career objective below.

Now, make sure your objective:

- Is specific enough to clearly identify the type of positions or work you're interested in. (*While it needs to be precise, you don't have to narrow it down to a single job.*)
- Focuses on a specific industry, job discipline or both. (*For instance, you may wish to specialize in accounting, cosmetics or information technology in health care.*)
- Describes the role you want to play in the industry or discipline. (*For example, marketing operations versus sales.*)
- Reflects the level of responsibility you are seeking in your next position. (*For example, supervisor, coordinator, specialist, manager or director.*)

Tips based on *How to Express a Clear Career Goal* by Chris Daniels, Demand Media, 2014. <http://work.chron.com/express-clear-career-goal-12683.html>

*If you're unsure about your short-term career goal, or are simply having trouble saying it in a clear way, consider taking advantage of WorkSource Portland Metro's Career Exploration Workshop, or talk to a WorkSource staff person to schedule a 1:1 Job Coaching or 1:1 Training Plan appointment.*



My short-term career objective is:

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To increase your opportunities to be matched to positions you qualify for, check your iMatchSkills profile to assure you address all the following items and that your response is complete and accurate.

### My status in iMatchSkills is marked “Active”

#### I verified that my:

- Phone number is correct.
- My email address is correct.
- My mailing address is correct .

#### Education:

- My highest level of education is indicated correctly.

#### Occupational Goals

- I listed up to three related occupations.

#### Work History:

- My work history entries are free of spelling errors.
- My entries use correct grammatical conventions.
- My profile is free of personal information.
- Each work history entry has a thorough list of job duties.
- I have indicated my months and years of experience for each position in my work history.
- My history:
  - Reflects the experience generally required for the occupations I am seeking.  
-OR-
  - My work history does not specifically support my goal, but I have the appropriate education and training.

#### I indicated *all* languages I am able to:

- Read and/or
- Speak and/or
- Write

#### I noted:

- My lowest acceptable wage.
- My shift availability.
- The geographic locations where I can work.

#### Driver’s License:

- I indicated the highest driver’s license classification for which I am qualified.
- I have indicated all driver’s license endorsements that I have been issued.

#### Computer Skills

- I indicated all computer skills relevant to my job search focus.

#### Licenses & Certifications

- I have listed all professional licenses and certifications I have that are relevant to my career goal.

***If you’re struggling to complete your iMatchSkills Profile, you have options. You can:***

- ✓ ***Get assistance during an Open Skills Lab***
- ✓ ***Enroll in the Job Search workshop***
- ✓ ***Make a 1:1 Job Coaching appointment.***



My career objective is: \_\_\_\_\_

Check every resume you send out against the items below. Being deliberate in this exercise will help ensure that your resume is the professional sales tool you want it to be.

### Content

My contact information is complete, accurate and properly positioned. It includes the following:

- Name
- Phone number
- Professional email address
- City and State
- LinkedIn profile address (optional)

My Summary of Qualifications:

- Is positioned in the top half of my resume.
- Clearly states my strengths and credentials.
- Uses key words from the position description.
- Is structured so an employer can easily identify me as a serious candidate.
- Lists expiration dates for any relevant certifications and licenses.

Experience

- The work history in my resume is appropriate for the occupation for which I'm applying.
- The skills I listed match those in the job description.
- Each sentence starts with a strong action verb.
- Quantitative accomplishments are noted with numbers, dollar signs, or percentages.

Education:

- I listed education and training relevant to the position for which I'm applying.

### Style & Presentation

Typeface:

- The same font is used throughout the body of my resume.
- I used an 11- or 12-point font size.
- The font is easy to read. (Traditional resume fonts are Times New Roman, Arial, Calibri.)
- Bold face type, capitalization, underlines and italics are used in a consistent, but limited fashion.

Layout:

- My resume is no longer than two pages.
- The margins are adequate. (Standard is 1 inch.)
- My resume uses all four corners of an 8 1/2 x 11 inch-sized sheet of paper.
- Headings stand out and are treated in a consistent style.
- The same bullet style is used throughout.

Error Free:

- My resume is free of typos and grammatical errors.
- Somebody else has read through my resume to make sure it's error free.
- I saved my resume with a file name that looks professional and helps the employer find it. (For example: "last name.positiontitle.")

Once your resume meets these criteria, be sure to upload a Word doc or PDF file to iMatchSkills. This maximizes WorkSource's ability to match you to jobs.

