



JOB SEARCH AND RESOURCE GUIDE

FOR THE 50+ JOB SEEKER

JUNE 2008

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Welcome to EASTBAY *Works* One Stop Career Centers. We are a unique joint venture of public entities, non-profit agencies, and private organizations in Alameda and Contra Costa Counties helping businesses and job seekers meet their employment needs. We have 18 Career Centers located in Alameda and Contra Costa Counties. Check our website at: <http://www.eastbayworks.com/> for locations.

This Job Search and Resource Guide for the 50+ Job Seeker was designed to give you an overview of the job search process and help you identify resources at our One-Stop Career Centers that may help you with your job search.

Please use this Guide as a sampling of the many resources available at our Career Centers and through our EASTBAY *Works* website.

Please let me know if you have found additional helpful resources that you would like to share with others. You can reach me at vperthel@ehsd.cccounty.us

My thanks go to the many individuals who gave of their time and professional expertise to take this Guide from an idea to a reality. In particular, I would like to thank:

Bob Lanter, Executive Director, Workforce Development Board of Contra Costa County

Claire Marchiano, EASTBAY *Works*

Ray Mark, Employment Development Department

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Enid Rosario, ASSETS Senior Employment Opportunities Program

Jerry Simerman, EASTBAY *Works*

Mature workers visit our One-Stop Career Centers for many reasons:

You want to file for unemployment benefits:

File a claim for unemployment benefits by: completing an on-line application; using a toll-free number (English: 1-800-300-5616; Spanish: 1-800-326-8939); or using a paper application with the Employment Development Department. Call your local Career Center for further information or find the EDD website on the Internet.

<http://www.edd.ca.gov/uirep/uifc.htm>

You need to find work. You may have been laid off or perhaps you are returning to work after an absence of many years:

- If your current income is extremely limited, and you would be open to a part-time, limited-term opportunity that pays a minimum wage as a way to update your current skills before securing a higher paid and more permanent position, contact the Senior Community Service Employment Program:

Alameda County:

ASSETS SENIOR EMPLOYMENT OPPORTUNITIES PROGRAM

Department of Human Services
150 Frank H. Ogawa Plaza, Suite 4353
Oakland, CA 94612-2092
510-238-3535

Contra Costa County:

Senior Community Service Employment Program

EASTBAY Works One-Stop Career Center – Concord
4071 Port Chicago Highway, Ste. 250
Concord, CA 94520
925-602-0151

- You want to find a full or part-time position and you do not want or cannot qualify for a low-income employment program:

Check with Career Center staff for information about resources, and
Use our **JOB SEARCH AND RESOURCE GUIDE FOR THE 50+ JOB SEEKER:**

1. Identifying your skills and interests
2. Researching potential jobs/careers that fit your skills and interests
3. Focusing your job search
4. Interviewing for the position of your choice

You want to start your own business or get help to make your existing business more profitable:

- Check with Career Center staff for information and resources on self-employment.
- Contact the **Contra Costa Small Business Development Center** at 925-646-5249 and ask about the New Venture Training Program for beginning and emerging business owners, <http://www.contracostasbdc.com/>.
- Access the **Contra Costa Means Business** website, a one-stop source for business information, resources, services & expertise in Contra Costa County: www.contracostameansbusiness.com.
- Attend **Business Enhancement Support Team (BESTeam)** events. The BESTeam is a group of service providers that are prepared to deliver quality services to meet the needs of the small business community. Contact George Carter, Business Services Representative at the Workforce Development Board of Contra Costa County at 925-646-5559 to find out about the next scheduled event.
- Contact **Cal State East Bay's Small Business Development Center:** 510-208-0410; <http://www.eastbaysbdc.org/>.
- Contact **Women's Initiative for Self- Employment (WISE)** at 925-603-2770 in Concord, 510-287-3102 in Oakland. <http://www.womensinitiative.org/aboutus/contact.htm>; **WISE** provides a one-stop shop where high potential; lower-income women receive training to start and grow their businesses. Business management training, technical assistance, and financing services are provided in English and Spanish.
- Contact **SCORE**, "Counselors to America's Small Business" at 510-273-6611, <http://www.eastbayscore.org/>. SCORE's mission is to provide expertise and resources to maximize the success of existing and emerging small businesses. East Bay Chapter 506 covering Alameda, Contra Costa, and Solano Counties uses experienced volunteer business counselors to give advice in business planning, marketing, retail, financial, strategic planning, succession planning, manufacturing, export and import, operations, and other areas.
- Contact **City Chambers of Commerce** throughout Alameda and Contra Costa Counties for local information on resources available for businesses: <http://www.eastbayworks.com/categories.php?id=6>

