

Showcase Your Skills To Employers



ACT WORKKEYS® is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation and at any level of education. Successful completion of ACT WorkKeys assessments in Applied Mathematics, Locating Information, and Reading for Information can lead to earning ACT’s National Career Readiness Certificate (ACT NCRC), a credential earned by more than 2 million people across the United States.

ACT CAREER READY 101® can help improve your ACT WORKKEYS® scores through a variety of online lessons. Register at a New Mexico Workforce Connection Center to obtain your login information to access the ACT Career Ready 101® from any computer with internet access.

Other Available Resources

- Career Resource Room
- Conference Room for Interviews
- Telephone
- Fax and Copy Machines
- Personal Computers
- Internet Access
- Video Viewing Station
- Video Conferencing Capability
- Classroom Space

Our Staff Is Ready to Assist you. How Can We Help



Call your nearest Workforce Connection Center or Office for the support you need to get ahead!

Northwest
(Cibola, McKinley & San Juan)

(505) 445-5359

North Central
(Los Alamos, Rio Arriba,
Santa Fe & Taos)

(505) 336-4524

Northeast
(Colfax, Mora & San Miguel)

(505) 510-0557

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. Relay New Mexico: 711 (Voice) or 1-800-659-8331 (TTY) Funded by the U.S. Department of Labor



New Mexico
Workforce Connection

A Proud Partner of the American Job Center Network

JOB SEEKERS

**WITH
EMPLOYERS**

JOB SEEKER SERVICES

ASSISTANCE WITH HIGH SCHOOL
EQUIVALENCY CLASSES,
CITIZENSHIP CLASSES, JOB SEARCH,
RESUME WRITING, INTERVIEWING
TECHNIQUES, EMPLOYABILITY
SKILLS, DISABILITY SERVICES



Are You Looking For A Job? We Can Help You

- View available job postings
- Learn strategies for finding a job
- Prepare for job interviews
- Put together an effective resume
- Post your resume for employers to see
- Learn how to start your own business
- Explore your career interests
- Learn about jobs and careers suitable for you
- Learn about jobs in demand and rates of pay
- Get information about employers in your local area
- Learn what employers expect from their employees
- Get an assessment of your skills
- Job referral and placement
- Veteran Employment Services



What Are Your Educational Needs? We Can Help You

Adult Education Services provides a variety of face-to-face or online educational classes and assistance to include:

- High School Equivalency (HSE) classes for those who do not have a U.S. high school diploma
- English as a Second Language (ESL) classes for those who want to learn English as another language
- Computer skills classes available in English and Spanish
- Citizenship classes
- Career pathway preparation
- Transition support into higher education
- Military assessment preparation
- Small group and individual tutoring

Do You Need Training for Higher-Paying Job?

- Short-Term Training
- Tuition Assistance
- On-the-Job Training

Division of Vocational Rehab Services (DVR)

The Division of Vocational Rehabilitation offers unique services to individuals with disabilities for the express purpose of assisting them in achieving an employment outcome. There are a wide range of disabilities that are covered by DVR in the categories of learning, cognitive, psychological, physical, and social.

DVR services may include:

- Medical, psychological, and vocational evaluations
- Medical and psychological treatment
- Help with expenses due to participation in rehabilitation
- Information and referral services
- Transition-to-work services for high school students with disabilities
- Supported employment for persons with severe disabilities
- Rehabilitation technology
- Vocational and other training
- Disability and employment assessment
- Occupational licenses, tools, and other equipment
- Assistance with small-business plan development
- Interpreter services
- Special modifications to vehicles

Look For Your Next BEST Job

Visit our website at nnmworkforceconnection.com
like us on Facebook at facebook.com/northern.board.7
For information on jobs, job fairs, hiring events and more.