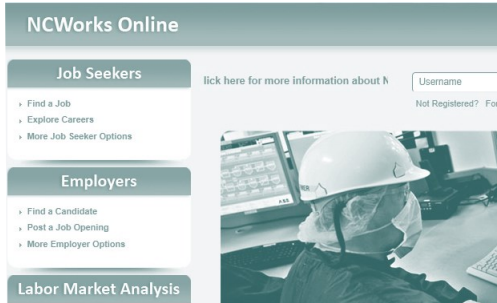


EMPLOYER DIRECTORY



Exclusive Hiring Events



Job Search Technology



Workshops



Presented by S.T. Wooten

August 10, 2017
10:00 AM - 2:00 PM
McKimmon Center,
NCSU Campus

Capitalareaexpo.com

HR Professionals



Resume Assistance



Computer Access





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<http://www.stwcorp.com/about/careers/>

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Sponsors

Click Logos to reach career pages.

Presenting Sponsor



Diamonds



Gold



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From the Executive Director



Pat E. Sturdivant

Executive Director

Capital Area Workforce Development

Hello and welcome to the WRAL Capital Area Career Expo! Capital Area Workforce Development is thrilled that so many outstanding employers are recruiting at this event.

Our goal today is to support your job search efforts. You are in the right place for encouragement, support, and access not only employers who have actual job openings, but resources such as HR professionals who can give personalized feedback to help you land a great job.

One of the key things you need to know is that there is a job for you. You should be convinced of your professional value, of the suitability of your candidacy for the job you want, and the valuable contribution you are going to make to a lucky employer.

Capital Area Workforce Development Board is in your corner! After today, please visit one of our workforce centers to take advantage of the many other services available to support your job search needs. For locations please visit Capitalareancworks.com. Additionally, you can take advantage of NCWorks Online at: <https://www.ncworks.gov>—a one-stop website where you can search for jobs, create resumes, and find education and training.

Remember:

"Believe in yourself and all that you are. Know that there is something inside you that is greater than any obstacle."

-Christian D. Larson

Sincerely,



Pat E. Sturdivant

Employers

Accentuate Staffing	Newcomb & Company
Accurate Staffing Consultants Inc.	Nobel Resources Corporation Carolinas
Aflac	North Carolina Department of Public Safety
Allied Universal Security Services	Novo Nordisk Pharmaceutical Industries
BG Multifamily	OPW Global
Burlington Stores	
Capital Broadcasting Company, Inc. / WRAL	OWASA
City of Raleigh	Pike Electric
City of Raleigh - Fire	Precision Walls, Inc.
Clark Pavement Marking, Inc.	Proto Labs
Community Alternatives	Qualified Builders, Inc.
Crowder Constructors Inc	Qualified Staffing
Custom Staffing Solutions	Quality Equipment LLC
DeVry Education Group	Raleigh Fire Department
Duke University and Duke University Health System	Raleigh Housing Authority
Durham Co. Sheriff's Office	Raleigh Labor Source
Durham Police Department	Raleigh Police Department
Eaton	Ruston Paving
Enstock Solutions Group	S&E Group, LLC
EDSI	S.T. Wooten
Executive Personnel Group	Sampson Bladen Oil Company
Extron Electronics	Southern Express
Federal Bureau of Prisons	Spectrum
Go School of Real Estate	State Employees Credit Union
Golden State Foods	Sunstates Security
Greensboro Police Department	Tammy Lynn Center
Grifols	The Hales Group
Hipp Engineering & Consulting, Inc.	The Liberty Group
Job Finder	University of North Carolina at Chapel Hill
Jobs for Life	University Temporary Services at UNC
Kioti Tractor	US Foods
Lowe's Home Improvement	Verizon
Luihn Companies	Waffle House
McAdams	Wake County
Meredith College Graduate Programs	Wake Enterprises, Inc.
Modern Woodmen Fraternal Financial	Wells Fargo
Mutual Distributing company	
MyComputerCareer	
National Business Training	
NC State University	

Description of Employers

Accentuate Staffing

Number of Positions: 21

Types of Positions: Staff Accountant, Collections Representative, Accounts Payable, Executive Admin, Customer Service Rep, Human Resources, Java/C#, Network Engineer, Construction Laborer, Forklift Operator, Material Handler, Assembler, Production Associate, Maintenance Technician, Custodian, Chemist, Biologist

How to Apply: Please go to our website and apply. www.accentuatestaffing.com



Accurate Staffing Consultants, Inc.

