



Maryland Job Resource Pre-Event Webinar for New Americans

With presentations from
Maryland Department of Labor
and **World Education Services**



Overview

❖ Introduction

- Using Zoom and Interpretation Features
- Who We Are

❖ **Resume Building** by the Professional Outplacement Assistance Center (POAC)

❖ **Credentialing** by World Education Services (WES)

❖ **Interview Skills** by the Professional Outplacement Assistance Center (POAC)

❖ **Job Seeker Services** by the Division of Workforce Development and Adult Learning (DWDAL), Maryland Department of Labor (Labor)



Using Zoom and Interpretation Features

Today's event will be recorded.

If you have questions or need technical assistance, please use the Q&A (you can find it at the bottom of your screen). Responses are currently available in English.

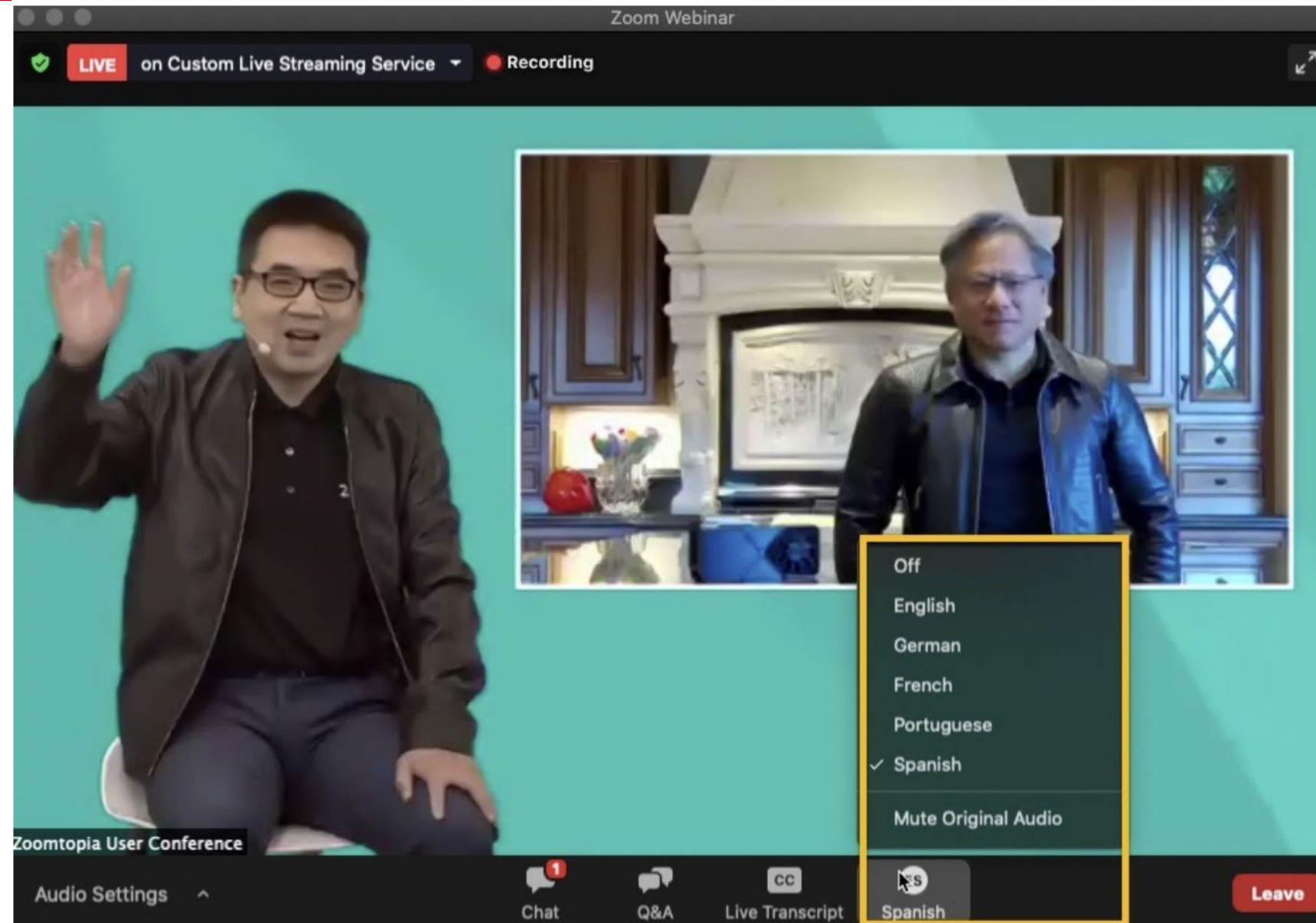
We will have a Q & A session at the end of each presentation, so please type your questions in the Q&A box. Due to the limited time for each topic, any unanswered questions will be answered in a follow up email.



Using Zoom and Interpretation Features

To select the language you would like to hear the webinar in, select the world icon on the bottom right of the screen. If you want to mute the original audio, select "mute original audio". If you are listening from your cell phone, click on the three dots, "More", select the language, and press "done".

To utilize American Sign Language interpretation, "pin" the ASL Interpreter.



Maryland Skilled Immigrant Task Force

The Skilled Immigrant Task Force collaborates across organizations to advance workforce system accessibility and career opportunities for foreign-trained individuals in Maryland.