- Contact economic development agencies in Alameda and Contra Costa Counties for local information on resources available for businesses:

Contra Costa Council: <http://www.contracostacouncil.com/>

Workforce Development Board of CC County: <http://www.wdbccc.com>

East Bay EDA: <http://eastbayeda.org/>

Alameda County Workforce Investment Board: <http://www.acwib.org/>

Other Considerations:

You want to obtain an overview of issues facing mature workers, and take advantage of opportunities to network with other mature workers. Pick up a calendar at your local One-Stop or see the EASTBAY Works Calendar for a workshop in your area:

<http://www.eastbayworks.com/calendar/calendar.php?go=welcome>

- Job Search Success After 40
- The Third Quarter of Life – New Beginnings
- Effective Job Search Strategies for Older Workers
- Over-40 Job Search Strategies
- Issues of the “Older Worker”

You want to continue your professional career at the same high level and benefit from a job club and the opportunity to network with others:

Attend an orientation for Experience Unlimited/ProNet, the self-help job club for experienced professional, technical, and managerial job seekers. These resource centers offer workshops on resume writing, interviewing techniques, and job search strategies:

Concord: 925-602-0166

Oakland: 510-563-5268

Fremont: 510-794-3681 (ProNet)

You want to spend the rest of your life doing work that you find personally meaningful and enjoyable. Making money is not your first consideration:

Sign up for career exploration workshops at your local Career Centers that can help you identify your transferable skills. Check this website for ideas on changing careers:
<http://www.civicventures.org/>

You want to find out about job services for veterans and find out how to begin or continue a civilian career.

Many EDD Job Service offices have specially-trained staff to ensure veterans of the U.S. Armed Forces receive maximum employment and training opportunities. Services can include counseling, labor market information, job referrals, job search workshops, and job development with potential employers. Contact your local One-Stop Career Center for information, and check the EASTBAY *Works* website:

<http://www.eastbayworks.com/categories.php?id=65>

You are an ex-offender and need to find out about available resources for ex-offenders.

See the EASTBAY *Works* website for more information.

<http://www.eastbayworks.com/categories.php?id=343>



JOB SEARCH AND RESOURCE GUIDE FOR THE 50+ JOB SEEKER

THE JOB SEARCH PROCESS:

1. IDENTIFYING YOUR SKILLS AND INTERESTS:

ASSESSMENTS:

You may want to continue with the same type of job you had before, but if you are looking for a change, or have been unable to find another job in your field, take an opportunity to evaluate your transferable skills, interests, temperament, preferred work environment and work values. Formal assessments can help you:

- Identify job skills and how they fit in with your career goals;
- Focus your job search; and
- Identify your values and interests and help you see if they are similar to those of people already working in a particular field.

Visit the EASTBAY Works website to find Career Assessment Tools:

<http://www.eastbayworks.com/categories.php?id=14>

Career Center staff recommends **Choices**, an online assessment test that is available at all of our Career Centers. **Choices** provides assessments of: interests; work importance locator; transferable skills and more.

For example, a person taking the **Choices Interest Profiler** might find out that he or she has interests that mainly fit into the “Artistic” and “Investigative” profiles out of a group of interest areas that also include: “Conventional”, “Realistic”, “Social”, and “Enterprising.”

The Interest Profiler can compile a list of careers that match interests in “Artistic” and “Investigative” areas. In this case there are sixteen careers that match: Anthropologist, Architect, Clinical Psychologist, College or University Faculty Member, Curator, Elementary School Teacher, Historian, Industrial-Organizational Psychologist, Landscape Architect, Middle School Teacher, Political Scientist, Psychiatrist, Reporter, Secondary School Teacher, Sociologist, and Technical Writer.