WorkSource Portland Metro is an equal opportunity program. Auxiliary aids and service, and alternate are available to individuals with disabilities. To place a free relay call in Oregon, dial 711. Access free online relay service at www.sprintrelayonline.com. This program is financed with funds through Worksystems, Inc. from the U.S. Department of Labor.





Core Employment Skills are workplace math, reading and problem-solving skills that are valued by local employers across diverse industries.

**To Demonstrate Core Employment Skills you must have both:**

- A National Career Readiness Assessments Certificate (NCRC)
- A high school diploma, GED, or equivalent credential from another country

**The National Career Readiness Assessments**

Developed by ACT and administered by WorkSource Portland Metro, the NCRC assessments give you a tangible way to document your reading, math, and locating information abilities. For more information or to register for the next NCRC session, talk to a WorkSource staff person at any Portland Metro WorkSource Center.

Prepare for the NCRC by:

- Taking the Individual Skills Review assessment. This gives you a chance to practice taking reading and math tests online.
- Checking out NCRC study materials available at your center.

**Secondary Education Completion**

If you don't have a high school diploma, GED or equivalent credential, talk to a WorkSource staff member to learn how you can get appropriate educational support to help you earn your diploma or certificate.

**Preparation & Support**

The following services – available at WorkSource Portland Metro and partnering agencies help customers improve math, English language and problem solving proficiency. Talk to a WorkSource staff member to find out more.

**Workshops**

- Workplace English as a Second Language
- Workplace Computers
- NCRC Prep Workshops
- Locating Information Workshop
- Applied Workplace Math Workshop
- Open Skills Lab

**Online Learning Resources:**

- WIN Courseware tutorial for math and reading
- GED preparation

**Other Services**

- Adult Basic Education
- English as a Second Language Tutoring
- Aligned Partner Network referral

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First impressions matter – especially for job seekers. As you prepare for an interview, keep in mind these 11 items and you’ll make an impression that you’re capable and professional.

1. Maintain an upright, appropriate posture.
2. Display a positive, enthusiastic attitude.
3. Display confidence.
4. Maintain eye contact when listening and responding to interview questions.
5. Speak at a discernable, appropriate volume.
6. Speak at a pace that is clear and understandable.
7. Use interview appropriate language.
8. Convey respect for the interviewer.
9. Respond coherently to each question asked.
10. Wear appropriate attire.
11. Ask interview related questions.

If you’re concerned about how you present yourself during an interview, there are several WorkSource Portland Metro services that can help you:

- Attend WorkSource Portland Metro’s Interview Skills workshop. Sign-up online at [www2.worksourceportlandmetro.org](http://www2.worksourceportlandmetro.org)
- Schedule a 1:1 Job Coaching session with a WorkSource Portland Metro staff person.
- Attend the Job Readiness Course. This 5-day intensive training focuses on getting job seekers ready for the local job market. Talk to a WorkSource Staff person to sign up.

Additionally, you can download lists of typical interview questions and practice interviewing with a friend. Find interview questions and more interview tips at:

<http://jobsearch.about.com/od/interviewsnetworking/>

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Applicable in and outside the workplace, soft skills relate to a person's ability to work with people and work on projects effectively. These enhance one's job performance and career prospects.

Working with area businesses, WorkSource has identified four basic soft skills that are valued by employers across industries and occupations. We recommend you evaluate your soft skills in the areas listed below. Identify which ones you're strongest in, and think about where you might like to improve.

### Proactive Communication and Collaboration

Demonstrates effective verbal and non-verbal communication; demonstrates fluency in common forms of workplace communication; communicates to co-workers, teams and management clearly; demonstrates capacity to work collaboratively.

*Sample Assessment Query: Describe a time when you had to work on a team to complete a task with a group of people.*

### Reliability

Follows instruction and demonstrates an understanding of expectations; consistently meets expectations for attendance and punctuality; demonstrates effective task management skills: meets work quality standards.

*Sample Assessment Query: Describe a circumstance when an unforeseen challenge threatened your ability to deliver a project on time, or meet a commitment. What did you do?*

### Self-Management

Understands personal strengths and limitations; sets and manages short and long-term goals; manages personal emotions in the workplace; demonstrates adaptability in diverse settings; demonstrates integrity.

*Sample Assessment Query: Tell me how you handled a situation in which you didn't successfully complete a goal or assignment.*

### Taking Initiative

Demonstrates personal accountability by taking ownership and planning ahead; exhibits perseverance by identifying and overcoming challenges; exercises sound reasoning and analytical thinking; exercises leadership.

*Sample Assessment Query: Describe an experience when you had to go above and beyond in order to get a job done.*

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