

Looking for a job? MDwise can help!

The process of finding and applying for a job can be overwhelming. It can be hard to know where to start. There are a lot of organizations in Indiana that provide job help from start to finish.

Organizations offer resume help, dress help, child care, job training and more. If you are looking for a job, you don't have to do it alone. MDwise is here to help. We can link you to organizations near you that will help you succeed.

? Where Should I Start?

There are lots of job opportunities out there. But, how do find them? There are several resources for you to find job openings all around the state. Some of these include:

- Indiana Career Connect.
- Indiana Career Explorer.
- WorkINdiana.
- WorkOne.



WORKwise is a free program for MDwise members. WORKwise connects members to work and education resources. WORKwise Success Guides help members build resumes, prepare for interviews, access educational opportunities and more. Success Guides also provide training, clinics and other tailored opportunities. These tools help prepare members to take steps toward their personal success.

For more information about WORKwise, attend a WORKwise event or visit MDwise.org/WORKwise or text **WORK** to **639473**.

Success Guides can also help members use HELPlink resources. HELPlink is a free MDwise program that connects members to organizations in their community. These organizations can help with housing, utilities, child care, emergency services and more. HELPlink is available to all members.

For more information about HELPlink, visit MDwise.org/HELPlink.



Resources

www.indianacareerconnect.com/vosnet/ind/TenSteps.aspx
www.in.gov/dwd/2333.htm

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Job Help

Linking you to job resources
to help you succeed



Connect
with us!





Dress Your Best

Your appearance at your interview is important. You should dress appropriately for the job you are applying for.

- Dress conservatively.
- Grooming and hygiene count. Make sure to take a bath or shower, brush your teeth, clean your glasses and brush your hair.
- Present yourself with confidence. Be natural and positive.

Business and professional clothing can be expensive. There are organizations around the state that can help you dress your best for interviews for little to no cost.



Continuing your Education

Would you like to continue your education, complete your High School Equivalency (HSE) exam or learn a new skill? There are organizations around the state that will help you achieve those goals for little to no cost.

Currently, the High School Equivalency (HSE) exam is free for all Hoosiers enrolled in an adult education program through December 30, 2020. Find an education center near you:

[MDwise.org/education](https://mdwise.org/education).



Child Care

Finding child care can be a barrier if you are looking for a job. You must have child care during job fairs, job interviews and job training. Finding child care should not stop you from pursuing job opportunities.

There are several organizations that can help with the rising cost of quality child care for children up to 12 years of age and children with special needs. MDwise has a program called HELPLink that can connect you with organizations around the state that can help you with child care.



Your Resume

Your resume tells future employers about your education, work history and skills. It is important that your resume is up-to-date. A successful resume is:

- Organized.
- Complete.
- Clear.
- Accurate.

There are several free tools you can use to create your resume. You can also attend free workshops with MDwise, where experts can help you build or update your resume.

Resume

Career Objectives



The Interview

An interview is an important part of the hiring process. This is when your potential employer meets you face-to-face, or talks with you on the phone.

Here are some tips for a face-to-face interview. On the day of your interview, plan to arrive at least ten minutes early. Before your interview, you should turn off your cell phone.

Make a list of questions that you would like to ask during the interview like:

- What are the responsibilities of the job?
- What does the usual day on the job look like?

Questions you may be asked include:

- How did you learn about this job?
- Why are you interested in this job?
- Have you ever worked as a (job title) before?
- Tell me about yourself.

Websites to help jump start your job search:

- Indeed.com
- CareerBuilder.com
- Monster.com
- Glassdoor.com