



# Your Next Chapter: A Guide to Employment & Navigating Transition

Bloomington, Ellettsville, and Monroe County



Employment transitions can be overwhelming and challenging. At the Bloomington Economic Development Corporation, we recognize the impact such transitions can have on individuals and our community as a whole.

As you navigate through this period of change, please know that you are not alone. *The purpose of this booklet, "Your Next Chapter: A Guide to Employment & Navigating Transition," is to provide you with immediate support and guidance during this time of transition.* The sections are:

1. **Access emergency resources if needed** such as financial and emotional support
2. **Contact WorkOne:** file for unemployment and access other employment support
3. **Find local opportunities:** with this overview of our job market
4. **Upskill:** Access training and education resources
5. **Prepare to hit the job market** by updating your resume and positioning yourself

**Opportunities on the horizon:** As described in section 3, the Monroe County community and region offers many employment and career opportunities. As of April 2024, there are hundreds of local job openings in industries ranging from life sciences and healthcare to advanced manufacturing, technology, defense, entrepreneurship, education, and more.

We have seen significant growth in various sectors. NHanced Semiconductors, for instance, plans to create 250 new jobs, while Ivy Tech will offer microelectronics training, opening doors to new skills and career paths. Simtra's expansion includes exciting plans for 130 new job opportunities, and PHOENIX recently announced 21 new positions in the fall. These are just a few examples of the positive momentum we are witnessing.

Please know that the community is here to help you navigate through this phase with resilience and determination. We wish you many good things for your next chapter.

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# Community Resources

## Emotional Support



### Indiana 2-1-1

**GET CONNECTED. GET HELP.**

**2-1-1 IS A FREE AND CONFIDENTIAL SERVICE THAT HELPS HOOSIERS ACROSS INDIANA FIND THE LOCAL RESOURCES THEY NEED - 24 HOURS A DAY, 7 DAYS A WEEK.**

As a division of the State of Indiana Family and Social Services Administration, IN211 provides free, unbiased and confidential referrals to the best resources for specific needs.

- Experienced, responsive and compassionate team of Community Navigators who are skilled at actively listening and identifying needs and providing referrals.
- Community Navigators receive 80+ hours of on-the-job- training.
- They respond to calls quickly, with an average speed of answer less than 50 seconds.

[www.in211.communityos.org/](http://www.in211.communityos.org/)  
Phone Number: 866-211-9966 (24/7)



### Centerstone Community Mental Health Center

Centerstone is a nonprofit health system specializing in mental health and substance use disorder treatments for people of all ages.

Phone Number: 877-HOPE123  
877-467-3123 (Initial Appointment) | 800-832-5442 (Crisis Line - 24/7 365)  
[www.centerstone.org](http://www.centerstone.org)

645 South Rogers St.  
Bloomington, IN 47403



# Community Resources

## Emotional Support

### **National Alliance on Mental Health - Greater Bloomington Area**

The families and members of NAMI Greater Bloomington Area are here to help! They offer understanding to anyone concerned about mental illnesses and the treatment of mental illness. Mental illnesses are brain disorders that are biologically based medical problems. Untreated, they can cause severe disturbances in thinking, feeling, and relating, which results in substantially diminished capacity for dealing with the ordinary demands of life. Mental illness can affect persons of any age and occur in any family. It is not caused by bad parenting and is not evidence of weakness of character.

#### Crisis Lines

NAMI Greater Bloomington Area area crisis line

Call Centerstone at [800-832-5442](tel:800-832-5442) 24/7, 365 days a year

[namigreaterbloomingtonarea.org](http://namigreaterbloomingtonarea.org)

### **Job Loss and Unemployment Stress**

HelpGuide.org is an independent nonprofit that runs one of the world's leading mental health websites. Each month, millions of people from all around the world turn to us for trustworthy information they can use to improve their mental health and make healthy changes.

While the stress of losing a job can seem overwhelming, there are many things you can do to take control of the situation, maintain your spirits, and find a renewed sense of purpose.

