

## Microsoft Tutorials

Practice your Microsoft skills using these self-directed tutorials:

- Access
- Excel
- PowerPoint
- Outlook
- Windows
- Word

## What Else Should Be In My Toolkit?

The most important tool in your toolkit is you. In order for these tools to be effective in helping you meet your career goals and objectives, you have to take advantage of them. The Workforce Development Center staff is available to help walk you through the use of the myriad of tools and resources available.

No matter your career objective, there is a tool in the toolkit for every job seeker. The various tools and resources are designed to meet you where you are in your job search. Whether you are just entering the job market for the first time, a career changer, a military Veteran or a seasoned professional in your industry, these tools and resources can help map your career and employment plan.



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.

### BALTIMORE COUNTY WORKFORCE DEVELOPMENT CENTERS

Eastpoint (410) 288-9050  
Hunt Valley (410) 887-7940  
Liberty Center - Randallstown (410) 887-8912

[baltimorecountymd.gov/Agencies/jobtraining](http://baltimorecountymd.gov/Agencies/jobtraining)  
<https://mwejobs.maryland.gov>

### BALTIMORE COUNTY WORKFORCE DEVELOPMENT CENTERS

### Workforce Solution Tools and Resources



## Professional Development Seminars

Do you need help writing your résumé? Do you know how to navigate the federal job search process? Are you looking for job search strategies? Do you need math or basic computer skills help? Have you used the Internet or social media to search for a job before? When is the last time you had to prepare for an interview? Would you like to explore starting a small business? The Baltimore County Workforce Development Centers have no-cost in house seminars to help you build your job search from start to finish.

## Prove It!

With over 1,200 job specific assessments Prove It! is one of the best testing solutions you can use.

Hundreds of skills and behavioral assessments for clerical, software, technical, call center, industrial, financial, legal, medical and more!

## O\*NET

O\*Net is a tool for career exploration and job analysis. O\*Net Online is an interactive application for exploring and searching occupations. The database also provides Career Exploration Tools, a set of valuable assessment instruments for workers looking to find or change careers.

## Perfect Interview

Perfect Interview™ is an exciting online tool you can use to practice and develop your interviewing skills. A webcam records your answers, so you can see exactly how you will look and sound during an interview! This web-based tool enhances your job interviewing skills and helps to develop your confidence. Perfect Interview™ accomplishes this by creating a compelling and realistic “simulated interview” experience where you are asked challenging questions just as you would in a real job interview.

Perfect Interview™ is also used as a recruitment tool for some employers. As a part of your application, you may be asked to answer the company’s questions using Perfect Interview™; your interview video will be your chance to make a good first impression with the employer.

## PLATO

PLATO is an interactive and engaging online curriculum that is designed to improve your workplace and employability skills. PLATO workforce solutions are mapped to the skills needed by adult learners to help them successfully enter and grow in the workforce. PLATO is a web-based educational center that teaches the hard and soft skills necessary for success in thousands of job titles.

## CareerScope

CareerScope enhances your career and educational planning process by measuring both your interest and aptitude through valid and reliable assessment tasks. CareerScope identifies your attraction to careers as they relate to the U.S. Department of Labor’s Interest Areas and measures aptitudes that are most critical for today’s high growth and high replacement occupations. CareerScope’s comprehensive reports provide career recommendations that align with your interests and aptitudes.

## Math and Reading Assessments

A lot of employers are giving job candidates math and/or reading tests during the interview process. It is best to know where your math and reading level is while you are working with us. If necessary, you can use PLATO to help you increase your math and / or reading level. The math and reading assessments are also important if you want to pursue training. Almost all of our training providers have math and reading grade level requirements you will have to meet before enrolling in their program. A little brush up might be all that you need in order to meet the grade level requirements of potential employers, training providers and plus it is a step in the process of meeting with a Career Consultant.