NEW AMERICANS JOB FAIR RÉSUMÉ & INTERVIEWING PRESENTATION

Tom Dezell, CPRW

Assistant Director, Professional
Outplacement Assistance Center

Thomas.Dezell@maryland.gov



GOAL OF A RÉSUMÉ

TO OBTAIN A JOB INTERVIEW



CHRONOLOGICAL RÉSUMÉ

Presents Work
History in Reverse
Chronological
Order

Bullets Organized
Under Job Titles
and Employer
Names

Most Widely
Accepted Format

ATS Compatible

CHRONO-FUNCTIONAL & HYBRID RÉSUMÉ

Organized by Skills, Not Work Chronology

Skills Can Come From Paid and Volunteer Work

Recommended for Career Changers

Helpful in Showcasing Project Work & Long-Tenured Positions

Sample Chronological Résumé

CLAIRE VOUYANT

Columbia, MD • 410.612.3507 • cvouyant@gmail.com

PROFESSIONAL PROFILE

Creative and dynamic professional with extensive experience in career development and management. Skilled in training, recruiting and course development. Proven results in motivational and educational career growth for many individual groups and individual clientele. Visionary who continuously strives for and achieves creativity in diverse environments. Excellent oral and written communication skills. Extremely energetic, intuitive and dedicated to working in areas of human services and career counseling. Expertise includes:

Program Development • Management • Training • Administration

SELECTED ACCOMPLISHMENTS

- Increased course offerings by 50% and experienced 102% growth in student enrollment through the development of innovative courses, aggressive marketing and sound program management.
- Managed a billing department with annual revenue of \$66 million and received highest achievement award.
- Authored users guide for kitchen display system now utilized by more than 4,000 food service operations throughout the nation.
- Recipient of President's Scholarship as an entering freshman at Case Western Reserve University.

PROFESSIONAL EXPERIENCE

Anne Arundel County Schools, Annapolis, MD 2008 to present
School system of 115 schools serving diverse population of nearly 75,000 students, including pre-K through 12th Grade, as well as Adult Education programs.

Career Planning Program Specialist 2013 to present

- Coordinate and schedule career-planning efforts for county adult education program with an annual enrollment of 26,000.
- Designed and monitor career counseling program which covers topics including alternative work styles, entrepreneurship, career exploration and job hunting techniques.
- Conduct awareness seminars and team building workshops for individuals facing career transitions in professional, technical and managerial fields.

Instructor 2008 to 2013

- Interfaced with local high technology and health care businesses offering exploration at various work sites.
- Developed curricula and training programs in areas of • Management Development • Professional Image • Job Hunting Techniques • Résumé Writing • Interviewing Skills • Personal Marketing.
- Created seminar reference materials including handouts, manuals, PowerPoint presentations and bibliographies.

Claire Vouyant

410.612.3507

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Xanadu Systems, Columbia, MD

1996 to 1998

Technical Writer

World's leading developer of enterprise applications serving the hospitality and specialty retail industries.

- Authored 27-page users guide for kitchen display system that remains in use at over 4,000 food service establishments.
- Reviewed production and engineering journals, reports and proposals in order to become familiar with product technologies and production methods.
- Saved the company more than 40% from the previous year by observed production, development and experimental activities to determine the most efficient and productive operating systems.
- Studied blueprints, sketches, drawings and product samples in order to illustrate technology, operating procedures, production and detail for several major board meetings.

Carolina-Atlantic Corporation, Rockville, MD

1989 to 1996

Major paper product supplier. Began with Atlantic Paper, which merged with Carolina in 1994.

District Billing Manager

1994 to 1996

- Authored administrative procedures manual for billing system.
- Implemented and coordinated new major account price plan, developed procedures and initiated changes in corporate policy.
- Established support position guidelines, performance standards and secretarial handbook for major corporation.

Office Services Supervisor

1991 to 1994

- Supervised administrative communications network of 22 secretaries supporting 200 office and billing managers.
- Developed and implemented credit and collection programs while maintaining cash flow of \$33 million in annual revenue.
- Recruited, and developed position descriptions for, a staff of 22 resulting in high morale and lowered workers compensations costs over the previous year.

Previous company experience includes • Customer Service Manager • Major Account Administrator

• Credit and Collection Correspondent

EDUCATION

BA English Case Western Reserve University

PROFESSIONAL DEVELOPMENT

• Carolina-Atlantic Management Training • Organizational Management Studies • New Management Seminar • Managing for Motivation • Management Action Workshop

AFFILIATIONS

• American Society for Training Professionals • Association for Part Time Professionals

Sample Chrono-Functional or Hybrid Résumé

CLAIRE VOUYANT

Columbia, MD | 410.612.3507 | cvouyant@gmail.com | www.linkedin.com/in/clairvouvant

PROFESSIONAL PROFILE

Creative and dynamic professional with extensive experience in career development and management. Skilled in training, recruiting and course development. Proven results in motivational and educational career growth for many individual groups and individual clientele. Visionary who continuously strives for and achieves creativity in diverse environments. Excellent oral and written communication skills. Extremely energetic, intuitive and dedicated to working in areas of human services and career counseling. Expertise includes:

- Program Development • Management • Training • Administration

SELECTED ACCOMPLISHMENTS

- Increased course offerings by 50% and experienced 102% growth in student enrollment through the development of innovative courses, aggressive marketing and sound program management.
- Managed a billing department with annual revenue of \$66 million and received highest achievement award.
- Authored users guide for kitchen display system now utilized by more than 4,000 food service operations throughout the nation.
- Recipient of President's Scholarship as an entering freshman at Case Western Reserve University.

AREAS OF EXPERTISE

Program Development

- Coordinated and scheduled career planning efforts for county adult education program with an average annual enrollment of 26,000.
- Designed career counseling program which included • alternative work styles • entrepreneurship • career exploration • job hunting techniques.
- Interfaced with local high technology and health care business offering career exploration at various work sites.