[HelpGuide.org/mentalhealth](http://HelpGuide.org/mentalhealth)

# Community Resources

## Child Care



Brighter Futures Indiana has more information on how to pay for and locate available child care in Indiana. Families who need help finding or paying for care can contact **Brighter Futures Indiana staff at 1-800-299-1627** and a referral specialist can support them in their search.

Brighter Futures Indiana is a partnership with the Indiana Office of Early Childhood and Out-of-School Learning and Early Learning Indiana.

On My Way Pre-K is Indiana's first state-funded prekindergarten program for low-income children. Learn more about the program and how to apply.

The Child Care and Development Fund (CCDF) is a federal program that helps low-income families obtain child care so that they may work, attend training or continue their education.

The purpose of CCDF is to increase the availability, affordability, and quality of child care.

The CCDF program is administered through the Indiana Family and Social Services Administration in the Office of Early Childhood and Out-of-School Learning. Families can now apply for CCDF using a new, easier-to-use online application called "Early Ed Connect."

Questions about CCDF can be submitted online at [www.childrensbureau.org/contact-ccdf/](http://www.childrensbureau.org/contact-ccdf/). If you would like to speak with an eligibility specialist, contact the **Children's Bureau at 317-634-5050**.

Need help finding a CCDF child care program? Contact **CASY Child Care Resource and Referral at 800-886-3952** (Choose option 1) or contact **Brighter Futures Indiana at 800-299-1627**.



# Community Resources

## Township Trustee

**You can receive assistance for a range of hardships, including rental and utility assistance and food assistance.** You must contact the trustee of your township.

### **Look up your township**

<https://censusreporter.org/locate/>

### **The list of Monroe County Trustees**

<https://www.co.monroe.in.us/department/?structureid=157>

### **Bloomington Township:**

<https://www.bloomingtontownship.in.gov/assistance/>

**Phone Number:** 812-336-4976 to schedule an appointment

**Address:**

924 W. 17th St., Suite C

Bloomington, IN 47404

## Housing & Food Needs

Helping Bloomington Monroe is your go-to resource to connect with everything from food and housing to medical care. Find free or reduced-cost community resources near you.

**Rental and Eviction resources:** [helpingbloomingtonmonroe.org](http://helpingbloomingtonmonroe.org)

Providing free resources for Monroe County tenants and landlords to help prevent eviction.

- legal advice & information
- mediation
- social service referrals

**Phone Number:** (812) 340-8189 Call/Text



# Community Resources

## Housing & Food Needs



**Rapid rehousing via Beacon:** <https://beaconinc.org/our-work/>

**Phone Number:** 812-334-5734

Beacon is a solutions-driven, antipoverty organization, dedicated to aiding and empowering people experiencing extreme poverty, especially hunger and homelessness.

**Shalom Center - Day Shelter, Meals, and Resource Center:**

**Phone Number:** 812-334-5728

**Address:**

620 South Walnut Street

Bloomington, IN 47401

(Hours: M-F 8:00am-4pm, Breakfast 8-9am, Lunch 12-1:30pm)

Eviction prevention via MCUM: <https://mcum.org/ssc/financialassistance/>

Phone Number: 812-339-3429

**Address:**

827 West 14th Court

Bloomington, IN 47404

(Self-Sufficiency Center Hours: M-T & Th-F 12-4pm or by appointment)



# Community Resources

## Housing & Food Needs

### **Eviction prevention via MCUM:**

Monroe County United Ministries offer's emergency assistance options for overdue rent or utility bills. The program is designed to help clients avoid eviction or utility shut-off.

<https://mcum.org/ssc/financialassistance/>

**Phone Number:** 812-339-3429

### **Address:**

827 West 14th Court

Bloomington, IN 47404

(Self-Sufficiency Center Hours: M-T & Th-F 12-4pm or by appointment)

## Food Resources

### **Mother Hubbard's Cupboard:**

The Hub exists to ensure that all people have access to healthy, whole foods. When visiting the Hub, community members can find groceries in our food pantry, a space for shared learning in the garden and kitchen, resources to help grow and prepare food at home, and opportunities to build community and address the root causes of hunger.

