



# WORKFORCE DEVELOPMENT CENTERS

## Job Seeker Services

### Computer Resource Labs

- Computer workstations with Microsoft Software
- Internet access
- Maryland Workforce Exchange, an online job bank
- Fax machines, printers, résumé paper and copiers
- Local telephone service
- Reference library

### Professional Seminars

- Skills assessment
- Résumé development
- Job search strategies including networking and Internet searching
- Interview guidance and practice
- How to navigate the federal job market

### Job Opportunities

- On-site job postings
- Job fairs
- Specialized recruitment events
- Individualized job referrals

### Assistance from Workforce Development Professionals

- On-site career consultation and plan development
- Specialized services for veterans and other diverse populations
- Connections with partner agencies, such as the Small Business Resource Center, Department of Social Services, Division of Rehabilitation Services and others

### Skill Enhancements

- Introductory computer skills
- Educational instruction through courses such as ESOL and GED
- Job specific occupational training in areas of labor market demand such as healthcare, skilled trades, information technology, transportation and more.

## Workforce Development Centers

### Three Convenient Locations

- Eastpoint: 7930 Eastern Boulevard | 410-288-9050
- Hunt Valley: 11101 McCormick Road | 410-887-7940
- Randallstown: 3637 Offutt Road (Liberty Center) | 410-887- 8912



## Business Services

### Recruiting a Skilled Workforce

- Posting of job opportunities through a statewide database
- Customized recruitment assistance
- Support of human resources functions
- Résumé screening and applicant pre-screening
- Applicant basic skills assessments administered
- Connection to a skilled, educated and diverse talent pool

### Workforce Training and Education

- Funds to help offset the cost of training new employees and /or upgrading incumbent workers' skills
- Customized and on-the-job training project funds available
- Special initiatives for high demand industry sectors

### Career Development

- Promote internships and career exploration opportunities
- Training opportunities to motivated job seekers in fields relevant to the area's labor market demand

### Workforce Downsizing

- On-site information sessions and resources
- Professional seminars with a focus on job search techniques, résumé writing and interview skills
- Career consultation for individuals and groups
- Skills enhancement information and funding assistance
- Industry specific job matching and recruitment initiatives

## Veteran Services

### Assistance for Qualified Service Members and Their Spouses

- Access to Veteran specific resources
- Résumé preparation for private industry, state and federal jobs
- Job search assistance and referrals
- Referrals to supportive services and training
- As a federally funded agency Veterans and their spouses are eligible for Priority of Service

The Baltimore County Workforce Development Centers provide equal opportunity and access to all of its services, resources and programs. Auxiliary aids and services are available to individuals with a disability and / or those needing language interpreter services with advanced request. TTY users call via the Maryland Voice Relay Service at 711.