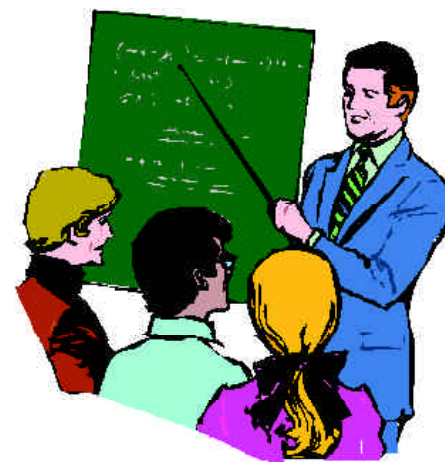


What Do You Want To Be When You Grow Up? Let US help you decide.



New Hampshire Employment Security/NH WORKS Job and Information Centers are located at thirteen locations across the state. Each center has resources, tools, and information you can use for free to help you make career decisions.

When you visit a NH WORKS Job and Information Center you may want to start with a software program called **CHOICES**. This program has a wealth of information at your fingertips, such as career information; transferable skills assistance; information about how your hobbies, aptitudes, interests, and preferences are transferred into real jobs in the labor market. Start with the *Career Aptitude Survey*. Features include:

- on-screen directions and test taking hints;
- test takers can work independently and require minimal assistance; and
- the survey is computer timed and scored—you get a printed profile of test results immediately.

Career Aptitude Survey for Career Exploration

- Testing time is 65 minutes.
- Compare your results to those of the general population and get a good picture of your own areas of strength.
- Excellent for those still exploring many occupations.

Career Aptitude Survey for Vocational Guidance

- Testing time is 35 minutes.
- See how your aptitudes compare to the aptitudes of people actually working in specific occupations.
- Ideal for those who have focused on a few occupations and want to make informed decisions about further training and education.

As you step through **CHOICES**, you will complete an interest checklist and transferable work skills checklist, educational background, and personal priorities checklist. For those just entering the workforce and needing some direction in what occupation to pursue, the survey will give you a report on all of the occupations that match the interest areas you have selected. If you need more education, you can research colleges or technical institutes throughout the country to determine what kind of degree programs they offer, what their tuition costs are, or what kind of financial aid programs they offer.

For those who have become unemployed and have limited opportunities to find a job in the same field, **CHOICES** can help you find other occupations that use the same skills and interests and have the same earnings potential as the occupation you have just left.

In the Job and Information Centers, there is free *Internet* access to link to employment-related sites and labor market information through our Web site at www.nhes.state.nh.us. In addition, NHnetwork, an economic and labor market data system is available on our web site.

Our automatic *Job Match System*, will match your skills, job requirements and other related data to jobs in our system. You'll see job openings listed on our job board, and newspapers from the surrounding area are also available.

Develop your resume and individual cover letters for employers, with *WinWay*, a resume software which offers templates for different resume formats. A photocopier and fax machine are available to copy your resume and fax employers about your interest in a particular company.

Free *Job Search Workshops* are offered in most of the centers once a week. These workshops cover the entire job search process including: marketing yourself to prospective employers; resumes and cover letters; job leads; networking; job interviews; and thank you letters.

See an **Employment Counselor** for one-on-one help in your vocational choices; vocational changes; training needs; needs of services from other agencies; out of area work; or obtaining or holding suitable employment.

Another special program sponsored by NH Employment Security is the *Insights into Industry* viewbook. *Insights into Industry* provides information on participating companies, including entry-level positions, skill requirements, wages, and benefits. It is designed to inform students about opportunities with

Employment SECURITY

NH WORKS Job and Information Centers at NH Employment Security Offices

BERLIN

151 Pleasant Street, PO Box 159, Berlin, NH 03570-0159
Telephone: 752-5500

CLAREMONT

Washington Street, PO Box 180, Claremont, NH 03743-0810
Telephone: 543-3111

CONCORD

10 West Street, PO Box 1140, Concord, NH 03301-1140
Telephone: 228-4100

CONWAY

518 White Mountain Highway, Conway, NH 03818-4205
Telephone: 447-5924

KEENE

109 Key Road, Keene, NH 03431-3926
Telephone: 352-1904

LACONIA

426 Union Avenue, Laconia, NH 03246-2894
Telephone: 524-3960

LEBANON

85 Mechanic Street, Lebanon, NH 03766-1506
Telephone: 448-6340

LITTLETON

551 Meadow Street, Littleton, NH 03561-0318
Telephone: 444-2971

MANCHESTER

300 Hanover Street, Manchester, NH 03104-4957
Telephone: 627-7841

NASHUA

33 Pine Street, Nashua, NH 03060-3285
Telephone: 882-5177

PORTSMOUTH

2000 Lafayette Road, Portsmouth, NH 03801-5673
Telephone: 436-3702

SALEM

29 South Broadway, Salem, NH 03079-3026
Telephone: 893-9185

SOMERSWORTH

243 Route 108, Somersworth, NH 03878-1512
Telephone: 742-3600

good companies in their own neighborhoods for employment after graduation, during summer breaks, internships, or after additional training. It provides information on how you can access these opportunities, and how you can strengthen yourself as an applicant. It provides the chance to look closer at the company's technologies, products, and other employees, including the company environment and culture. The viewbook is provided to senior students by a NH Employment Security Representative, who visits schools with a Human Resources Specialist from a participating company along with a 15 minute video presentation highlighting other students' experiences in careers with an employer in the viewbook.

A New Hampshire Employment Security/NH WORKS Job and Information Center coordinator is available in each of the centers to assist you. We are open Monday through Friday from 8 am to 4:30 pm.

For more information on these services, resources, and programs, please call or visit the office nearest you.

Submitted by: Diane Gagnon, Public Information Assistant

TATTOO ANYONE?

Thinking about getting a tattoo across your forehead? Maybe you want to pierce your eyebrow? Or, maybe you just want to get a mohawk hairdo and paint your hair green.

If you are planning on entering the job market, you might want to reconsider. It may not be fair, but prospective employers will perceive things about you based on your appearance (first impressions).

Since it is the employer who has the ultimate decision in choosing who will be working for them, you need to be sure their perception of you is correct. Remember, you never get a second chance to make that first impression.

So, before you make drastic changes to your appearance, think about the consequences for your future.

Source: New Mexico Career Prospects