Training

- Developed curricula and training programs in areas of • Management Development • Professional Image • Job Hunting Techniques • Résumé Writing • Interviewing Skills • Personal Marketing.
- Conducted awareness seminars and team building workshops for individuals facing career transitions in professional, technical and managerial fields.
- Created seminar reference materials which included handouts, manuals, PowerPoint presentations and bibliographies.
- Facilitate American Society for Training Professionals approved seminars at annual conference for several hundred training professionals.

Claire Vouyant

(410) 612-3507

Page 2 of 2

AREAS OF EXPERTISE (cont.)

Administration

- Authorized administrative procedures manual for billing system.
- Implemented and coordinated new major account price plan, developed procedures and initiated changes in corporate policy.
- Established support position guidelines, performance standards and secretarial handbook for major corporation.

Management

- Supervised administrative communications network of 22 secretaries supporting 200 office and billing managers.
- Developed and implemented credit and collection programs and maintained cash flow of \$33 million in annual revenue.
- Recruited and developed position descriptions for staff of 22 which resulted in high morale and lowered workers compensation by 40% from previous year.

PROFESSIONAL EXPERIENCE

Anne Arundel County Schools, Annapolis, MD	2008-Present	
Career Planning Program Specialist	2013-Present	
Instructor	2008-2013	
Xanadu Systems, Columbia, MD	2006-2008	
Technical Writer		
<i>With no multiple roles with one employer</i>		
Career Planning Program Specialist	Anne Arundel County Schools	2013-Present

EDUCATION

BA	English	Case Western Reserve University
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PROFESSIONAL DEVELOPMENT

- Carolina-Atlantic Management Training • Organizational Management Studies • New Management Seminar • Managing for Motivation • Management Action Workshop

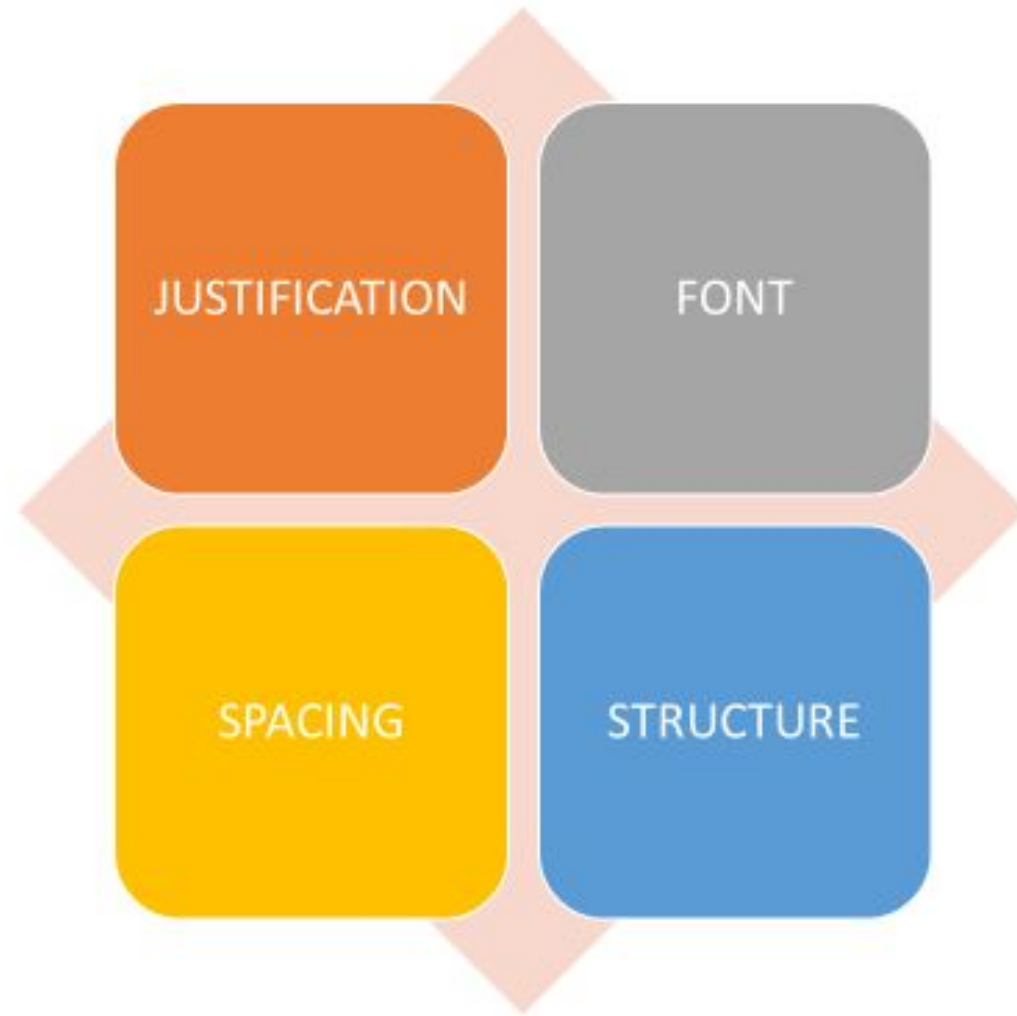
AFFILIATIONS

- American Society for Training Professionals • Association for Part Time Professionals

Strong References-Gladly Provided

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FORMATTING FOR CONSISTENCY



FORMATTING FOR EASE OF REVIEW

- 10-12-Point, Depending on Font Used. 11 Probably Best.
- Use Bold, Uppercase Section Headings
- Space Lines Before and After Headings
- Bullets Instead of Paragraphs
- White Space Allows the Eye to Breathe