Number of Positions: 15

Types of Positions: Stand-up Forklift driver, Packer, Material Handler, Palletizer

How to Apply: All applicants will complete application paperwork on-site at branch located at 919 Kildaire Farm Road, Cary NC 27511. Scheduled appointments and/or walk-ins are accepted to complete application process, Mon-Fri 10am - 3pm.

AFLAC

Number of Positions: 10

Types of Positions: Benefits Coordinator, Small Business Benefits Consultant

How to Apply: In Person at our booth or send resumes to jedidih_busbee@us.aflac.com with "Career Fair" in the subject line.



WHEREVER YOUR CAREER IS HEADED, WE'RE THERE.

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www.aus.com

As an equal opportunity employer, we are committed to a diverse and engaged workforce. We put our relationships with our employees and our clients at the heart of everything we do, each and every day. We are always looking for phenomenal, service-oriented individuals to join our team, and are committed to helping them grow in their careers.

Description of Employers



Burlington Stores

Number of Jobs: 4

Types of Positions: Managers, Supervisors, Cashiers, Sales Associates, Stock Team Associates

How to Apply: Burlingtonstores.jobs

Capital Broadcasting Company, Inc. /WRAL

Number of Positions: 40

Types of Positions: Radio Program Director, Business Development, New Media Specialist, SEO Specialist, TV Broadcast Operators, Baseball Admin Assistant, and multiple Interns



City of Raleigh

Number of Positions: 40

Types of Positions: Equipment Operator; Development Services Technician, Police Officer, Call Taker

How to Apply: Online at www.raleighnc.gov/employment

Clark Pavement Marking, Inc.

Number of Positions: 12

Types of Positions: Pavement Marking, Installer, Specialty Equipment Operator

How to Apply: Apply in person at 1096 Investment Blvd. Apex, NC 27502

Community Alternatives

Number of Positions: 25

Types of Positions: Direct Support Professional

How to Apply: Go to www.rescare.com and click on careers

Description of Employers

BG Multifamily

Number of Positions: 10

Types of Positions: Maintenance Technician, HVAC Maintenance Tech., Make Ready Tech.

How to Apply: Apply online at HRcenter.tempworks.io/en/BGstaffing

Crowder Constructors, Inc.

Number of Positions: 10

Types of Positions: Field Construction - carpentry, pipe, electrical, concrete, Professional - safety, project engineering, project management, superintendent

How to Apply: Apply online at www.crowderusa.com



Custom Staffing Solutions

Number of Positions: 25

Types of Positions: Warehouse, Production, QA/QC, Maintenance-Electrical, Industrial, Facilities, Drivers, Day Porters, Shipping/Receiving, Forklift, Admin/Clerical/Data Entry, Finance/Accounting/HR

How to Apply: You can call directly to the office at 919-977-6453, go to our website and apply directly, or check any major job board for openings, or come to office directly

Devry Education Group

Number of Positions: 300

Types of Positions: Various

How to Apply: Apply online at www.devryeducationgroup.com/careers

Duke University / Duke Health Systems

Number of Positions:

Types of Positions: RNs, Medical Assistants, LPNs, NAs, Patient Service Associates, IT Research Appointment Coordinator

How to Apply: Review all jobs and apply at <https://hr.duke.edu/careers>

Duke

Description of Employers

Durham County Sheriff's Department

Number of Positions: 15

Types of Positions: Detention Officer / Duty Sheriff

How to Apply: We have a new application process. Click on the following link <http://dconc.gov/government/departments-f-z/sheriff-s-office/employment-opportunities>, click on the job description you are interested in and read the requirements. If you meet the eligibility requirements, you can click to apply directly from that page.

Durham Police Department

Number of Positions: 60

Types of Positions: Police Officer

How to Apply: Go to durhampolice.com and select an open house date to attend. You will be given additional instructions at the open house.

Eaton

Number of Positions: 25

Types of Positions: Inside Sales Engineer, Marketing Analyst, Engineer Power Electronics, Shipping/Receiving, Electro-mechanical Assemblers, Inside Sales Reps, Customer Support Software, Electrical Engineer, Project Manager

How to Apply: Online at www.eaton.com/careers

Enstock Solutions Group

Number of Jobs: 50

Types of Positions: Merchandising Associates

How to Apply: Visit website, register and submit applications. Call the office.

