

IDAHO JOB SEEKERS



A GUIDE TO SERVICES ONLINE AND AT YOUR LOCAL OFFICE

Are you looking for work or starting a new career? Let us show you what Idaho employers are looking for, how to find education and training and where the unexpected places are to look for work. Find out if you qualify for financial aid or government-sponsored employment support programs. Attend job search workshops, build an electronic résumé and create an online searchable profile. Access thousands of job listings, learn what to say or ask during your next interview and how to network effectively - all at no cost to you.

Visit our website at labor.idaho.gov/jobseeker where you can:

Access all of these job seeker services and more.

Search the online calendar or call your local office for dates and times for job search workshops in your area.

Find the contact information for your local office.



Search our Job Listings

Create an online profile employers can search and view job openings by city, county or occupation. Sign up for instant job alerts.

Attend a Job Search Workshop

Take our job search workshop online, in person or download the entire guide to read on your own. Chart your career path, set some goals, develop a work plan and learn the secrets of a good interview. Discover the most current and effective ways to use the Internet and social media to look for work.

Join a Job Club or Professional Networking Group

Network with other people looking for work and learn new job search skills. Find out what employers are looking for from human resource professionals and guest speakers representing Idaho businesses and new and emerging industries.

Use our Resource Center

Each office offers access to personal computers for word processing, résumé templates, Internet, career planning, fax, phones, copiers and information about community services.

labor.idaho.gov/jobseeker

Idaho Department of Labor
C.L. "Butch" Otter, Governor · Roger B. Madsen, Director
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Test Your Skills

Test your work-related skills in numerous software applications and better prepare yourself for employment. Using several Internet-based testing services, we provide access to more than 800 assessment tests for skills like critical thinking, medical billing and coding, typing and ten-key. Improve your computer skills with online tutorials available for Microsoft Office products.

Keep Up on Wages, Occupations and Economic Information

Educate yourself so you know what kind of compensation package – wages and benefits - to expect, accept or request from prospective employers.

Find Volunteer Opportunities

Volunteering is a great way to keep your skills current and stay connected to the workplace. Serve Idaho encourages volunteerism and community service among private and nonprofit organizations, schools and state and local government agencies.

Explore Your Future, Plan Your Career

Use Idaho's Career Information System to explore career opportunities and find educational programs, scholarships and financial aid. Review job descriptions and educational requirements for hundreds of occupations.

File for Unemployment Insurance

Unemployment insurance is funded by taxes most employers pay quarterly and partially replaces wages for people who have lost jobs through no fault of their own. File for unemployment insurance online and receive benefits electronically.

Ask About Our Employment Support Services*

» **Adult and Youth Education and Training Programs**

Having trouble looking for and finding work? We can help. Adults and youth who meet certain criteria may be eligible for support with earning a GED; accessing training, education or tutoring resources; and finding employment.

» **Trade Adjustment Assistance**

Idahoans who lose their jobs due to layoffs or plant closures when a manufacturer shifts production to countries outside the U.S. may be eligible for retraining services and re-employment support.

» **Veterans Services**

Find out what Priority of Service means and what kind of employment benefits are available to veterans and their families. Meet one of several veteran representatives located throughout the state.

» **Youth Services**

Tutoring, alternative school offerings, summer employment, internships and apprenticeships, leadership development, mentoring, follow-up services and comprehensive guidance and counseling are available to eligible youth.

**Income and eligibility requirements apply.*

Learn Idaho's Labor Laws

Idaho workers should know what to expect in the workplace. Learn what laws Idaho employers are required to follow including paying the minimum wage and safety requirements.

» **Farmworker Services**

Idaho is committed to ensuring farmworkers know what laws protect their rights to fair wages and working conditions.

» **Idaho Human Rights Commission**

Federal and state laws generally define discrimination as treatment of one employee differently from another on the basis of race, color, religion, gender, pregnancy, age, marital status, physical or mental disability or other personal characteristics. If you think you are the subject of discrimination, contact the Idaho Human Rights Commission.

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