<https://www.mhcfoodpantry.org/>

**Phone Number:** 812-335-6843

### **Address:**

100 W. Allen St.

Bloomington, IN 47403

(Pantry Hours: Tuesday, Wednesday, Thursday 12-6pm)

### **Hoosier Hills Food Bank** (mobile pantry visits neighboring counties):

<https://hhfoodbank.org/programs/services-for-clients/mobile-pantry/>

**Phone Number:** 812-334-8374

### **Address:**

2333 West Industrial Park Drive

Bloomington, IN 47404

# Community Resources

## Housing & Food Needs

**People's Market People's Open Pantry:** <https://www.peoplesmarketbtown.org/>

**Address:**

2420 E 3rd  
Bloomington, IN 47401

(Market Hours: 10:00am - 2:00pm)

**Pantry 279:** <https://pantry279.org/contact-us>

**Phone Number:** 812-606-1524

**Address:**

3610 W. State Road 46  
Bloomington, IN 47404

**Monroe County United Ministries:** <https://mcum.org/basic-needs-assistance/>

**Phone Number:** 812-339-3429

**Address:**

827 West 14th Court  
Bloomington, IN 47404

### Community Kitchen

(multiple programs including backpack buddies for school aged kids):

<https://www.monroecommunitykitchen.com/>

**Phone Number:** 812-332-0999

**Addresses:**

1515 S. Rogers St.  
Bloomington, IN 47403

1100 W 11th Street  
Bloomington, IN 47404

(Serving Hours: Monday Saturday 4-6pm)

# Community Resources

## Transportation

### BE LOVED TRANSPORTATION INC.

Provide non-emergency medical transportation, helping students that experience homelessness and special need students. Drivers are experienced, reliable and courteous.

**Phone Number:** 812-287-2610

Reserve a Ride: <https://belovedtransportation.net/reserve-a-ride>

### Bloomington Township Assistance

Transportation may be provided for employment or medical purposes. Travelers aid may be provided to non-residents seeking to return to their legal residence.

**Phone Number:** 812-336-4976

# Introducing WorkOne - Your first call



The WorkOne center is the heart of the workforce development system. It's where service delivery partners connect with customers and with each other. WorkOne helps people find a new or better job, choose a career, find a good employee, access training, or get the information needed to succeed in today's ever-evolving workplace.

## WorkOne Individualized Services

- Resume Development
- Career Planning
- Scholarship
- Interview Coaching
- Job Search Assistance
- Skills Evaluation

## WorkOne Re-Employment Services

WorkOne offers information sessions and activities to help you prepare for new employment opportunities.

*These services include:*

### Computer Classes

Strengthen your computer knowledge or learn the basics in one of our WorkOne computer classes.

*For more information, contact:*

**WorkOne Bloomington**  
1531 South Curry Pike, Suite 200  
Bloomington IN 47403  
812-331-6000

### Workshops

Get valuable tips on how to get noticed by employers and land the job you really want!  
Workshop topics include:

- o Winning Ways Job Search,
- o Resume Development,
- o Interview Techniques,
- o Internet Job Search.

### Federal Bonding

Fidelity Bonds are a unique tool to help a job applicant secure and retain a job when an employer cannot obtain commercial bonding for the applicant, which is a condition of employment, and are for the sole purpose of covering the liability of the employer against loss for an applicant.

For a list of all WorkOne Locations, visit [www.in.gov/dwd/WorkOne/locations.html](http://www.in.gov/dwd/WorkOne/locations.html)

# Filing an Unemployment Claim

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For more information on unemployment insurance, visit [www.in.gov/dwd/unemployment](http://www.in.gov/dwd/unemployment). There, Hoosiers can find the Claimant Handbook, Frequently Asked Questions, a link to online filing and more information. Please visit this site frequently for updated information.