EDSI

Number of Positions: 5

Types of Positions: Business Services Rep, Program Coordinator, Youth Advocate

How to Apply: Go to the careers page at www.edsisolutions.com.



At EDSI, we know it's our people who make the difference. With a wide range of positions and locations, each EDSI office has one common denominator - we are made up of people who have a passion for helping other people. If you feel you share our same mindset, we'd like to hear from you!

Description of Employers

Executive Personnel Group

Number of Positions: 25

Types of Positions: Administrative Assistant, Engineer, Medical Billing, Production Workers

How to Apply: Visit our website at <http://www.executivepersonnelgroup.com>

Extron

Number of Positions: 50

Extron manufactures computer-video interfaces, switchers, configurable control systems, distribution amplifiers, computer-video scan converters, scalars, signal processing equipment, and high resolution cables. These products are used to integrate computer, video, and audio into presentation displays for today's boardrooms, presentation/training centers, university lecture halls, and other applications.

- Sales
- Marketing
- Engineering
- Training
- Product Development
- Quality Assurance

Submit your resume to jobs@extron.com or mail your resume to:

Human Resources
2500 N. Raleigh Blvd
Raleigh, NC 27604
Fax 919-850-1033

Visit our career page at www.extron.com

Federal Bureau of Prisons

Number of Positions: 300

Types of Positions: Correctional Officers

How to Apply: Apply online at usajobs.gov

Go School of Real Estate

Number of Positions: 15

Types of Positions: Real Estate Agents

How to Apply: Apply online at <http://www.goschool.biz>



Golden State Foods

Number of Positions: 3

Types of Positions: CDL Class A Drivers, Warehouse Material Handlers/Order Selectors, Transportation Supervisors, Warehouse Supervisors

How to Apply: Please visit our career website:

<https://gsfdistribution-goldenstatefoods.icims.com/>

Description of Employers

Greensboro Police Department

Number of Positions: 20

Types of Positions: Police officers

How to Apply: The application process is online. Please visit [lapplygreensboro](https://lapplygreensboro.com) or <https://www.governmentjobs.com/careers/greensboronc> and type in the search bar Police. From there please read the content of the application carefully and apply.

GRIFOLS

WORKING AT GRIFOLS

WE VALUE OUR EMPLOYEES'
TALENT AND COMMITMENT

As a company committed to caring for people, we strive to hire and retain the very best employees. Every role at Grifols plays an important part in achieving our mission, and though our employees are located across the globe, we are one team.

Grifols is committed to providing all employees with a dynamic, energetic, productive and safe work environment with colleagues that inspire people to grow, learn and improve skills.

BIOMEDICAL CAREERS AT GRIFOLS

There are a lot of biomedical career opportunities at Grifols. Here are just a few:

- Laboratory Scientist (Chemist, Biochemist, Microbiologist)
- Manufacturing Technician (Plasma Pooling, Fractionation, Purification, Filling, Packaging)
- Quality Inspector (Incoming Materials, Final Product, Packaging)
- Stabilitarian
- Research Scientist
- Chemical Engineer
- Technical Writer
- Regulatory Affairs Reviewer
- Information Technology Specialists
- Product Quality Manager
- Auditor
- Statistician
- Performance Development Trainer
- Finance Analyst
- Human Resources Officer
- Industrial Engineer

GRIFOLS

Hipp Engineering & Consulting, Inc.

Number of Positions: 3

Types of Positions: Mechanical Designer (AutoCAD), Electrical Engineer, Process Engineer

How to Apply:

Email resumes to jobs@hipp-usa.com



**HIPP ENGINEERING
& CONSULTING, INC.**

Description of Employers

Jobs for Life

Number of Positions: 50

Types of Positions: Driver, Sales Associates, Cleaning Crew Member, Customer Service Representative, Landscaping Crew Member, etc.

