

"Every new beginning comes from some other beginning's end."

-Seneca



# The 411

FAMILY SELF-SUFFICIENCY NEWSLETTER  
OCTOBER — DECEMBER 2017

## From the Office

Back in 2015, when I was newly employed here, the drought was in the fore-front of my mind. What historical moments we had since then—such as the Oroville Dam evacuation.

As the last quarter of 2017 is upon us, we are in gear to end the year with big successes, whether personal or professional.

For those who are expected to graduate or have a FSS contract expiring in 2018, this is the time to ensure you will get the most of the FSS program. Contact me to review your goals and how to successfully complete the FSS program.

For more info, 530-895-4474 ext. 234.

“ I can only control my own performance. If I do my best, then I can feel good at the end of the day. ”  
-M. Phelps

## Tips to Finding a Job after Long-Term Unemployment

<http://learnthat.com/7-tips-for-finding-a-job-after-long-term-unemployment/>

### Volunteer Today (Chico area)

Salvation Army  
530-342-2199

Clean & Safe Chico  
530-588-0033

Catalyst  
530-343-7711

Passages  
530-898-5923

Creek Nature Center  
530-891-4671

Friends of the Library  
530-891-2762

Computers for Classroom  
530-895-4175

**Dial 211**  
for more volunteer  
opportunities  
in your city.

Frustrations of trying to find a job after long-term unemployment are an all too familiar feeling. After such a long period away from the industry, depression can set in and plenty of self-doubt has time to build up within you. Fortunately, hiring managers are more understanding than ever before. A recent CareerBuilder survey found that 85% of hiring managers are more understanding of employment gaps. Here are some tips to land you in the position that you are looking for.

**Take a class or become certified:**  
Develop/improve your skills.

**Find a contract/temporary position:**  
Work in between when you are unemployed for financial benefit and to avoid gaps in unemployment.

**Volunteer at a non-profit:** Volunteer will boost self-confidence, fill in your unemployment gaps and improve character to future employers.

**Follow-up on resume submission:**  
Send a friendly email regarding your resume submission.

**Develop ideas for employer:** Be a self-starter. Demonstrate your value and work ethics to an employer.

## Benefits of Volunteering

<https://www.energizeinc.com/art/why-volunteer>

- Share a skill
- Know the community
- Show commitment
- Gain leadership skills
- Civic duty
- Accomplishment
- Keep busy
- Have an impact
- Learn something new
- To be challenged
- Feel proud
- Explore a career
- Gain status
- Build your resume
- Keep skills alive
- Network
- Be part of a team
- Be an agent of change

# Computer skills to help you get hired

<http://www.careertoolbelt.com/computer-skills-that-will-help-you-get-hired/>



In today's technologically oriented economy, it's no surprise that employees with strong computer skills fare better in the job market than their tech challenged counterparts. This trend influences hiring for virtually all jobs, not just technology-centered positions.

## What Skills Do You Need?

If you are in the market for a new job or formulating your professional development plan to position yourself for future career growth, then you should assess the technology preferences of employers in your field.

## Free Technological Classes/Testing

**Computer Basics:** New/update computers skills

<https://www.gcflearnfree.org/computerbasics/>

**Computer Skills:** Basic/update computer skills

<https://www.gcflearnfree.org/basic-computer-skills/>

**Mouse Tutorial:** Learn a computer mouse.

<https://www.gcflearnfree.org/mousetutorial/>

**Typing Tutorial:** Learn/practice typing skills

<https://www.gcflearnfree.org/typing/>

## Adult Technology Classes

**Classes offered:**

- Excel, Keyboarding, Microsoft Office, Publisher, Outlook, Office Technology, QuickBooks, Typing Certificate, Google Tools and more at <http://orvilleadulthood.com/>.

## Upgrade Your Skills

If your skills need refreshing or you need to acquire a new skillset, there are many free courses online you can take to upgrade your skills. Be sure to include all the new skills you learn on your resume.

## Computer Skills That Will Help You Get Hired

Here are some computer skills that are prized by employers in a wide variety of sectors.

- Microsoft Office
- Spreadsheets
- PowerPoint
- Microsoft Access
- QuickBooks
- Email
- Web and Social Skills
- Graphic and Writing Skills
- Enterprise Systems
- Job Specific Skills

## Match Your Skills to the Job Requirements

When you're working on your resume and cover letters, take the time to mention the skills you have that are listed in the job posting. Show the employer that you have the skills the company needs.

**Keyboard Test**

<http://www.typingtest.com/>

**Ten-Key Test**

<https://official-typing-test.com/test/ten.html>

**Certified Keyboard and Ten-Key Test**

- **Chico One-Stop** (530-895-4364)  
2445 Carmichael Drive; Chico, CA 95928
- **Oroville One-Stop** (530-538-7301)  
78 Table Mountain Blvd.; Oroville, CA 95965

**Classroom Locations**

- Chico: 3760 Morrow Lane, #C
- Oroville: 2750 Mitchell Ave
- Oroville: 2380 Las Plumas Ave

Call (530) 538-5350 for registration and class information!