Individuals must apply for unemployment benefits online using a computer, tablet or smart phone.



Computers available at WorkOne Locations

## COBRA

Upon separation from an employer, this information is given to you.

Consolidated Omnibus Budget Reconciliation Act (COBRA):

<https://www.dol.gov/general/topic/health-plans/cobra>

COBRA gives workers and their families who lose their health benefits the right to choose to temporarily continue their employer-provided health insurance.

To find out if you qualify: 1-866-444-3272 or [ask your question online](#)

# Financial Assistance and Budgeting

For over 65 years, United Way of South Central Indiana has improved people's lives by working to address our community's most pressing needs. Bringing together expertise, funding, and volunteer support to positively impact the resilience of our community, and those who live within it. In partnership with others, the United Way works to eliminate inequities experienced by low-income and diverse populations so that all people have a safe, healthy home environment, achieve their educational potential, and increase their financial stability.

These online-based resources cover a wide range of financial literacy and personal finance topics. Here you can find a variety of materials on issues for individual and group use, such as budgeting, career, investment, and retirement. There's something for all ages! Many of the resources have been created by the FSA in workshops or classes.



[www.unitedwaysci.org/budgeting-and-savings](http://www.unitedwaysci.org/budgeting-and-savings)

431 S College Ave  
Bloomington, IN 47403

**Phone Number:** 812-334-8370

## Financial Literacy & Education Commission

The Financial Literacy and Education Commission's vision is of sustained financial well-being for all individuals and families in the U.S. In furtherance of this vision, the Commission sets strategic direction for policy, education, practice, research, and coordination so that all Americans make informed financial decisions.

At [www.mymoney.gov/tools](http://www.mymoney.gov/tools), you can find on-line calculators, budget worksheets, planning checklists and other helpful resources from the federal government to help you make financial decisions.

# Unlock Opportunities: A Local Roadmap for Job Seekers



Article by the BEDC - as seen in the Herald-Times, April 2024

Are you (or someone you know) graduating soon, seeking a new job, or looking for career advancement? It's a great time to look locally. Hundreds of jobs are open across Bloomington, Ellettsville, Monroe County, and the broader region. This is a hub for anyone seeking opportunities to advance while accessing a high-quality of life.

## Consider the array of opportunities

**Healthcare and Life Sciences** – Bloomington offers careers to improve health outcomes and advance medical innovation, from pharmaceuticals to medical devices and healthcare. Simtra (formerly Baxter) recently announced plans to hire 130 staff in the coming years. Companies including Cook Medical, which is globally headquartered here; Singota Solutions in Bloomington; and Boston Scientific in Spencer are the types of employers that hire for positions ranging from R&D to manufacturing and business roles. IU Health Bloomington Hospital offers roles ranging from patient support, to nurses, therapists, techs, administrative positions, and more.

**Advanced Manufacturing** – We are a community of makers. Beyond life sciences manufacturing, PHOENIX recently announced plans for new jobs at its high tech facility. TASUS, with its North American headquarters based in Bloomington, and Proveli also continue to hire locally in manufacturing and engineering.

**Technology and Innovation** – Bloomington's growing tech ecosystem has opportunities for aspiring professionals, innovators, and makers in dynamic and well-paying roles. NHanced Semiconductors recently announced plans to hire 250 staff in the coming years, while Ivy Tech will offer training for this growing field. Startups and established companies in software development, data analytics, and IT services seek great talent on the Bloomington Tech Partnership job board. And The Mill's CODE/IT Academy offers training in coding for those who wish to skill up for careers in tech.

**Defense** – Bloomington's defense sector boasts a range of opportunities for individuals passionate about serving their country and contributing to national security efforts, while earning competitive salaries. Naval Surface Warfare Center Crane Division (NSWC Crane), located south of Bloomington, is a prominent employer in the region with positions in engineering, R&D, cybersecurity, business operations, and more. Defense contractors like TriStar and others operate throughout the region. Other federal government opportunities, including remote positions, can be found on USAJOBS.