How to Apply:

Apply online jobsforlife.org/trianglestudentapplication



Kioti

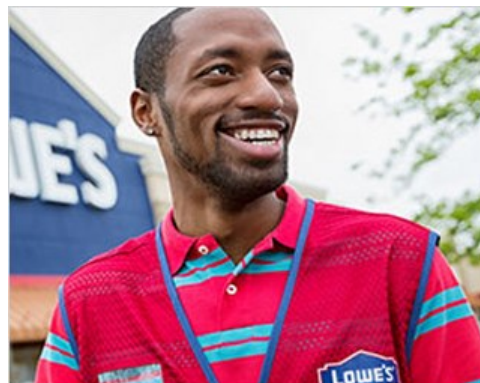
Number of Positions: 4

Types of Positions: Junior Accountant, Customer Service Administrator, Customer Support Rep, Distribution & Receiving

How to Apply: Visit the careers page on our website and on LinkedIn



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Looking for a company that's dedicated to its employees and their growth? Lowe's owes its success to its dedicated employees – employees who enjoy helping people love where they live. Their desire to make things happen has made Lowe's a leader in home improvement. We believe that creating a diverse and inclusive work environment as well as one that rewards employees for their contributions and hard work is essential for our continued success. That's why we offer employees the opportunities they need to succeed both personally and professionally. Our comprehensive benefits and expansive learning and development programs together with a variety of career options make Lowe's an exceptional place to begin and grow your career.

Currently looking for:

Customer Service Associates

Delivery Drivers

Cashiers

Apply online at lowes.com/careers or in store kiosk

Luihn Companies

Number of Positions: 50

Types of Positions: Team Manager, General Manager, Assistant Manager, Shift Manager, Cook

How to Apply: Visit People Matter and apply.

Description of Employers

McAdams

Number of Positions: 8

Types of Positions: Designer, Landscape Architect, Surveyor

How to Apply: Visit our career page at: <http://mcadamsco.com/careers/>



Meredith College

Visit our website at:

<http://meredith.edu/gradED>

Modern Woodmen Fraternal Financial

Number of Positions: 5

Types of Positions: Financial Representatives, Financial Advisor

How to Apply: Visit our website at <https://www.modernwoodmen.org/>



Mutual Distributing Company

Number of Positions: 30

Types of Positions: Sales Representative, Warehouse Associate, Delivery Driver, Telemarketing Sales, Fleet Coordinator, Facility Maintenance Technician

How to Apply: Visit our website at <http://www.mutualdistributing.com/employment.html>



My Computer Career

Number of Positions: 15

Types of Positions: Military Career Services Specialist, Admissions Counselor, IT Instructor

How to Apply: Visit the WRAL Capital Area Career Expo 2017 or our indeed.com page.

National Business Training

Number of Positions: 1

Type of Position: Information Technology

Visit our website at: <http://nationalbusinesstraining.com/workforce>

Newcomb and Company

Number of Positions: 25

Types of Positions: Commercial HVAC Technicians, Commercial Duct Apprentices and Journeyman, Commercial Piping Mechanics, Automation Controls Technicians, Residential HVAC Service Technicians and Apprentices

How to Apply: Contact Rick Andres w/Newcomb - 919-862-3000 ext. 308

North Carolina Department of Public Safety

Number of Positions: 200

Types of Positions: Registered Nurse (RN), License Practical Nurse (LPN), Correctional Health Assistant I (CNA I), Correctional Health Assistant II (CNA II), Medical Records Assistant, CAT Scan Technician, Physical Therapist, Clinical Dietitian, Nurse Practitioner or Physician Assistant, Mental Health Behavior Specialist, Psychologist and Psychiatrist, Licensed Clinical Social Worker

How to Apply: Visit our website at <https://oshr.nc.gov/work-for-nc/>

Description of Employers

Noble Resources Corporation Carolinas

Number of Positions: 30

Types of Positions: Cable Installers

How to Apply: Visit our booth or call our local Raleigh office to set up an interview.



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Producing life-saving medicines is both challenging and rewarding. We work with highly complex technology and processes, which impact the lives of those relying on us. This significant responsibility results in a culture where everyone shares a passion for improving the processes they work with, and where you get the chance to play a vital role. We support and respect each other, and success in manufacturing is always the result of a shared effort.

We depend on great people across all areas of our business. Are you ready to begin a life-changing career?

www.novonordisk-clayton.com



Erin Blackmon
Process Maintenance
Technician

All applications/resumes must be submitted via our website: www.novonordisk-clayton.com.

North Carolina State University

Number of Jobs: 50

Types of Positions: Cook, Food Service, Dishwasher

How to Apply: Apply online at jobs.ncsu.edu.