It is possible to look at each occupation in more depth to learn about:

- Tasks people in the occupation perform;
- Working conditions;
- Hours and travel commitments;
- Work interest areas and values of successful people in this occupation;
- Aptitudes important for successful people in this occupation;
- Myers-Briggs Type Indicators (measures of how people look at things and make decisions) for people that commonly work in the occupation;
- Basic, transferable, and workplace skills;
- Education and certification, if required, in the occupation;
- Salaries and employment outlook;
- Professional associations; and
- Related careers

It is important to remember that no formal assessment will give you a complete picture of who you are and what occupation or career you should choose. Assessments should be used along with other information that you may already know about yourself such as the fact that you would really prefer working with adults rather than children, or you have always been interested in writing an historical novel. Use your assessment results as a starting point.

2. RESEARCHING POTENTIAL JOBS AND CAREERS THAT FIT YOUR SKILLS AND INTERESTS:

LABOR MARKET INFORMATION:

Labor Market Information can help you get specific information about particular occupations. Information is available at the state level, and often at the county or regional level.

Use the Employment Development Department website to obtain Labor Market Information on your chosen occupation:

<http://www.labormarketinfo.edd.ca.gov/>

Select **Occupation Profile**, and follow the instructions to select an occupation.

The **Occupation Profile** will provide information on:

- Projections of employment for 2004-2014 in the state and sometimes the local area
- Occupational wages
- Possible required licensure and issuing authority
- Top industries employing this occupation
- Training programs
- Transferable skills: O*NET skills and Tasks
- Job openings from the JobCentral National Labor Exchange

As you scroll down on the Occupation Profile page and click on the link for “view similar occupations” for the state of California, you will be able to find other occupations that you might be able to transfer to with the skill set that you already have.

If, on the other hand, you have decided that you want to use your skills and interests to enter a high growth industry such as the health care industry, you can use EDD’s occupational information to find job titles and Occupation Profiles in the health care industry that might interest you.

Also, if you would like to find out about which occupations are in demand, click on the link below and type in “Occupations in Demand” in the search box at the top on the page on the right hand side:

<http://www.labormarketinfo.edd.ca.gov>

It may also be helpful to write down any random inspirational thoughts that you have in a notebook about possible career directions. Some people keep track of significant ideas that come up in dreams. Perhaps you did something as a child or young person that you

loved, but didn't think you could make a career of it; or maybe, you fulfilled a parent's dream for you of becoming a doctor when you really wanted to become a jazz musician.

This may be a good time to be open to possibilities. When people reach midlife, they commonly begin to evaluate what they have done in their lives, and consider what they would like to do with the time they have left. Now is your chance to make a change if you want to.

3. FOCUSING YOUR JOB SEARCH:

GETTING FROM WHERE YOU ARE TO WHERE YOU WANT TO BE

- How can you find out which companies are hiring?
- How can you find company background information?
- Will networking help you to get a job?
- Should you do an informational interview?
- Do you need help with your resume?
- Do you need computer training to complete your resume?

HOW CAN YOU FIND OUT WHICH COMPANIES ARE HIRING?

You can look for jobs/job leads in newspapers; by networking; at employment agencies; One-Stop Career Centers and other career centers; at public libraries; and on the Internet.

Refer to the EASTBAY Works website for websites for the 50+ job seeker:

<http://www.eastbayworks.com/categories.php?id=63>

You may find the following websites of particular interest:

AARP (formerly American Association of Retired Persons) has established a “National Employer Team”. These are companies that want to hire older workers. Companies are grouped under the following headings: Retail, Health Care, Business and Marketing Services, Staffing and Security Services, Communications, Financial Services, Federal Government, and Transportation and Travel. This website offers an opportunity to do some initial research on companies that you may be interested in.

<http://www.aarp.org/money/careers/findingajob/featuredemployers/info.html>

PrimeCB.com, jobs for experienced employees.

www.PrimeCB.com

CalJobs is the Employment Development Department’s on-line listings of available jobs.