# Unlock Opportunities: A Local Roadmap for Job Seekers

continued

**Entrepreneurship** – For entrepreneurial-minded individuals, there's a supportive ecosystem for launching startups and small businesses. Organizations including [The Mill](#) and [Indiana Small Business Development Center](#) through the [Gayle & Bill Cook Center for Entrepreneurship](#) at Ivy Tech provide resources and networking opportunities to help entrepreneurs succeed.

**Higher education: work and upskill** – If you are passionate about education, you can work or study at [Indiana University](#) and [Ivy Tech](#). The [Next Level Jobs](#) program covers the tuition cost for eligible students looking to earn a degree in a variety of fields, including many that can be earned in 1 year or less. And don't forget about the [Monroe County Community School Corporation](#) and [Edgewood Schools](#) for jobs that serve local youth.

## **Browse options and get additional support**

Not sure where to start? Peruse local employers among [BEDC members](#), the Greater Bloomington Chamber of Commerce [job board](#), Greater Ellettsville Area Chamber of Commerce [members](#), and [Indeed.com](#). The regional [Indiana Uplands Job Board](#) and [career videos](#), plus the statewide [One Stop to Start](#) workforce hub are additional resources. Work is available in everything from the trades to banking, utilities, local government, real estate, the arts, and more.

Finally, if you need additional support, the [BEDC's resource booklet](#) and [WorkOne](#) provide information access to resources, including for urgent needs tied to unemployment. Whatever your path, do not miss out on local opportunities to advance. We look forward to working alongside you in this community.



# Get a New Skill or Go Back to School

This section is dedicated to enhancing your skills and furthering your education! Here, you'll find invaluable information on acquiring new skills or returning to school to pursue your educational goals. It might seem really hard to handle job hunting, bills, and going to school all at once. But even if it feels overwhelming, we still want you to reach out. In this section, we offer tips and tools to help. Despite the challenges, there are ways to make it work. By getting help and exploring your options, you can find a way to balance everything and achieve your future career goals.

## One Stop to Start

Indiana offers great jobs today but is also preparing for the jobs of tomorrow. Hoosiers of all education levels and backgrounds can take advantage of Indiana's growth by developing skills for in-demand industries.

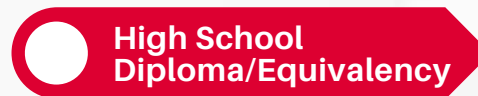
The state has a variety of no-cost resources including training programs, grants and career exploration tools. Whether you're aspiring to begin a new career or want to pivot from an existing job, these resources can help you get started.



[www.onestoptostart.in.gov](http://www.onestoptostart.in.gov)

### Industries Served:

- Healthcare & Behavioral Health
- Smart Manufacturing & Robotics
- AI, Information Tech & Business Services
- Education & Early Learning
- Engineering
- Infrastructure & Building Trades
- Food & AgTech
- Microelectronics & Semiconductors
- Clean & Alternative Energy
- Smart Logistics & Transportation
- Electric Vehicle & Mobility Systems
- Bio/Pharma/Life Sciences



## Connect with a Career Navigator

by filling out the form at the bottom of the One Stop To Start webpage

# Next Level Jobs

The Next Level Jobs program is here to help you find the resources you need to secure a job, explore new careers or get career advice. Employers across the state need talent to help fill positions, and education and training beyond high school will ensure you meet the needs required to get a high-paying job and on the path to meaningful career.

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## FREE JOB TRAINING

Take advantage of tuition-free training available to eligible Hoosiers through the Workforce Ready Grant.

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### TO QUALIFY, RECIPIENTS MUST:

- Be an Indiana resident and a U.S. Citizen (or eligible non-citizen)
- Have a high school diploma (or equivalent) but less than a college degree
- Be eligible for state financial aid and file a FAFSA (for certain programs and providers)
- Enroll in a qualifying program at an approved training provider

## Contact WorkOne for help and information

**WorkOne Bloomington**  
1531 South Curry Pike, Suite 200  
Bloomington IN 47403  
812-331-6000

# The Excel Center

The Excel Center is a free public school that gives students the opportunity to earn an Indiana Core 40 high school diploma. If you have previously earned a Certificate of Completion or GED/HSA, you may enroll at The Excel Center to earn your high school diploma. In order to take classes (college or certifications), you must be enrolled as a student working towards earning a high school diploma.