OPW Global

Number of Positions: 15

Types of Positions: Engineer, General Assembler, Material Handler, Team Lead

How to Apply: Please go to www.opwcareers.com and submit your resume.



OWASA

Number of Positions: 4

Types of Positions: Utility Mechanic I, Utilities Engineer

How to Apply: Visit our website at www.owasa.org

Description of Employers

Pike Electric

Number of Positions: 41

Types of Positions: Engineer, GIS Technician, Power Engineering Technologist

How to Apply: Apply online at NCWorks.gov

Precision Walls

Number of Positions: 30

Types of Positions: Commercial Drywall Project Manager, Commercial Drywall, Superintendent, Commercial Drywall Sales / Estimators Commercial Drywall Foreman, Commercial Drywall Mechanics Laborers/Helpers

How to Apply: Apply online at <http://www.precisionwalls.com>



Proto Labs, Inc.

Number of Positions: 4

Types of Positions: Model Finisher

How to Apply: Visit our website at <https://www.protolabs.com>

Qualified Builders, Inc.

Number of Positions: 5-7

Types of Positions: Project Manager, Superintendent, Project Coordinator

How to Apply: Submit a resume outlining commercial construction experience preferably ground up



Qualified Staffing

Number of Positions: 10

Types of Positions: Accounts Payable, Administrative Assistant, Machine Operator, Warehouse Associate, Shipping/Receiving Associate

How to Apply: Apply at our website: www.q-staffing.com. Then will need to come into our office located at 934 Durham Rd., Wake Forest, NC 27587 anytime Monday-Thursday, 8:30AM-11AM.



Quality Equipment, LLC

Number of Positions: 4

Types of Positions: Service Technician - Multiple locations, Parts Counter - Multiple locations

How to Apply: Send resume to hrdept@qualityequip.com or on-line at www.qualityequip.com



Description of Employers

Raleigh Fire Department

Number of Positions: 30

Types of Positions: Firefighters

How to Apply: The Raleigh Fire Department's application process will be open November 1st through November 30th. A governmentjobs.com account is required to apply for any City of Raleigh position. If you already have a GovernmentJobs.com account, sign in with your username and password. If you are new to GovernmentJobs.com, please create an account. Also, the City of Raleigh's website, www.raleighnc.gov, contains valuable information about the fire department and our recruitment process.



Raleigh Housing Authority

Number of Positions: 4

Types of Positions: Landscaper Maintenance Technician II

How to Apply: Visit our website at www.rhaonline.com to complete an application.



Raleigh Labor Source

Number of Positions: 30

Types of Positions: Commercial Construction General Labor Commercial Construction Semi Skilled Commercial Construction Carpenters, Commercial Construction Carpenter Helpers, Commercial Construction Punch List Carpenters

How to Apply: Please apply at our company website: www.laborsourcecompanies.com

Raleigh Police Department

Number of Positions: 25

Types of Positions: Sworn police officer

How to Apply: Visit joinraleighpd.org and submit an online application.

Ruston Paving

Number of Positions: 12

Types of Positions: Construction Laborer, Equipment Operator, Dump Truck Driver, Lowboy Driver

How to Apply: Please apply online by visiting the EMPLOYMENT section of our website, which can be found at <http://rustonpaving.com/>



S & E Group, LLC

Number of Positions: 500

Types of Positions: Customer Service Representative - Working From Home

How to Apply: Visit our website at www.SEGroupLLC.org and click on "GET STARTED" or contact S & E Group, LLC at 877 644 8787.



Description of Employers

Sampson Bladen Oil Company

Number of Positions: 20

Types of Positions: Guest Service Representatives, Assistant Managers, Truck Drivers

How to Apply: Applications are available at all Han-Dee Hugo Convenient Stores. Truck Driver positions are posted online at www.waccamawtransport.com

Sheraton Raleigh Hotel

Number of Positions: 10

Types of Positions: Maintenance Tech, Servers, Housekeeping, Banquet Servers, Guest Service Agent, Bellman

How to Apply: Go to the careers page at www.pmhotelgroup.com/careers. Search for positions in Raleigh and fill out the application.