You must be registered to use this site; ask Career Center staff for information on how to register.

<http://www.caljobs.ca.gov/>

JobCentral National Labor Exchange can be accessed through the EDD website.

If you want to find out who is currently hiring for a particular occupation in this geographic area, for example, Radiologic Technologists and Technicians, you can find

out by typing in a local zip code in the section called "Job Openings from JobCentral National Labor Exchange" on the Occupation Profile web page. This will link you to actual job listings within a 300-mile radius of the zip code.

<http://www.labormarketinfo.edd.ca.gov>

At some Career Centers, there are Bay Area Jobs kiosks that enable you to electronically access the job listing pages in local newspapers.

Ask Career Center staff to advise you of the availability of these kiosks.

Each One-Stop Career Center has hard copies of job listings.

Ask Career Center staff to direct you to the location of job postings, and information about companies who are doing on-site recruiting at the Center.

HOW CAN YOU FIND COMPANY BACKGROUND INFORMATION?

Once you have selected a company or companies that you are interested in, it is important to get some background information so that you will be prepared for a possible interview.

You may want to look for contact phone numbers, website addresses, annual revenue, top executives, major products or services as well as other pertinent information that will enable you to understand the company's business and whether or not you want to work there, as well as enable you to ask knowledgeable questions during the interview.

Company information may be available on the Internet, at the Career Center, or through your local county business library. You can contact Career Center staff for more information on how to find business directories. You may also refer to the following links:

Contra Costa County Library: <http://www.contra-costa.lib.ca.us/>

Alameda County Library: <http://www.aclibrary.org/>

The **East Bay Business Times** and the **San Francisco Business Times** both publish annual guides such as the **2007 BOOK OF LISTS** that rank area businesses in various industries according to established criteria such as: East Bay Mortgage Lenders ranked by dollar volume of mortgage loans, East Bay Health Plans ranked by number of enrollees in the East Bay, etc. Check with Career Center staff to see if copies are available.

WILL NETWORKING HELP GET YOU A JOB?

You may want to tell everyone you know that you are looking for work and what kind of work you are looking for. Make a list of everyone you know; every organization you belong to or would like to join; your church or religious organization; the school or schools you graduated from; etc. and contact them and ask them to help you with your job search. **Someone you know or someone who knows about you and understands what you are looking for may give you a job lead or help you get a job.**

The Internet is a wonderful tool for networking. If you do not already have an email address, you can set one up so that you can send and receive email messages. You can set up a free email account at:

- Windows Live Hotmail
- Yahoo
- Google

You may also want to consider using:

- LinkedIn: a website that can help you find new employment connections or business opportunities: <http://www.linkedin.com/>
- Blogs: look for corporate Blogs located on company websites to learn more about the company

After you have created or updated your resume, place it on the Employment Development Department's CAJobs webpage so employers can view it:

<http://www.caljobs.ca.gov/>

SHOULD YOU DO AN INFORMATIONAL INTERVIEW?

An informational interview can help you find out more about the company and the occupation you are interested in. Make it clear that you are asking for information at this time, not a job.

Use contact names and phone numbers or email addresses of people who are already working in the field or occupation you would like to work in to set up informational interviews:

- Establish time parameters: 15 to 20 minutes by phone or in person

Prepare a list of questions that will give you the information that you need:

- How did the person get into the occupation?
- What job skills are required to succeed in the occupation?

- What personal characteristics does someone need to succeed in the occupation?
- What is a typical day like for someone in this occupation?
- What does the person like best about the current job?
- What does the person like least about the current job?
- What is the pay range for this field or occupation?
- Are there additional contact names and phone numbers for people who might be willing to talk about the occupation with you?

DO YOU NEED HELP WITH THE CONTENT OF YOUR RESUME?