The Excel Center helps students get ready for life after high school by earning college credits and industry-recognized certifications at no cost.

The Excel Center provides the following support services: on-site child care, transportation assistance, and access to additional Goodwill programs (employment and disability services & services for first-time mothers). Each student is assigned to a life coach who helps to address life barriers and keep students engaged and motivated.

**Enrollment is easy!** You may enroll anytime through The Excel Center's [online enrollment form](#), call:317-524-3925, or stop by 2088 Liberty Dr, Bloomington, IN 47403 M-F 8:30AM-4:30PM to enroll with a staff member.

# Ivy Tech Community College Bloomington

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**Ivy Tech Bloomington** is a valuable resource offering a pathway to new opportunities through a variety of programs, many of which can be completed at no cost. With the state's Next Level Jobs Workforce Ready Grant, eligible students can access tuition coverage for a wide range of high-wage, high-demand programs. This grant serves as a beacon of hope, providing the means to upskill or reskill without the financial burden. Whether you're looking to enter a new field or enhance your existing skills, Ivy Tech Bloomington is able to help you navigate your next steps.

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## MORE THAN 70 PROGRAMS. WHICH ONE IS MEANT FOR YOU?

Unsure of what program may be the best fit for you? One great resource is <https://skillpointe.com/> which is a short career exploration tool.

**For more information, please contact [bl-info@ivytech.edu](mailto:bl-info@ivytech.edu) or call 812-330-6013**

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A community college is what the name implies: It is a higher education institution that primarily serves its surrounding community. Community colleges are the most common type of two-year colleges in the U.S. Community colleges like Ivy Tech offer millions of students a better way to reach their goals— whether that goal is to earn a good-paying career quickly, or to get a better, more affordable start to a bachelor's degree by transferring credits on to a four-year school.

Learn more about the possibilities awaiting you at [ivytech.edu/Bloomington/NLJ](https://ivytech.edu/Bloomington/NLJ).

**On April 18th 11a-2p**, Ivy Tech Bloomington will be hosting a **career fair**. You are welcome to attend to network with over 50 employers currently hiring. The event will take place in Shreve Hall on the Main Campus of Ivy Tech Bloomington, located at 200 Daniels Way, Bloomington, IN 47404. Parking is free, please enter through door 3 or 4.

# Cook Center for Entrepreneurship

## Start Your Own Business

The Gayle & Bill Cook Center for Entrepreneurship at Ivy Tech Community College Bloomington provides practical tools and resources for students, engages the community, and fosters entrepreneurship in the region we serve.



Founded in 2010 to honor one of the region's most successful entrepreneurs, Bill Cook, the Cook Center embodies Mr. Cook's philosophy of "ready, fire, aim" entrepreneurship by giving students and local residents the skills and resources they need to start and grow businesses.

### **Business Assistance**

- [Free Consultation Services](#)

### **Academic Programs Offered**

- [Entrepreneurship Certificate program](#)

### **Entrepreneurial Resources:**

- Guidance on starting a small business or freelance work.
- Information on local resources for entrepreneurs, such as incubators or small business development centers.
- Tips for exploring self-employment opportunities and pursuing passion projects.

### **35 Resources for Entrepreneurs:**

<https://www.purdueglobal.edu/blog/business/entrepreneur-resources/>

### **Small Business Development Center - South Central:**

<https://isbdc.org/locations/south-central-indiana-sbdc/>

**Phone Number:** 812-330-6261

### **Address:**

501 N. Profile Parkway  
Bloomington, IN 47404

# Preparing to hit the job market

## Updating your resume

Submitted By: Matthew Peace, Market Manager  
Resource MFG



Updating your resume is essential to stay competitive in the job market. Whether you're adding recent experiences or enhancing existing skills, here are 10 tips to help you upgrade your resume and make it stand out in 2024:

### **Include the Appropriate Resume Sections:**

- Ensure your resume covers essential components such as contact information, work experience, education, skills, and any relevant certifications or licenses.

