



# **Welcome!** **to the Polk Works** **One-Stop Career Center** **Orientation**

This presentation is designed to introduce our services and provide you with information that can help your career search.



## Mission

Polk Works' mission is to be an innovative leader to ensure and sustain a quality workforce for today and the future.





We work towards our mission through the services  
delivered to job seekers and employers  
at our  
**One-Stop Career Centers**  
in Lakeland and Winter Haven.

**Lakeland**

309 N. Ingraham Avenue  
Lakeland, FL 33801



**Winter Haven**

500 E. Lake Howard Drive  
Winter Haven, FL 33881



The One-Stop Career Centers are operated through a partnership between Polk Works and various service providers/partners located throughout the county.



## Resource Center

Job seekers can use the Resource Center to register with Employ Florida, search for jobs, post resumes and research online information for career planning and employment opportunities.



Please note: the One-Stop Career Centers have a dress code policy; applicants are required to dress to be referred for an interview on the same day.

- Be prepared: bring ID, social security card, DD-214, certifications, work history and references
- Bring your positive attitude
- Avoid bringing children so that we may have your undivided attention



## Unemployment

Polk Works cannot assist you with unemployment claims, however, you may use the Resource Center to file via the intranet at [WWW.FLUIDNOW.COM](http://WWW.FLUIDNOW.COM) or call 800-204-2418.

You can also pick up an unemployment claim book at the One-Stop Career Center



## TANF

If you need to apply for cash, food or medicaid, please call the Florida Department of Children & Families or visit

**[www.myflorida.com/accessflorida](http://www.myflorida.com/accessflorida)**





USERNAME  PASSWORD

- › Not Registered?
- › Forget Username and/or Password?
- › En Español

**EMPLOYERS**

- › Find a Candidate
- › Register Job Openings
- › More Employer Options

**JOB SEEKERS**

- › Find a Job
- › Create a Resume
- › More Job Seeker Options

**RESOURCES**

- › Labor Market Information
- › Education and Training Services
- › Career Information
- › More Resources

**EMPLOY FLORIDA**

- › Locate Local Affiliates
- › Agency for Workforce Innovation
- › Workforce Florida, Inc.
- › Enterprise Florida, Inc.

Employ Florida links all of Florida's workforce services—state and local—to each other. The state partners are Workforce Florida, the state policy and oversight board, and the Agency for Workforce Innovation, the state agency which administers workforce funds. At the local level there are twenty-four regional workforce boards that administer close to 100 "one-stop centers." Together these organizations represent the Employ Florida network of workforce services and resources. The state and local boards are composed of educational, governmental and private business resources to address local workforce needs.

The Employ Florida website and toll free number, 1-866-FLA-2345, provide our customers a consolidated point of entry to all of Florida's quality workforce resources and services. The Employ Florida Marketplace is a powerful online labor market exchange tool specifically designed for employers, job seekers, students, training providers, workforce customer service representatives and professionals, and others seeking benefits and services. The Marketplace is another component of the Employ Florida network of workforce services and resources.

**LATEST NEWS AND ANNOUNCEMENTS**

- › Welcome to Employ Florida!
- › New Training Initiative Announced for Construction Industry
- › Ready, Willing and Capable: The National Work Readiness Credential
- › Employ Florida Banner Centers
- › Information on Hurricane Recovery: Job & Volunteer Opportunities

**SITE INFORMATION**

- › [Privacy Statement](#)
- › [Recommended Settings](#)
- › [Text Theme](#)

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this web site may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

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# Search for a Job

The most comprehensive website for individuals seeking a job in Polk County or Florida:

[www.employflorida.com](http://www.employflorida.com)



**[www.EmployFlorida.com](http://www.EmployFlorida.com)**

By registering on Employ Florida you are able to:

- Create and save resumes
- Create and save job searches
- Create and save skill assessments
- Keep records of job applications
- Create files on employers
- And much more!