Consider attending one of our Career Center's resume or mature worker workshops; check the **EASTBAY Works** website for workshops at each of our locations:

<http://www.eastbayworks.com/calendar/calendar.php?go=welcome>

A resume is a marketing tool that allows you to introduce yourself to an employer. It highlights your skills, experience, education, accomplishments, certificates, licenses, professional association memberships, etc. that best fit the skills and experience needed for a position that you are interested in. When describing your skills on your resume, use the same words as those found in the job announcement that lists required or desirable skills. Quantify your accomplishments; for example, describe what problems you solved and how much money it saved your last company.

You can age-proof your resume by:

- Narrowing your focus: select a career goal and highlight experience and skills that support that goal;
- Not including your entire work history on your resume;
- Limiting your resume to two pages at the most: use resume supplements to describe significant job experience in detail; and by
- Eliminating references to your age.

Some experts think that the most important thing about your resume is how it gets to an employer. If you know someone who works for the company that you are interested in working for, it may be helpful to ask that person to deliver your resume to the hiring manager. The company employee is essentially referring you to the manager as a good job candidate. This referral may outweigh any lack of skills or experience on your part.

Also consider reviewing:

- Yana Parker's website (author of the Damn Good Resume Guide) for resume guidelines. <http://www.damngood.com/>
- Susan Ireland's website (author of The Complete Idiot's Guide to the Perfect Resume) <http://susanireland.com/>

DO YOU NEED COMPUTER TRAINING TO COMPLETE YOUR RESUME?

If you need computer skills training to learn how to create and send a resume electronically, our Career Centers offer Computer Skills Workshops to:

- Learn more about Microsoft Word to make it easier to create your documents
- Use the WinWay Resume software template
- Learn how to create a scan able resume
- Set up an email account
- Discover how and where to post your resume
- Practice applying online

Check the **EASTBAY Works** website calendar for computer workshops:

<http://www.eastbayworks.com/calendar/calendar.php?go=welcome>

4. INTERVIEWING FOR THE POSITION OF YOUR CHOICE:

Check our EASTBAY *Works* calendar for interview workshops at your local One-Stop Career Center, and sign up for one of our mature worker workshops to get the inside track on effective strategies for older workers.

<http://www.eastbayworks.com/calendar/calendar.php?go=welcome>

Also consider the following:

You have done your research and know which company you want to apply to and which position you want to apply for. You have polished up your resume, making sure it targets the position you are applying for. You now have an appointment for an interview, and you will need to be aware of some guidelines to make your best impression.

APPEARANCE

There are many opinions on what constitutes a professional appearance when you are interviewing for a job. It may depend on the type of company that you are applying to and the position that you are applying for. Most would agree that even if the dress code at your targeted company is “business casual”, one should still dress more formally for an interview. It is difficult to account for personal tastes among company interviewers. If you are in doubt about what to wear, you can ask a company representative to describe the company’s dress code so you will know how to fit in.

- Some experts believe that people should color their gray hair. Coloring one’s hair is a personal choice, but a stylish cut can help you avoid a “dated” look.
- If you do not have the money to buy a new suit, shoes, or briefcase for your interview, consider shopping at thrift stores and consignment shops. You can often find high quality used business clothing. You may also want to ask Career Center staff for a referral to Wardrobe for Opportunity. Clients must be low-income jobseekers or entry-level workers referred by qualified partnering social service agencies or job-training programs.

MEETING AND GREETING COMPANY EMPLOYEES

- Attitude is important; practice positive thinking about the outcome of the interview. Don’t spend time thinking about what you will do next if this interview doesn’t turn out well. Spend time visualizing how well the interview will go!

- Arrive at least 5 to 15 minutes before the scheduled interview time. If you already know that you will have to complete a company application prior to the interview, then you may want to arrange with the interviewer to arrive earlier so that you can complete the application prior to the scheduled interview time.
- Project confidence by maintaining good posture, making eye contact, and offering a firm handshake.