### **Revise Your Summary:**

- Update your professional summary to reflect your current career goals and recent achievements.

### **Add to Your Education Section:**

- Include any new degrees, certifications, or training you've completed since your last resume update.

### **Update Your Work History:**

- Add any missing positions or roles you've held in the past year or since your last resume update.
- Highlight your accomplishments and impact in each role. Use specific dates, locations, and projects you've worked on with data included.

### **Update Your Skills:**

- Include any new software, programs, or skills you've learned or improved upon recently.

### **Refresh Your Contact Information:**

- Ensure your phone number, email address, and city/state of residence are up to date. You don't have to include your physical address in this.

### **Highlight Accomplishments and Awards:**

- Add any awards, recognition, or impact you've achieved in the past year or since your last resume update.

### **Include Professional Organizations or Memberships:**

- If you've joined any relevant professional associations, include them in your resume.

### **Regularly Update Your Resume:**

- Aim to update your resume every time you gain new hard or soft skills, certifications, or major work/volunteer experience.
- Even if you're currently employed, refreshing your resume every 3–6 months can save you time and stress when new opportunities arise.

### **Be Ready for Job Opportunities:**

- Actively maintaining your resume prepares you for unexpected job openings or promotions within your current company.

Remember, a well-maintained resume demonstrates your commitment to professional growth and keeps you competitive in the ever-evolving job market.

# Preparing to hit the job market 23

## 411 on Social Media

Submitted By: Rachel Wolfe, Indiana University  
O'Neill School of Public and Environmental Affairs Fellow

In today's digital age, your online presence plays a significant role in shaping how you are perceived by potential employers, colleagues, and professional contacts. Displaced workers, in particular, can benefit greatly from cleaning up their social media profiles to present a professional image. Here's why it's crucial and how to go about it effectively:

When employers or recruiters search for your name online, they often come across your social media profiles. These platforms provide a glimpse into your personality, interests, and overall professionalism. A well-maintained social media presence can leave a positive first impression and enhance your credibility as a job candidate. Think of your social media profiles as an extension of your personal brand. What you share, comment on, and engage with reflects your values, work ethic, and professionalism. Cleaning up your profiles ensures that they align with the image you want to portray to the professional world.

### Tips for Cleaning Up Your Social Media Profiles:

**Review Privacy Settings:** Adjust your privacy settings to control who can view your posts, photos, and personal information. Limiting public access to certain content can help protect your privacy and professional image.

**Remove Inappropriate Content:** Delete or untag yourself from any posts, photos, or comments that are inappropriate, offensive, or could be perceived negatively by potential employers.

**Update Profile Information:** Ensure that your profile information, including your bio, work history, and contact details, is accurate and up to date. Use a professional profile picture that reflects your professional persona.

**Share Relevant Content:** Share industry-related articles, achievements, and professional updates to showcase your expertise and interests. Engage in meaningful discussions and demonstrate your knowledge and passion for your field.

**Monitor Tagged Content:** Regularly review and manage posts or photos in which you are tagged. Untag yourself from anything that doesn't align with your professional image or values.

**Google Yourself:** Conduct a Google search of your name to see what information is publicly available about you. Address any negative or outdated content that may appear in search results.

**Be Mindful of Your Interactions:** Be mindful of how you interact with others on social media. Avoid engaging in heated debates, sharing sensitive information, or posting excessively personal content.