Southern Express

Number of Positions: 10

Types of Positions: Maintenance, Motor Coach Operator, Wash Crew Personnel



Spectrum

Number of Positions: 20

Types of Positions: Field Technicians and more

How to Apply: Visit Jobs.spectrum.com and search "Field Technician"

At Spectrum, we're proud champions of all of our employees and the work that they do. And our industry is taking notice, too. In 2015 we were named one of the Top Companies for People of Color by the National Association for Multi-Ethnicity in Communications (NAMIC). We're also one of Women in Cable Telecommunications' (WICT) Leading Employers.

Commitment to Diversity

Click to play

Spectrum

0:03 / 1:12

CC Settings YouTube

Description of Employers

State Employees' Credit Union

Number of Positions: 30

Types of Positions: Financial Services Rep, Fraud Prevention Tech

How to Apply: At our website NCSECU.org>Careers>Search either by title or city

Sunstates Security

Number of Positions: 15

Types of Positions: Security Officer, Site Supervisor

How to Apply: Please complete an online application via SunstatesSecurity.com



Tammy Lynn Center for Developmental Disabilities

Number of Positions: 46

Types of Positions: Habilitation Technician, Community Residential Technician, B-K Teacher's Assistant, Nurse, Respite Care Provider, Maintenance Technician

How to Apply: Complete an application on our website at <https://tammylynncenter.org> or on Indeed.com under TLC Operations

The Hales Group

Number of Positions: 5

Types of Positions: Welder, Fitter, Bridge Detailer, Machine Operator

How to Apply: Apply at NC Works—8998 Hwy 70 Business West, Suite #100, Clayton, NC

The Liberty Group

Number of Positions: 10

Types of Positions: Maintenance Supervisors, Maintenance Tech, Make Ready Tech, Leasing Consultant

How to Apply: Go to <http://www.thelibertygroup.com/jobs-in-raleigh-nc/> and apply for job opening.



University of NC at Chapel Hill

Number of Positions: 65

Types of Positions: Research Specialist, Technology Support Specialist, Applications Analyst, University Program Specialist

How to Apply: Apply as directed on the posting



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

University Temporary Services at UNC

Number of Positions: 5

Types of Positions: Administrative Assistant, Accountant, Research Specialist, Laborer/Trade

How to Apply: Go to the link below and search for temporary positions under the department number 480502.

UNC partnership https://jobs.ncsu.edu/postings/search?utf8=%E2%9C%93&query=&query_v0_posted_at_date=&query_organizational_tier_3_id%5B%5D=656&query_position_type_id%5B%5D=5&commit=Search

Description of Employers

US Foods

Number of Positions: 3-5

Types of Positions: Part Time Night Selector

How to Apply: Apply at www.usfoods.com and click on careers, then narrow down to the Raleigh division



Verizon

Number of Positions: 35

Types of Positions: Retail Sales

How to Apply: WWW.verizon.com/careers

Waffle House

Number of Positions: 10

Types of Positions: Unit Managers

How to Apply: Candidates can apply at the following website: WHCareers.com

Wake County

Number of Positions: 10-20

Types of Positions: Accounting, Administrative/Clerical, Budgeting, Customer Service, Detention/Sheriff Deputies, EMS, Human Services/Social Work, IT, Nursing, Public Health, Skilled Trades (HVAC, Electrical, Mechanical, Plumbing, Landscaping)

How to Apply: To apply, please visit www.wakegov.com/employment.



Wake Enterprises

Number of Positions: 5

Types of Positions: Paraprofessional

How to Apply: Group Interview every Wednesday at 10am at 3548 Bush Street Raleigh, NC 27609.



Wells Fargo

Number of Positions: 10

Types of Positions: Part-time tellers, personal bankers

How to Apply: Wellsfargo.com/careers

THANKS AGAIN TO OUR PRESENTING SPONSOR
S.T. WOOTEN
See the ad on page 2 for a list of their positions!
stwcorp.com

Workshop



Feature Workshop: Inside the Mind of a Recruiter



August 10th at 10:30. Get your questions answered!

LET'S GET REAL. If you're looking for job, you're at the mercy of someone else! This workshop features HR and recruiting professionals who represent different industries and who hire for a variety of occupations. Between them, they weed out thousands of applicants each year...sometimes each month.