ANSWERING THE INTERVIEW QUESTIONS

Be prepared to address age-related issues:

- Emphasize your experience in problem-solving; interest in learning new information; flexibility; supervisory skills; ability to work well with people of all ages; and excellent time management abilities.
- Emphasize your interest in finding fulfilling work and your intention to make a contribution to society through your work. In other words, you are not planning on retiring any time soon!
- Know how to respond if the interviewer thinks you are “overqualified”. You may want to explain that you want to spend more time with family or doing volunteer work than you were able to do at your last job because of the high level of responsibility. You could also mention that you are really interested in using your expertise to help this company get ahead because you believe in its goals.
- Know how to respond if the interviewer tells you the company environment is fast-paced and he/she asks if you can keep up. Explain that your years of experience have enabled you to attain expert status in your field and that you are as energetic and competent as ever. If overtime is required, you will need to decide if this is something you really want to do, just as any younger worker would.

Expect “competency-based” or behavioral interview questions. You may be asked to identify a past on-the-job problem that you experienced and how you resolved the situation. Interviewers often ask a prospective employee to discuss his or her perceived “weaknesses” relating to work. You may want to select something that you have already taken remedial action on, and emphasize how much your work performance has improved. Ask Career Center staff to assist you in using the **Choices** website at www.bridges.com/ct to practice answering sample interview questions.

ASKING THE INTERVIEWER (S) QUESTIONS ABOUT THE COMPANY AND THE POSITION

You should be prepared with several well thought out questions to ask the interviewer(s) before the end of the formal interview that demonstrate your interest in the position:

- Ask the interviewer to describe the company's culture. As a mature worker, you may or may not be able to adapt to a culture that allows for music playing from every computer; or continuous spontaneous discussions around your workstation. It is better to know ahead of time what to expect.
- Ask the interviewer to describe the biggest challenge that the company is facing, and what part the individual who occupies the position you are applying for will be playing to meet that challenge.
- Do not bring up salary and benefit issues during the initial interview, and you should be careful how you respond if the interviewer brings up the issue first. If you are asked what you expect to be paid, you can name a salary range, or indicate that the salary would depend on the attached benefit package. Let them know that you are more than willing to negotiate a salary when they offer you a position. Don't get trapped by naming a low figure or one that is too high.

FOLLOWING UP AFTER THE INTERVIEW

- Send a thank-you note to the interviewer(s). This is an opportunity for you re-emphasize your interest in the position, and include any qualifications that you may have forgotten during the interview. Think of yourself as a gift package of skills and abilities that you would like to present to this company. You are enthusiastic; you are eager to start work; you have a lot to offer them; and you would like to use your creativity to help them get ahead.

DO YOU NEED TO TALK WITH SOMEONE TO HELP YOU PULL IT ALL TOGETHER?

- As a job seeker who is over 50, you may be eligible for enrollment with the federally sponsored Senior Community Service Employment Program if you are low income.
- If you are a professional who is looking for a job club and the opportunity to network with others, you may want to attend an orientation for Experience Unlimited/ProNet, the self-help job club for experienced professional, technical, and managerial job seekers.

- Ask Career Center staff if counseling appointments are available at the Career Center. Private career counseling may also be available from other sources; check with the One-Stop Career Center staff for suggestions.

CONCLUSIONS:

It has been noted that finding a job can be a full time job in itself; and to be successful at it, you need to focus your efforts; seek help when you need it; and never give up.

Mature workers are a valuable asset to employers. The U.S. Department of Labor, Employment and Training Administration noted in a report in 2008:

With the aging of the baby boom population, the United States is facing an unprecedented demographic change. As the number of people reaching traditional retirement age increases, the shrinking labor pool threatens American economic growth, living standards, Social Security and Medicare financing, and funding for other government programs. Older workers typically bring maturity, dependability, and years of relevant experience to the workplace. Therefore, employers may need to rethink traditional workplace practices to attract and retain older workers, many of whom are highly knowledgeable and skilled.

We wish you success in your job search, and when you find a job, please let us know so we can also celebrate your success.