# Preparing to hit the job market

## Networking 101



Submitted By: Rachel Wolfe, Indiana University  
O'Neill School of Public and Environmental Affairs Fellow

Losing a job can be a daunting experience, but networking can be a powerful tool for displaced workers to navigate their way back into the workforce. Networking goes beyond simply exchanging business cards; it's about building relationships, gaining insights, and accessing hidden opportunities. Here are some strategies to help displaced workers make the most of networking opportunities:

### **Define Your Goals**

Before diving into networking events, take some time to clarify your goals. Are you looking for job leads, industry insights, mentorship, or all of the above? Having clear objectives will guide your networking efforts and make them more effective.

### **Update Your Online Presence**

Ensure that your LinkedIn profile is up to date with your latest experience, skills, and achievements. This is often the first place professionals will look when connecting with you after a networking event. Additionally, clean up your other social media profiles to present a professional image.

### **Attend Relevant Events**

Use platforms like Eventbrite and Facebook to search for networking events in your area or industry. Look for events hosted by professional associations, industry groups, or local business organizations. These events often include networking sessions, workshops, and guest speakers.

### **Prepare Elevator Pitches**

Craft a concise and compelling elevator pitch that introduces who you are, what you do, and what you're looking for. Practice delivering it confidently so that you can make a strong impression when networking with new contacts.

### **Be Genuine and Curious**

Approach networking with a genuine interest in learning about others and their experiences. Ask thoughtful questions, listen actively, and show appreciation for the insights and advice you receive. Building authentic connections is key to long-term networking success.

### **Follow Up**

After attending networking events, follow up with the contacts you've made. Send personalized LinkedIn connection requests, email thank-you notes expressing your appreciation for their time and insights, and stay in touch to nurture the relationship.

### **Stay Persistent and Positive**

Networking takes time and effort, so stay persistent and maintain a positive attitude even during challenging times. Keep expanding your network, attending events, and exploring new opportunities that align with your career goals.



# Job Boards

Job boards are indispensable tools for displaced workers embarking on their job search journeys. These platforms offer a vast array of job listings spanning various industries, providing individuals with opportunities to explore diverse career paths and connect with potential employers. Choosing the right job boards is crucial, as it ensures that you focus on platforms that align with your specific needs and goals. General job boards like Indeed, Glassdoor, and LinkedIn are widely used and offer a comprehensive range of job listings, networking features, and resources. Additionally, niche job boards that focus on specific industries or job types can be highly beneficial for targeting specialized roles and industries.

Once you've identified the appropriate job boards, optimizing your profile becomes essential. Create a professional and compelling profile that effectively showcases your skills, experiences, and accomplishments. Utilize relevant keywords related to your target job to enhance your visibility in search results and attract the attention of potential employers. Many job boards also provide job alert features that notify you of new job postings matching your specified criteria. Setting up job alerts can save time and ensure that you stay updated on relevant opportunities as soon as they become available.

In addition to browsing job listings, take full advantage of the networking features offered by job boards. Connect with recruiters, industry professionals, and fellow job seekers to expand your professional network. Engage in discussions, join relevant groups or forums, and participate actively to build meaningful connections within your industry or desired field. Networking can lead to valuable insights, job leads, and potential career opportunities that may not be advertised on job boards alone.

Lastly, maintaining organization throughout your job search is paramount. Keep track of your job applications, interviews, and follow-ups to ensure that you stay on top of your progress. Utilize tools such as spreadsheets or job search apps to manage your job search effectively and avoid missing out on important opportunities. By leveraging the resources, networking opportunities, and organizational tools offered by job boards, displaced workers can enhance their job search strategies, increase their visibility to potential employers, and improve their chances of securing a suitable and fulfilling job opportunity.

## Local & National Job Boards

### **Indiana Uplands Job Board:**

<https://jobs.inuplands.org/companies>

### **LinkedIn:**

[Jobs in Bloomington, IN](#)

### **Bloomington Chamber of Commerce Job Board:**

<https://chamberbloomington.mcjobboard.net/jobs>

### **Indeed:**

[Jobs in Bloomington, IN](#)

### **Jobs at Indiana University:**

<https://jobs.iu.edu/>

### **Monster:**

[Jobs in Monroe County, IN](#)