SOURCES OF INFORMATION

**Performance
Evaluations**

**Client/Customer
Testimonials**

**Awards &
Recognition**

**Day Planners &
Journals**

**Networking
Contacts**



CONTENT CONSIDERATIONS

Job Acquisition is a Sales & Marketing Process

Résumé is Your Professional Brochure

Average Time of Initial Review is 6-10 Seconds

Each Résumé Must Be Targeted to the Job or Company

Youthenize-But Qualify

**CAREER SUMMARY
| PROFESSIONAL
PROFILE |
QUALIFICATIONS
SUMMARY**



Replaces Objective

An Abbreviated, Written TMAP

5-6 Lines Long

**Subjective & Descriptive Value
Proposition**

Adjust for Each Targeted Résumé



SELECTED ACCOMPLISHMENTS, ACHIEVEMENTS, HIGHLIGHTS

**Place 3-4 Top Bullets
Targeted to Job or Company**

Show Action and Results

**Place in Descending Order
of Strength**



ACCOMPLISHMENT STATEMENT FORMULA



Was Accomplished?



Measured by?



By Doing?

BULLET TIPS

No Personal Pronouns or Repetition of Job Titles/Skills

Don't Start with "Responsible For..." or "Duties Include..."

2-3 Lines Long

End With Periods

Numbers-Spell out 0-9, Numeric Form 10 and Above.

Utilize \$ and % Symbols

PROFESSIONAL EXPERIENCE

Documents Employment History in reverse chronological order

Bold job titles and right justify dates

Provide a 2-3 line outline of company/job in italics

Present maximum of 6 bullets focused on skills and achievements

Start each with a strong verb and quantify results

Show enough experience to qualify for job

AREAS OF EXPERTISE



Comprised of relevant skill sets



Usually no more than 5 skill sets, presented in sequence of importance



Maximum of 6 bulleted statements per skill set.



Many such statements are already on your Chronological résumé

EDUCATION

**THREE COLUMN FORMAT-DEGREE
(ABBREVIATED), MAJOR, SCHOOL**

**CAN BE COMBINED WITH
CERTIFICATIONS OR
PROFESSIONAL DEVELOPMENT**

**DATE OF DEGREE NOT NEEDED
UNLESS RECENT-LESS THAN 10
YEARS**

ADDITIONAL SECTIONS



PROFESSIONAL
DEVELOPMENT



AFFILIATIONS



CERTIFICATIONS AND
LICENSES (IF NOT
DISCUSSED IN THE CAREER
SUMMARY)



HONORS AND AWARDS



VOLUNTEER ACTIVITIES



PUBLICATIONS



COMPUTER OR TECHNICAL
SKILLS

Q & A

Questions?

**Use the Q&A now to
ask questions from our presenters.**

THANK YOU!



Pathways to Success

International Credential Recognition

WES Global Talent Bridge



World Education Services (WES) is a non-profit social enterprise dedicated to helping international students, immigrants, and refugees achieve their educational and career goals in the United States and Canada. For more than 45 years, WES has set the standard of excellence in the field of international academic credential evaluation. WES Global Talent Bridge advocates integrating skilled immigrants into the workforce in the United States and Canada; and its philanthropic arm, the WES Mariam Assefa Fund, supports inclusive economies that help immigrants and refugees to thrive in the United States and Canada.

WES Global Talent Bridge is dedicated to helping immigrants and refugees with international credentials fully utilize their talents and education in the United States and Canada

We join with institutional partners, community-based organizations, and policymakers to help immigrants and refugees use their skills, leverage their training, and achieve their academic and professional goals

Providing Direct Service to Immigrants

Inform and empower individuals so they achieve professional success

Providing Institutional Support

Create and support targeted programs and services that offer effective support and placement outcomes

Advocating for Systemic Change

Inspire policy development, increased funding, systemic reforms to remove key barriers and advance a positive agenda for immigrants

U.S. systems and structures were not designed to address the needs of the immigrants and refugees that WES serves.

17.4%

In 2019, almost one-fifth of the U.S. civilian labor force had been born in another country. Yet there is **insufficient infrastructure** focused on **policies and programs** that serve the needs of immigrants and refugees, and the existing infrastructure is **fragmented**.

2.2M

More than two million college-educated immigrants in the labor market are either **unemployed or underemployed**, representing **23.4%** of the total college-educated labor force in the U.S.

(-\$39B)

Underemployment of college-educated immigrants and refugees leads to **\$39.4B in lost personal earnings** and **\$10.2B in forgone federal and local tax revenue** annually.

85%

On average, immigrant workers **earn 85%** of what U.S.-born workers do. The **wage gap persists** even as educational attainment increases.

Sources: [Bureau of Labor Statistics 2020](#); [American Immigration Council, 2017](#); [The Brookings Institution, 2019](#); [Migration Policy Institute, 2020](#); [World Education Services, New American Economy, & Migration Policy Institute, 2016](#)

Barriers to Employment

Why do individuals with skills, education, and high professional qualifications in the workplace find themselves unemployed or underemployed?



Inadequate recognition of international education and credentials



Lack of education and/or work experience in the U.S.



Low social capital



Limited English proficiency

Credential Evaluation and Recognition



Credential Evaluation

- **Compares** international academic accomplishments to standards in the U.S. or Canada
- **Provides** a U.S. or Canadian academic equivalency
- **Helps** receiving institutions understand internationally educated professionals' academic backgrounds

No universally accepted evaluation service

Who May Need a Credential Evaluation?

Individuals with international education considering:



Licensing in their profession



Attending a post-secondary institution



Employment opportunities

Types of Evaluation Reports



Document-by-Document (DxD)

Provides the U.S. equivalency of the credential obtained abroad

Use: first-year admissions, employment



Course-by-Course (CxC)

Provides the U.S. equivalency of the applicant's courses and grades, and a U.S. GPA

Use: transfer credits, graduate school, licensure



WES Credential Evaluation Report

Document-by-Document Report

WES
WORLD EDUCATION SERVICES

A Course-by-Course report is usually required for applications to post-graduate programs, students interested in transferring schools before completing their degree, and licensing board applications.