## Employability Skills Workshops

Our free workshops will allow you to learn how to:

- write a more effective resume
- answer the top 10 interview questions
- use networking to find your next job
- dress for the job you want
- and much more!



A different topic is scheduled each day; just select the one that interests you and plan to attend from 9am – 3pm or join us for the 10-day session.



## Training and Testing

We can also evaluate and document your knowledge and skills to support a job referral, or schedule training to help you qualify for a job.

- Test of Adult Basic Education (TABE)
- Interest and Aptitude Assessment
- Employability and Work Maturity Skills Evaluation
- Typing Test
- Data Entry & 10 Key
- Computer Competency Testing
- MS Office Proficiency
- Work Readiness Assessment



## **To earn more, you must learn more.**

The large majority of employers require at least a high school degree or diploma. Our One-Stop Career Centers can assist adults and youth with obtaining a GED equivalency.

You may also qualify for a one-on-one career management program that includes additional intensive training at one of our educational partner institutions.



## Youth Services

Polk Works also helps prepare our in-school and out-of-school youth for tomorrow through our Young Leaders program.

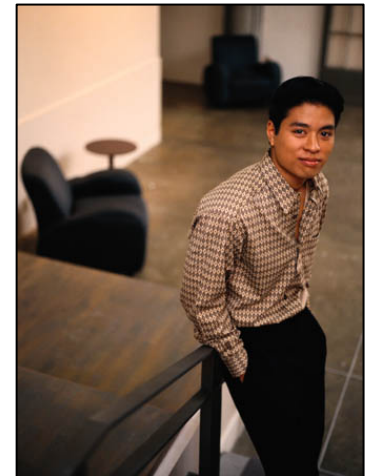
We help students prepare for FCAT, SAT, or ACT, research valuable scholarship opportunities and help with homework.



## Job Corps

Job seekers aged 16 – 24, can speak to our staff about Job Corps - a no-cost education and vocational training program administered by the U.S. Department of Labor.

Students enroll to learn a trade, earn a high school diploma or GED and get help finding a good job. When you join the program, you are paid a monthly allowance. Job Corps provides career counseling and transition support to its students for up to 12 months after they graduate from the program.



## Vocational Rehabilitation

Individuals with disabilities who are able to work can also receive personal career search assistance. We help you to review all available options and work with employers to provide a productive work environment.



## Veterans Services

Veterans (and their spouses) can receive assistance through job referrals, training and career management.

We also offer a wide range of services to veterans with barriers to employment. We collaborate with organizations to enhance job placement opportunities, including businesses, VA medical centers, community based and civic organizations and reserve guard units.



## Employment for Seniors

We have dedicated AARP volunteers who work with local companies that are seeking the skills and experience of workers age 50+.

Experience Works staff also assists low-income seniors, many with multiple barriers to employment, to get the training needed to find good jobs.



## Migrant and Seasonal Farm Workers

Economically-disadvantaged farm workers who are primarily employed in agricultural labor can obtain assistance to achieve economic self-sufficiency. Our career counselors helps with career guidance, testing, training, education evaluation, job referrals and other services that address their employment related needs.



## Grievance

If you are adversely affected by a decision or action of the workforce system, you have the right to file a grievance/complaint with the Polk County Workforce Development Board.

To file a written grievance please ask to see a Polk Works supervisor.



## Customer Service

Our goal is to offer you services in ways that meet your employment needs.

Please provide feedback on our services so that we can continuously improve. You may call our One-Stop Career Centers or go online to [www.polkworks.org/contact\\_us](http://www.polkworks.org/contact_us).





## Questions?

Thank you for your time and allowing us to introduce our services.

Some programs require that you document viewing this orientation. Please take a moment to print the next page and include it with any other documents requested by the Polk Works staff.

If you have questions, our website [www.polkworks.org](http://www.polkworks.org) contains the telephone numbers and extensions of all the programs reviewed on this presentation for job seekers.





I have viewed and understood the information provided on the automated Orientation for the One-Stop Career Centers.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Date\_\_\_\_\_