CAREER CENTER RESOURCES:

Universal Services Available to All:

- Resource Room – computers and Internet access
- Fax and phone access
- Job postings
- Workshops – job search, interviewing skills, etc.
- Career resource library
- Education and training information
- Labor market information
- On site recruitments

Workforce Investment Act (WIA) Intensive Services

- For adults, adult low income, and adult dislocated workers
- WIA clients may be eligible to receive employment counseling and/or tuition assistance for training
- Includes staff evaluation and referral
- Requires commitment to finding work
- Involves paperwork and tracking for one year
- Work closely with a Case Manager
- Assess and identify your skills and career goals
- Address employment needs
- Develop an Individual Employment Plan
- Explore intensive job search

Training Services

- Completion of Intensive Services
- Basic education – diploma/GED
- Basic skills training
- Occupational skills training
California Approved Eligible Training Provider List www.eastbayworks.com
- Work experience
- On-the-job training (OJT)

EASTBAY *Works* Career Centers have a selection of books, DVDs and other resources that focus on the job search for older workers. Check the links for more information about books and DVDs. Ask Career Center staff about availability of these items.

BOOKS

- 50 Plus: Critical Career Decisions for the Rest of Your Life, Robert L. Dilenschneider
<http://www.dilenschneiderpower.com/books.php>
- 202 Ways to Supplement Your Retirement Income, James Stephenson
<http://www.amazon.com>
- 225 Best Jobs for Baby Boomers, Michael Farr and Laurence Shatkin
<http://www.jist.com/shop/product.php?productid=3421&cat=0&page=1>
- Best Home Businesses for People 50+, Paul and Sarah Edwards
<http://www.amazon.com>
- Don't Retire Rewire, Jeri Sedlar and Rick Miners
<http://www.amazon.com>
- Expert Resumes for Baby Boomers, Wendy S. and Louise M. Kursmark
<http://www.jist.com/shop/product.php?productid=3512&cat=0&page=1>
- Finding a Job after 50, Reinvent Yourself for the 21st Century, Jeannette Woodward http://www.amazon.com/Finding-Job-After-50-Reinvent/dp/1564148947/ref=pd_rhf_p_t_1
- How to Find a Job after 50: From Part-Time to Full-Time, From Career Moves to New Careers, Betsy Cummings
http://www.hachettebookgroupusa.com/authors/39/3306/critical_praise.html
- Over 40 Job Search Guide, Gail Geary, JD
http://www.jist.com/shop/web/authors/gail_geary
- Your Third Quarter of Life Guide, Thomas Mraz, Richard Haid, Caitlin Williams
<http://www.adultmentor.com/3qlcs.html>

DVDS

- Looking for Work with Attitude Plus! JIST Publishing
<http://www.jist.com/shop/product.php?productid=2422&cat=0&page=1>
- Rebounding from Job Loss, Meridian Education Corporation
http://meridian.films.com/id/2472/Rebounding_from_Job_Loss.htm
- The Age Wave, A 60 Minutes video, story by Morley Safer
<http://www.cbsnews.com/stories/2003/08/08/60minutes/main567331.shtml>

JOB SEARCH TOOLKIT: AGE 40 PLUS:

Compiled by Concord Career Center staff member Tobie Marsh, the kit offers timely information of interest to 40 plus job seekers:

Book reviews:

- Wishcraft: How to get what you really want, by Barbara Sher with Anne Gottlieb;
- Expert Resumes for People Returning to Work, by Wendy S. Enelow and Louise M. Kursmark;
- Second Careers: New ways to work after 50, by Caroline Bird;
- And more.

Sample cover letters:

- The uninvited or “cold” contact letter; the job match letter; the invited letter; and the referral letter

Employer websites:

- AARP’s National Employer Team; Job Star Central’s “Best Companies”;
- Seniors 4 Hire: an online community for those 50 and older and the companies that want to recruit them

Interview guidelines:

- “The Age Issue”;
- “Job Interview Tips”;
- “Verbal Responses to Secure the Job”;
- “10 Interview Questions for Older Workers to Anticipate”;
- And more

Makeover suggestions:

- “The power of first impressions, polish your professional image before the job interview,” by Linda Hersey

Motivational articles:

- “Mature worker myths and realities”, California Job Journal, Carole Kanchier, January 30, 2005

Resource Lists of websites:

- AARP’s “Getting ready to search job search websites for 50+”

Resume guidelines:

- Combination, chronological, and functional types of resumes as well as advice on the “Most Common Reasons for Resume Rejection”