CREDENTIAL EVALUATION AND AUTHENTICATION REPORT

Name: SAMPLE, Sample Date: May 31, 2017
Date of Birth: Month 01, 1993 Ref #: Page: 1 of 2

U.S. EQUIVALENCY SUMMARY

Bachelor's degree from a regionally accredited institution

CREDENTIAL ANALYSIS

- Credential Authentication:** Official transcripts were sent directly by the institution
Country: India
Credential: Bachelor of Engineering
Year: 2016
Awarded by: University of Mumbai
Status: Accredited Institution
Admission requirements: High school graduation
Length of program: Four years
Major/Specialization: Mechanical Engineering
U.S. Equivalency: Bachelor's degree

This report identifies and describes each credential, including: name of credential, requirements for entry and program length, and the equivalent degree in terms of U.S. education.

INSTRUCTIONS FOR USING THIS REPORT: An explanation of the terms used in this report can be found on the reverse side. This report is valid only when printed on watermarked paper and sealed with an official WES stamp on each page.

Course-by-Course Report

WES
WORLD EDUCATION SERVICES

COURSE-BY-COURSE ANALYSIS

Name: SAMPLE, Sample Date: May 31, 2017
Date of Birth: Month 01, 1993 Ref #: Page: 2 of 2

INSTITUTIONS - DATES - SUBJECTS	U.S. Semester Credits	U.S. Grades
2015-2016		
(U) Machine Design II	3.0	B
(U) Machine Design Lab	1.0	A
(U) CAD/ CAM/CAE	3.0	C
(U) CAD/ CAM/CAE Lab	1.0	A
(U) Mechanical Utility Systems	3.0	B
(U) Mechanical Utility Systems Lab	1.0	A
(U) Production, Planning and Control	3.0	B
(U) Production Planning and Control Lab	1.0	A
(U) Power Plant Engineering	3.0	B
(U) Power Plant Engineering Lab	1.0	A
(U) Project I	3.0	A
(U) Design of Mechanical Systems	3.0	C
(U) Design of Mechanical Systems Lab	1.0	A
(U) Industrial Engineering and Management	3.0	B
(U) Industrial Engineering and Management Lab	1.0	A
(U) Refrigeration and Air Conditioning	3.0	B
(U) Refrigeration and Air Conditioning Lab	1.0	A
(U) Renewable Energy Sources	3.0	B
(U) Renewable Energy Sources Lab	1.0	A
(U) Project II	4.0	A

SUMMARY

Total Undergraduate Semester Credits: 176.0 GPA: 2.76

This report lists each course you have taken, a designation of the level (upper or lower) of each undergraduate course, a U.S. semester credit, and U.S. grade equivalent.

This report includes a U.S. grade point average (GPA).

What is Credential Recognition?

The **acceptance** of international academic credentials or a credential evaluation by the receiving institution.

Employers

Licensing
bodies

Colleges and
universities

Evaluations are **advisory** in nature. The recipient must decide whether to recognize and accept the equivalency or not.

Employer Recognition

A credential evaluation allows employers to understand education earned outside of the U.S.

Referencing a credential evaluation can **strengthen** résumés

Example: *Evaluated by World Education Services as equivalent to a Bachelor's Degree specializing in Computer Engineering*

Note: Each employer has different requirements

Licensing Recognition

A credential evaluation can help meet education requirements to start the licensing process.

Other requirements for licensing include:

- Written and practical examinations
- Additional working hours
- Jurisdiction-specific requirements

Note: Each licensing body has different requirements.
Licensing bodies are located in each jurisdiction.

Education Recognition

A credential evaluation can help individuals' meet education requirements to gain admission to higher education institutions.

Institutions have different requirements

- Universities, colleges
- Programs
- Full/part-time, continuing education, online

Note: Contact the admission office for:

- Program-specific requirements
- Credit and block transfers
- Additional admission requirements

Questions and Comments

Thank you!

Need more information?

wes.org/gtb

nyc@wes.org

JOB INTERVIEWING

Anxiety

Preparation

Technology

Questions by
Employer

Questions by
Candidate

Closing-Ask
for the Job



INTERVIEW QUESTIONS

We will provide feedback on questions you want help with. Enter these in the Q & A section. We will address as many as time allows later in the session.

ANXIETY



PRACTICE



RESEARCH



Search by title, skill, ...

City, state, or zip code

Search



Try Premium for free

- My Jobs
- Job Alerts
- Salary
- Skill Assessments
- Interview Prep
- Resume Builder
- Application Settings

- Post a free job
- Manage job posts

Suggested job searches

- assistant director
- assistant program director
- assistant director of education
- assistant center director
- senior assistant director
- special program coordinator
- assistant director of administration



Put your best foot forward. Hire a resume writer

Request a free quote

Recommended for you

Based on your profile and search history



Diversity, Equity and Inclusion Consultant

Booz Allen Hamilton
Arlington, VA

2 connections work here

3 weeks ago · 5 applicants

Ways to prepare



Best practices

Get the most out of your job search and stand out to recruiters

- About
- Accessibility
- Help Center
- Privacy & Terms
- Ad Choices
- Advertising
- Business Services
- Get the LinkedIn app
- More

LinkedIn LinkedIn Corporation © 2021



Messaging



- Common Questions
26 questions
- Categories**
- 1 Tell me about yourself.
 - 2 What is your greatest strength?
 - 3 What is your greatest weakness?
 - 4 Why should we hire you?
 - 5 Why do you want to work here?
 - 6 Tell me about a time you showed leadership.

