Workforce Resources Inventory for Libraries

Assess what services your library offers. Use the results for a job seeker web page, staff resource list, and to customize toolkit materials.

Services and Assistance

- ❑ One-on-one help available? Yes   No
  For what services? _____
  Is an appointment required? Yes   No

- ❑ Staff trained on jobcenterofwisconsin.com, the filing of Unemployment Insurance claims, other community resources (via webinars)

- ❑ Computer assistance for Internet Browsing, obtaining an email address, using Google Docs, JobCenterofWisconsin account creation, other_____

- ❑ Assistance with resume creation using a template. Example: Resume & Cover Letter Builders

- ❑ Workforce development-related books or eBooks

- ❑ Computers – in library and/or for check out

- ❑ Wi-Fi – in building, parking lots, bookmobiles

- ❑ Hotspot check out

- ❑ Printing – some offer first few job prints free

- ❑ Faxing

- ❑ Drop-off resume review

- ❑ Interview practice

- ❑ Jobseeker support groups

INVENTORY

Services and Assistance continued

- ❑ Online interviews in study/meeting rooms by appointment

- ❑ Scheduled social worker/Job Center office hours (Verify if web-based or telephonic appointments are available)

- ❑ Other_____

- ❑ Other_____

Databases and Skill Building

- ❑ LearningExpress Library: Career Preparation – offered to all Wisconsinites via Badgerlink

- ❑ LinkedIn Learning

- ❑ Gale Courses

- ❑ Gale Small Business Resources

- ❑ Brainfuse, JobNow

- ❑ Data Axle Reference Solutions (formerly ReferenceUSA)

- ❑ Other_____

- ❑ Other_____

Programming

- ❑ Job seeker programming series (adult/teen)
  Vocational awareness, career speakers, HR presentations, mock interviews, etc.

- ❑ Computer Training – internet, hardware, software, etc.

- ❑ Job Fairs – Learn what partners can do to help

- ❑ Other_____

- ❑ Other_____