

# QUICK GUIDE TO WORKSOURCE SERVICES



## What is WorkSource?

WorkSource is a partnership of organizations dedicated to addressing the employment needs of area workers and employers.

- The WorkSource Center and Affiliate Offices are convenient places for people to access a variety of
- Services and tools designed to help them achieve their employment goals.
- WorkSource works closely with local employers and businesses to advertise, recruit and fill available job openings.
- WorkSource offers employers access to training for upgrading skills of employees.

Below, you'll find tips for a successful job search.

## Know Yourself: *Preparation*

- Skills Assessment (*KeyTrain and ProvelT*)
- Job Counseling
- Job Search Workshops

## Know the Employer: *Job Search*

- Labor Market/Industry Information
- Job Match and Referral

## Make the Match: *Your Skills=Employer Needs*

- Training & Re-training Information
- Information on Community Resources
- Unemployment Insurance Assistance

## Tools to help with job preparation:

- Computers with internet access
- Copiers
- Long-distance to call on jobs
- FAX machine for job search or Unemployment Insurance
- Job market information
- Microsoft applications & tutorials
- Typing and ten key tutorials
- Application, resume and interviewing workshops
- Résumé creation software
- Skills and abilities assessment
- Skill development options
- Unemployment TeleCenter access
- Translation Services

## Who to Contact

### Job Search Assistance

WorkSource Pullman Staff 509-332-6549

### Low income-Youth & Adult Training Opportunities

Rural Resources Mary Schmidt 509-758-5461

### Lost job due to business closure or downsizing

Gail Swan 509-332-6549

### Need medical coverage for your children

Phone • 1-877-980-9140

### WorkSource Business Services for employers

Dretha Phillips 509-338-4203

### U.S. Veterans

Carmen Nicely 509-527-1806

### File an Unemployment Insurance Claim

Phone • 1-800-318-6022 or <http://www.esd.wa.gov/>

## Where to Access Services

Resources and services can also be accessed 24 hours a day by visiting Washington's largest employment web site at: [www.go2worksource.com](http://www.go2worksource.com)

Services are available at the following locations:

### WorkSource Pullman Affiliate

350 SE Fairmont Rd Ste2 • Pullman, WA 99163  
Phone: 509-332-6549

### Rural Resources

1013 Bridge St Clarkston WA 99403  
Phone: 509-758-5461

*WorkSource Pullman Affiliate is an equal opportunity employer and provider of employment and training services.*

*Auxiliary aids and services are available upon request to persons of disability. Washington Relay Service (800) 833-6384 or 7-1-1.*

### Please Note:

*Some services or programs available based on meeting eligibility requirements*