Get instant, AI-powered feedback on the delivery of your answer when you practice and record a video

Tell me about yourself.

Practice and get feedback 5,855,093 people viewed this question

After practicing, get instant, AI-powered feedback on your delivery or request network feedback. [Learn more](#)

Overview

A lot of jobs require someone who can think on their feet or present ideas with crispness and clarity. This question provides employers with an early preview of your core skills, your personality and your ability to respond to an unstructured question.

Unlock sample answers with expert feedback using LinkedIn Premium

Try Free for 1 Month

INTERVIEW PREPARATION



Glassdoor-Go to Interview Tab



Read Company Blogs and
Follow It on Social Media



Contact any LinkedIn
Connections for Interview
Information

TECHNOLOGY



INTERVIEW ?-ANSWER WITH STARQ METHOD

SITUATION

```
graph TD; S[SITUATION] --> T[TASK]; T --> A[ACTION]; A --> R[RESULTS]; R --> Q[QUANTIFY]
```

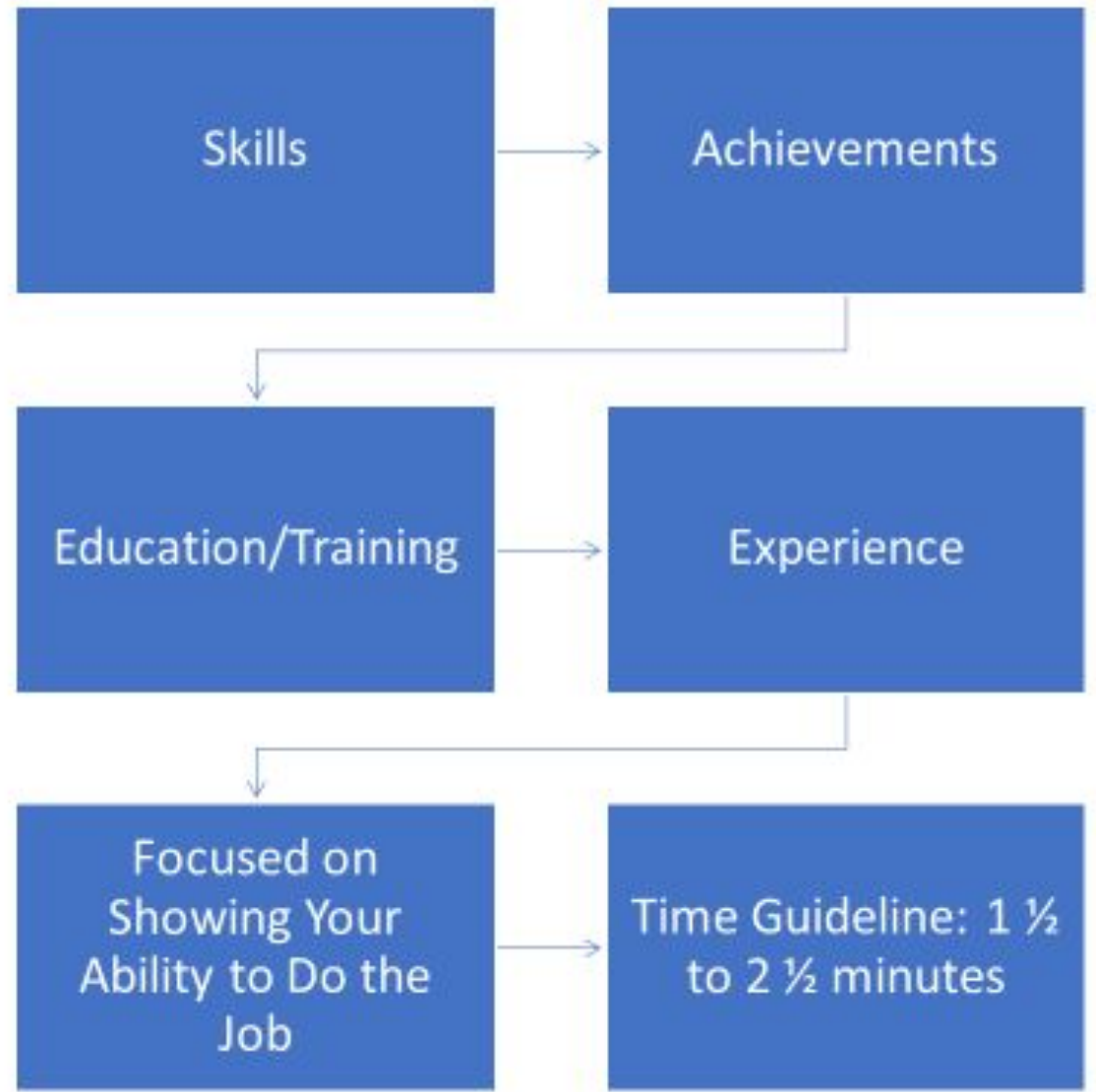
TASK

ACTION

RESULTS

QUANTIFY

Tell Me About Yourself





Questions to Ask the Employer

- What are the Most Important Skills/Qualities You Desire in This Candidate?
- What are the Biggest Challenges the Person in This Position Will Face in the First 30, 90, and 180 Days?
- How Did this Position Come Open?
- What is the Structure of Supervision and Communication?
- What do You Like Best About Working Here?

A blurred office desk scene. In the foreground, a pair of glasses rests on a stack of papers. To the left, a black and white mug is visible. A laptop is open in the background. The overall atmosphere is professional and focused.