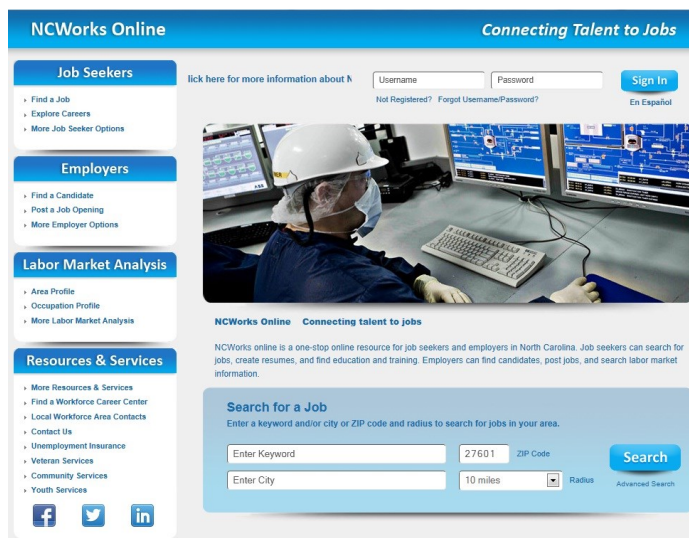
Why do they choose some over others? Even if the resume is great, what interview behaviors might be the kiss of death? What signals does a poorly crafted resume send? Do they REALLY check out your social media?

This is a must-see workshop featuring reps from S.T. Wooten, Novo Nordisk, UNC Healthcare, and Spectrum. *Find your seat early!*

NCWorks Online: The Virtual One-Stop

- Find jobs that match your skills
- Schedule automatic job searches
- Resume & letter builders
- Find occupations that are in demand
- Explore careers
- Hiring events
- Find training programs
- All in one place:

<https://www.ncworks.gov>



Virtual OneStop® (VOS) – Individual User

Logging In

If you don't have an account:

- Click the Home page *Register* link, near the Sign In button (e.g., a [Not Registered?](#), [Register as a New User](#), or [Register Now](#) link).
- Click Register > Individual.
- Create a unique user name and password.
- Fill in required (*) fields.

If you have an account:

- Enter your user ID and password.
- Click the **Sign In** button.
- Or... Click [Forgot Username and/or Password](#) to retrieve a forgotten ID or password.
- Select a desired retrieval option.

Important Things You Can Do in VOS

How to Search for Jobs

- 1 Click **Job Search** from the Quick Menu.
- 2 Select from 5 most recent jobs viewed, OR Click Area link to select new search area, if applicable.
- 3 Select one of the following search methods:
 - *Quick Search* – select any combination of quick search criteria and click **Search**.
 - *Advanced Search* – select any combination of advanced search criteria and click **Search**.
 - *Job Search by Employer* – Choose an employer search method, continue search, and click the desired employer name.
 - *Job Search by Education* – Choose an education level, pick more, less, or exactly, and click **Search**.
 - *Job Search by Skills* – Choose a match ratio (70%, 50%, 25%, or all jobs) and click **Search**.
 - *Job Search by Resumé Criteria* – Choose a resumé to search by its desired salary, occupation, and education level; click **Search**.

How to Manage the Job Search Results

- 1 If multiple pages are displayed, perform one of the following:
 - Click the arrow to navigate one page at a time; OR,
 - Enter desired page number and click **Go**; OR,
 - Select desired records per page and click **Go**.
- 2 Choose the **Summary** or **Detailed** view.
- 3 Click **Hide Potential Duplicate Jobs** checkbox, if applicable.
- 4 Use the legend below the job search table to interpret results.
- 5 Re-sort the job search results by clicking a desired column heading. **For example:** Click *Salary* column to sort jobs with the highest paying listed salaries at the top.
- 6 Click a desired Action column link to view similar jobs, view additional jobs from this employer, to apply for the job, or view job details.

NCWorks Online: The Virtual One-Stop (VOS)

How to Make VOS Search for Jobs Automatically (Create Virtual Recruiter – Job Alert)

- 1 Conduct job search (as documented above).
- 2 On search results screen, click **Save search**.
- 3 Type a title for this job alert.
- 4 Select how often to run.
- 5 Select notification method.
- 6 Enter expiration date.
- 7 Click **Save**.

How to Apply for a Job

- 1 From the job search results screen, click the desired job title link
- 2 Review the job order details.
- 3 Click Apply for this job.
- 4 *For external jobs*, VOS opens a new browser window; follow website instructions.
- 5 *For internal jobs*, VOS either displays:
 - Preferred application methods (choose one), or
 - A list of one-stop offices. If you completed your background info, click **I intend to meet with staff to review my qualifications** for assistance.

