

Online Resources SDWORKS

SDWORKS at www.sdjobs.org is the quick way for you to browse current job listings, submit an online resume, or perform a detailed job search. It is the state's largest job database. Register today at **no charge**.



Dakota Roots

Dakota Roots connects out-of-state residents with career opportunities in South Dakota. This recruitment program will enable individuals to live, grow and build in South Dakota. To refer yourself, or a family member or friend, visit www.DakotaRoots.com.



U.S. Department of Labor

Find information on jobs, resumes, labor markets, occupations, workforce services and training at www.careeronestop.org. Online resources are also available to improve your job search skills.

Dakota Seeds

South Dakota companies have many excellent internship and assistantship opportunities. Students can apply what they have learned in school in a hands-on work setting. Check out www.DakotaSeeds.com to find an internship in your area of interest.



Live Dakota

Looking for your dream job? Careers move a lot faster here in South Dakota! There are more opportunities to choose from and fewer obstacles to overcome.

If you are interested in a rewarding career, visit www.LiveDakota.org to see how others have discovered the good life right here in South Dakota. You can also view available job openings in South Dakota's fastest growing or most in-demand occupations, along with the latest "news you can use."



Find a Local Office Near You!

Aberdeen	605.626.2340
Brookings	605.688.4350
Hot Springs	605.745.5101
Huron	605.353.7155
Lake Andes	605.487.7607
Madison	605.256.5300
Mitchell	605.995.8060
Mobridge	605.845.2971
North Sioux City	605.242.5445
Pierre	605.773.3372
Pine Ridge	605.867.5843
Rapid City	605.394.2296
Sioux Falls	605.367.5300
Sisseton	605.698.3964
Spearfish	605.642.6900
Vermillion	605.677.6900
Watertown	605.882.5131
Winner	605.842.0474
Yankton	605.668.2900

Administrative Office
700 Governors Drive
Pierre, SD 57501
605.773.3101

www.sdjobs.org



Printed on recycled paper.

State and Federal laws require the Department of Labor and Regulation to provide services to all qualified persons without regard to race, color, religion, age, sex, ancestry, political belief, national origin, mental or physical disability or marital or economic status. Auxiliary aids and services are available upon request to individuals with disabilities.

Thirty thousand copies of this brochure were published by the South Dakota Department of Labor and Regulation at a cost of 3 cents per copy.

Job Seeker Services



Your workforce experts.
www.sdjobs.org

Job Seeker Services

If you are looking for a career or just want to know about the local labor market, the South Dakota Department of Labor and Regulation (DLR) is here to help.

Each DLR office is much more than just an “employment office.” Each one is staffed with trained professionals ready to help you prepare for and find the right job. Our staff can help you:

- Identify your career interests
- Find out what skills you need
- Get the right training
- Write a resume and cover letter
- Locate employment opportunities
- Complete applications
- Prepare for interviews
- Prepare for your GED
- Learn job retention skills

Our current job listings are posted for local employers, state-wide employers, and federal and state government agencies. Each year, our local offices fill more than 30,000 job openings. Best of all, our services are provided at **no charge**.



Resource Center

Computers, Internet access, printers, copiers, fax machines and telephones are available to help with your job search. Each local office also has a library of job-related videos, booklets and brochures. You can also take advantage of a variety of tutorials covering such topics as resume writing or keyboarding skills.

Testing/Assessment

We can provide the following tools:

- Test of Adult Basic Education (TABE)
- Self-paced computer programs that help you explore your career and education options
- Interest and skills inventories, useful tools in evaluating your career options
- Career aptitude surveys that help you discover your skills
- Individual tests for keyboarding, flagging or law enforcement (available by appointment)



Veterans Services

Veterans' representatives are available to help with:

- Job search information
- Direct referrals to job openings
- VA and community support
- Employment assistance for disabled veterans
- Eligibility determination for special programs and services
- Employment information for newly separated or transitioning service members

Experience Works

Experience Works benefits seniors (age 55 or older) with training, counseling and work assignments with community service, faith-based or other local organizations, prior to transitioning into the workforce. To determine eligibility, call your local office for more information.

Workforce Training Opportunities

DLR staff can identify the right training for you to upgrade your skills. Some of these opportunities include:

- On-the-job training to learn specific skills and work habits from a business
- Computer training to stay updated on the latest technology
- Work experience to learn about a typical work environment
- Customized skill training to get instruction in high-demand occupations
- Apprenticeships to gain work experience and training together

In addition, DLR administers a federally funded employment training program designed to prepare youth and unskilled adults for entry into the labor force. These are education and job-training programs that can help you overcome barriers to employment.

Participation and eligibility are determined by an assessment process; this is not an entitlement program. Contact your local office to see if you qualify.



Unemployment Insurance

Unemployment insurance compensation is available if you have lost your job through no fault of your own.

To open a new claim (or re-open an existing claim), call the Unemployment Insurance Call Center in Aberdeen at 605.626.3179 or visit www.sd.uiclaims.com

Temporary Assistance for Needy Families (TANF)/ Supplemental Nutrition Assistance Program Employment & Training (SNAP E&T)

TANF and SNAP E&T are employment and training programs designed to help job seekers or SNAP recipients prepare for and find full-time employment, leading to financial self-sufficiency.

In exchange for public assistance, qualifying participants may be placed in community service or other jobs promoting basic work skills, improving your chances of being successful in the workforce. Stop by or call any local office for specific program requirements.

National Career Readiness Certificate

The National Career Readiness Certificate (NCRC) is a portable, national credential verifying to employers anywhere in the United States that an individual has essential core employability skills in Reading, Math and Locating Information.

The certificate is designed to complement other traditional credentials, such as a high school diploma, community college degree or college degree. While these education credentials mark the fulfillment of your classroom learning experiences, the NCRC proves you have the workplace skills needed to succeed at your new job.

Call or stop by any local office to see how you can obtain a certificate. More information can also be found at www.sdjobs.org.