ASK FOR THE JOB

Thomas.Dezell@maryland.gov



PROFESSIONAL OUTPLACEMENT
ASSISTANCE CENTER (POAC)



[HTTPS://WWW.LABOR.MARYLAND.GOV/POAC/](https://www.labor.maryland.gov/poac/)

Q & A

Questions?

**Use the Q&A box now to
ask questions from our presenters.**

THANK YOU!

Job Seeker Services



RECRUITMENT ASSISTANCE

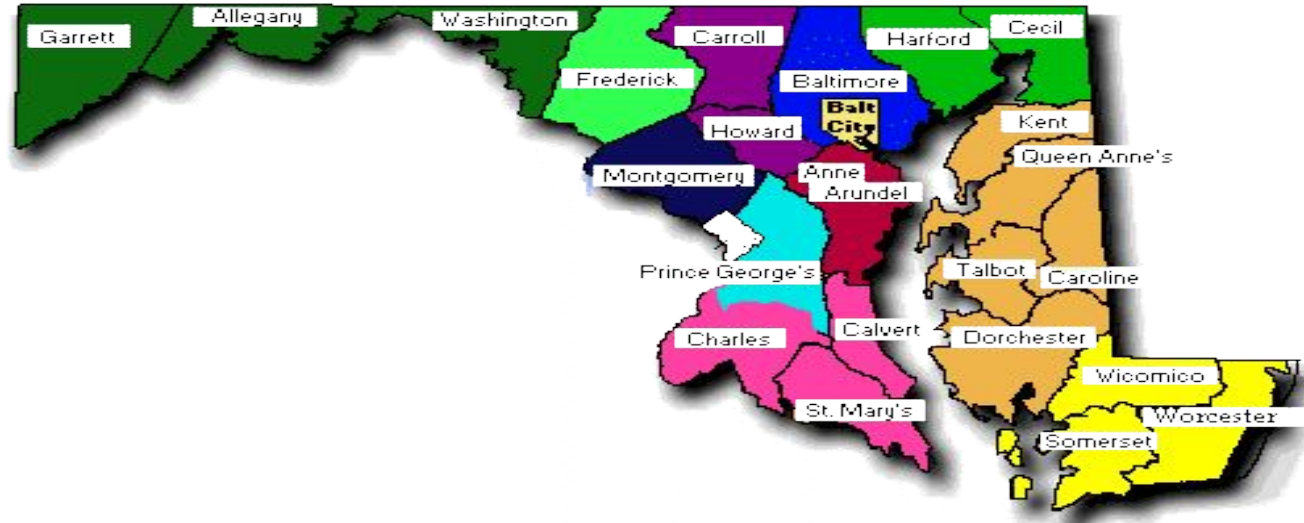
Maryland's American Job Centers - Workforce Development & Adult Learning

Let the dedicated professionals at Maryland's American Job Centers help you find the job or the employee you want. Maryland's American Job Centers are located in each of Maryland's counties and Baltimore City. Job seekers and businesses will find Maryland American Job Centers to be leaders in using state-of-the-art technologies to match people with jobs and jobs with people.

American Job Centers offer a variety of services to assist veterans, transitioning military personnel, and other qualified individuals. We also offer assistance for justice-involved returning citizens that are part of the qualified pool of citizens who are ready and eager to work.

Maryland's American Job Centers are conveniently located throughout the State and are dedicated to serving businesses and job seekers.

Use the county directory below to find the Center nearest you. Simply visit <https://www.labor.maryland.gov/county/> and click the **county** of your choice to find out more information about our services that help meet your employment needs.



Job Seeker Services & Resources

- Placement & Referral Assistance
- Job Search Workshops & Seminars
- Training Opportunities/WIOA
- GED Assistance
- Labor Market Information
- Career Assessments/Job Coaching
- Professional Outplacement Assistance Center (POAC)
- Veterans Services
- Re-Entry Navigator
- Department of Rehabilitation Services (DORS)

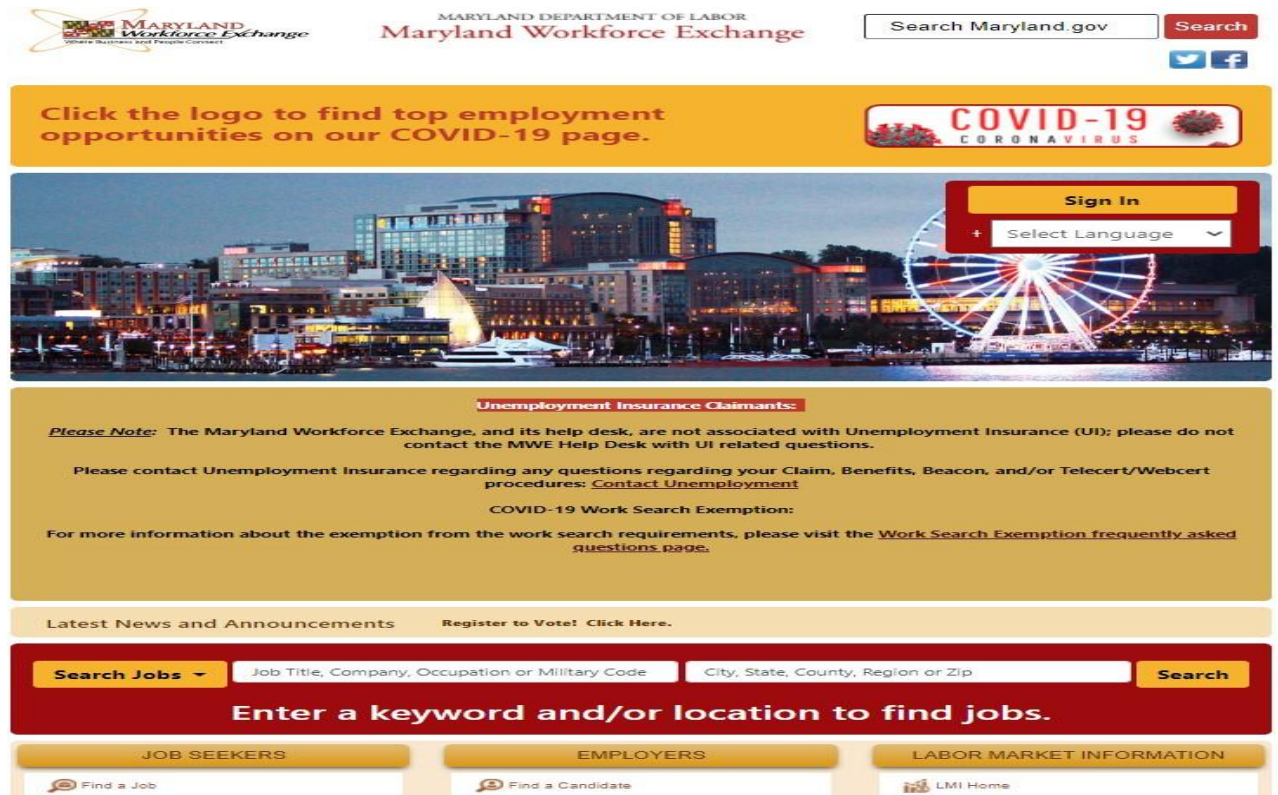
MARYLAND WORKFORCE EXCHANGE (MWE)