EASTBAY WORKS ONLINE RESOURCES:

<http://www.eastbayworks.com/categories.php?id=323> for Resources for Seniors, for example:

OLDER WORKER WORKSHOP, by Ray Mark

- Barriers to finding meaningful employment
- What is age discrimination?
- Unlawful employment practices
- Types of resumes
- “Date Proofing” your resume
- Interview questions
- Interviewing choices
- It’s a new world out there
- How to control those areas of your job search that are within your control
- Let go of what you cannot control
- Final thoughts
- Resource information for older job seekers

VOCATIONAL TRAINING:

You may find it necessary to get vocational training to proceed with your career goals.

Career Center staff may be able to refer you to local adult schools, community colleges, and regional occupational programs

One Stop Career Centers may fund **Training Services** to registered clients under the federal Workforce Investment Act (WIA).

For more information, contact Career Center staff for instructions on applying for **Training Services**; you may also click on the following link for information:

<http://www.eastbayworks.com/categories.php?id=20>

Representatives from Diablo Valley College offer **The ABCs of Financial Aid** at the Concord Career Center. Check with Career Center staff or the *EASTBAY Works* calendar for similar workshops scheduled at other Career Centers.

<http://www.eastbayworks.com/calendar/calendar.php?go=welcome>

Check with your local Career Center staff for a copy of Fund Your Future or click on the following link:

<http://www.edfund.org/pdfs/i-4.1.pdf>

If you are receiving unemployment insurance benefits, you may also be able to apply for California Training Benefits. Call the EDD's unemployment insurance number at 1-800-300-5616 soon after you apply for UI benefits. You may also refer to the link below:

<http://www.edd.ca.gov/uibdg/uaa40.htm#California%20Training%20Benefits%20Consideration>

COMMUNITY RESOURCES:

Adult schools and community colleges offer a variety of classes to upgrade your current skills or assist you in training for a new career:

CONTRA COSTA COUNTY:

- Contra Costa County Office of Education Regional Occupational Program (ROP):
<http://www.cccoe.k12.ca.us/stsvcs/rop.html>

- Liberty Adult Education: <http://www.libertyadulthood.org/>
- Martinez Adult School: <http://www.martinez-ed.org/>
- Pittsburg Adult Education: <http://www.pittsburg.k12.ca.us/paec>
- West Contra Costa Adult Education: <http://www.wccae.info/>
- Mt. Diablo Adult School: <http://www.mdusd.k12.ca.us/adulthood/>
- Community Colleges
 - Contra Costa College: <http://www.contracosta.edu/>
 - Diablo Valley College: <http://www.dvc.edu/>
 - Los Medanos College: <http://www.losmedanos.edu/>

ALAMEDA COUNTY:

- Eden Area Regional Occupational Center/Program (Alameda and Hayward)
<http://www.edenrop.org/>

- Mission Valley Regional Occupational Center/Program (Fremont)
<http://www.mvrop.org/web/>

- Alameda Adult School: <http://www.alameda.k12.ca.us>
- Albany Adult School: <http://www.albany.k12.ca.us/adult/>
- Berkeley Adult School: <http://bas.berkeley.net/>
- Castro Valley Adult School: <http://www.cvadult.org/>

- The Peralta Colleges: <http://www.peralta.cc.ca.us>
 - Berkeley City College: <http://vistawww.peralta.edu>
 - College of Alameda: <http://alameda.peralta.edu>
 - Laney College: <http://laney.peralta.edu>
 - Merritt College: <http://merritt.peralta.edu>

SOCIAL SERVICES RESOURCES:

Check the EASTBAY *Works* website for information on support resources, <http://www.eastbayworks.com/> , as well as the following sites:

CONTRA COSTA COUNTY RESOURCES:

Call 2-1-1, or 1-800-830-5380; or 1-800-808-6444

Online at: <http://www.cccord.org>
www.211contracosta.org

ALAMEDA COUNTY RESOURCES:

Call 2-1-1, or toll free 1-888-886-9660

Online at: <http://www.edenir.org/>