How Do Employers Find You in VOS?

- **You must complete a resumé** – This allows system-registered employers to search for, view, and maintain your resumé as part of their account information in Virtual OneStop. Employers may choose the following resumé search options to find you:
- **Quick Search** – uses multiple-combination criteria such as your desired work location, occupation, and salary; keywords found in your resumé's title or employment history section; minimal education requirements; or the resumé posting date.
- **Advanced (Resumé Ranking) Search** – offers various search criteria for employers to choose from, such as occupational experience, driver's license info, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching resúmes, in ranked order, for the employer to review.
- **Resumé Search by Skills** – employers search for individuals whose job skills match a required job skill set by a pre-determined match ratio (usually 70%, 50%, or 25%).
- **Resumé Search by Job Order Criteria** – employers may find candidates using requirements from one of their job orders, such as desired work location, occupation, salary, and work experience.

Note: To get employers' attention, create resumé titles that reflect your desired occupation, because employers can, and frequently do, use keyword searches.

- To create a resumé, click **Resumé Builder** from the Quick Menu.
- To review resumé writing tips, click **Job Seeker Services ▶ 10 Steps**.

Sign up today in the mobile unit parked outside, on the left side of the building.



<https://www.ncworks.gov>

Dressing for Interviews

Before you say a single word to the interviewer, you have already made an impression based on how you're dressed. The guidelines given here are commonly accepted as appropriate for interviewing. Every company has a different dress code but keep in mind, how you dress at the job may have very little to do with how you dress for an interview.

- Dress in a manner that is professionally appropriate to the position for which you are applying.

In almost all cases, this means wearing a suit:

- For men, a matching jacket and pants, dress shirt, tie, coordinating socks and dress shoes
- For women, a conservative suit with skirt or pants. Avoid low cut or revealing attire and extremely high heels.
- It is rarely appropriate to "dress down" for an interview, regardless of company dress code policy. When in doubt, go conservative.
- Your suit should be comfortable and fit you well so that you look and act your best.
- Avoid loud colors and flashy ties.
- Keep your jewelry and hair accessories to a minimum, and stick to those that are not flashy, distracting, or shiny. One ring per hand is best.
- Clothing should be neat, clean, and pressed.
- Shower or bathe the morning of the interview. Wear deodorant. Don't wear cologne or aftershave. You don't want to smell overpowering or worse, cause an allergic reaction.



Visit an NCWorks Career Center!

Wake County

NCWorks Career Center – Raleigh
1830-B Tillery Place
Raleigh, NC 27604
919.715.0111
919.715.0164 – fax
M-W 8:30 am – 5:00 pm
Thu: 8:30 am – 7:00 pm
Fri: 8:30 am – 2:00 pm

NCWorks Career Center – Swinburne
220 Swinburne Street
Raleigh, NC 27610
919.250.3770
919.212.9491 – fax
M, W, Thu & Fri: 9:00 am – 4:15 pm
Tues: 9:00 am – 8:00 pm

NCWorks Career Center – Cary
742-F East Chatham Street
Cary, NC 27511
919.469.1406
919.469.2472 – fax
M-Fri: 8:30 – 5:00 pm

NCWorks Career Center – Fuquay-Varina
130 N Judd Parkway NE
Fuquay-Varina, NC 27526
919.557.1121
919.557.1091 – fax
M-F: 8:30 am – 5:00 pm

NCWorks Career Center – Wake Forest
350 E. Holding Avenue
Wake Forest, NC 27587
919.562.6300
919.562.6315 – fax
Tues., Thur. & Fri.: 8:30 am – 12:30 pm

NCWorks Career Center – Zebulon
1002 Dogwood Drive
Zebulon, NC 27597
919.404.3943
919.404.3957 – fax
M, W & Fri: 8:30 – 5:15 pm

Johnston County

NCWorks Career Center – Clayton
8998 US Hwy 70 Business West
Suite 100
Clayton, NC 27520
919.553.0953
919.553.0979 – fax
Mon., Wed., Thurs.: 8:30 am – 5:00 pm
Tuesday: 8:30—7:00 pm
Friday: 8:30—2:00 pm



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