<https://mwejobs.maryland.gov>

You may access job search and self-service options utilizing the [Maryland Workforce Exchange](#).

Instantly view any job posted to the web directly on your [mobile phone or tablet](#).

Simply search for “MWEJOBS” in Apple iTunes or Google Play app store.



The screenshot shows the Maryland Workforce Exchange website. At the top, there is a navigation bar with the Maryland Department of Labor logo, the text "MARYLAND DEPARTMENT OF LABOR Maryland Workforce Exchange", a search bar for "Search Maryland.gov", and social media icons for Twitter and Facebook. Below the navigation bar is a yellow banner with the text "Click the logo to find top employment opportunities on our COVID-19 page." and a "COVID-19 CORONAVIRUS" logo. The main content area features a large image of a city skyline at night with a Ferris wheel. Overlaid on the image is a "Sign In" button and a "Select Language" dropdown menu. Below the image is a section titled "Unemployment Insurance Claimants:" with a "Please Note:" section stating that the MWE and its help desk are not associated with Unemployment Insurance (UI) and that users should not contact the MWE Help Desk with UI-related questions. It also provides contact information for Unemployment Insurance and a link to "Contact Unemployment" procedures. A "COVID-19 Work Search Exemption:" section follows, with a link to "Work Search Exemption frequently asked questions page." for more information. Below this is a "Latest News and Announcements" section with a "Register to Vote! Click Here." link. The bottom section is a dark red search bar with a "Search Jobs" dropdown, a text input field for "Job Title, Company, Occupation or Military Code", another text input field for "City, State, County, Region or Zip", and a "Search" button. Below the search bar is a red banner with the text "Enter a keyword and/or location to find jobs." At the bottom, there are three yellow buttons: "JOB SEEKERS" with a "Find a Job" link, "EMPLOYERS" with a "Find a Candidate" link, and "LABOR MARKET INFORMATION" with an "LMI Home" link.

ADDITIONAL RESOURCES

STATE OF MARYLAND

MD Labor Business/Employer Services Homepage: <https://labor.maryland.gov/employment/busservices.shtml>

MD Labor COVID-19 Now Hiring Job Board: <https://www.labor.maryland.gov/employment/jobfairs.shtml>

MD Labor Facebook: <https://www.facebook.com/MarylandLabor>

MD Labor LinkedIn: <https://www.linkedin.com/company/maryland-department-of-labor/>

MD Labor Twitter: https://twitter.com/MD_Labor

Regional Business Solutions Consultants

Business Service Manager | Ann Gunning | 443-286-7919
Anne Arundel & Baltimore Counties | Angela Harkness | 443-927-6044
Baltimore County & Baltimore City | Roseanne Fish | 410-271-3682
Carroll, Howard & Frederick Counties | Teresa Mena | 443-202-0628
Frederick & Montgomery Counties | Aneta Lefterov | 443-926-3240
Lower & Upper Eastern Shore | Alicia Dennis | 443-397-7023
Prince George's & Montgomery Counties | Jacqueline Davis | 443-257-0371
Southern Maryland | Laura F. Wright | 443-986-2540
Susquehanna Region & Baltimore County | Liz Rodriguez | 667-500-4138
Western Maryland | Angella Moon | 410-241-2260

How to enter employment contacts and activities into the Maryland Workforce Exchange website:

Link to video tutorial:

<https://www.labor.maryland.gov/employment/uivideomwe.shtml>

Q & A

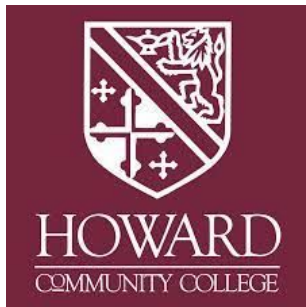
Questions?

**Use the Q&A box now to
ask questions from our presenters.**

THANK YOU!

Thank you!

Join us for our **Hiring Fair** on **September 15th** from **1-3pm!** Register at bit.ly/sitfhiringevent
Resources from the event will be sent via email.



For further questions, please contact
dlwdalnewamericans-labor@maryland.gov.

