

## Get on the Coach!

Career Centers on wheels . . . that best describes the three mobile units of the Department of Labor & Workforce Development that travel to anywhere in Tennessee to offer the same services available to a job seeker visiting one of the Tennessee Career Centers found across the state.



“For a lot of people, having a job is about access – it might be access to the Internet, it might be access to having someone who can help you work through a résumé, or maybe it’s access to getting a GED, which is critical for getting a job in today’s economy. What the Career Coach does is allow us to increase access across Tennessee.”

**Gov. Bill Haslam**

## What’s on the Coach

### Computer Workstations

The Career Coaches are outfitted with computer workstations with Internet access and Microsoft Office software. Staff use a large monitor and SMART Board for basic instruction on computer use, which is key to applying for and retaining jobs.

### Job Search Database

Jobseekers can search a database featuring more than 85,000 jobs from major job search engines, from job orders placed directly by Tennessee employers, and from corporate sites. Register for work and search for a job on the Coach, then follow up at a Tennessee Career Center or at home.

### Training Workshops

Attend a workshop to aid in job search activities. Currently offered are workshops on résumé writing, job search strategies, and interviewing skills.

For more information, go to <http://www.getonthecoach.tn.gov/> or call (615) 741-0286.



The department's online database, [www.jobs4tn.gov](http://www.jobs4tn.gov) is a virtual recruiter that can be used anywhere with a computer and Internet access. Job seekers can post résumés online, and employers can easily announce job openings. Once a job applicant or employer has registered, the system automatically notifies the job seeker when jobs he qualifies for are listed and notifies employers when candidates match their needs. Wide-ranging, detailed labor market information is also available through [www.jobs4tn.gov](http://www.jobs4tn.gov) that can aid employers in growing their business.

### **Adult Education**

The Tennessee Department of Labor & Workforce Development is offering a new service, via the department's three "Career Coach" vehicles, to Tennesseans lacking a high school diploma. The mobile Career Centers have become certified testing sites for the new High School Equivalency Test (HiSET). Anyone interested in taking the HiSET test should consult their local Adult Education program in order to first take the required HiSET Practice Test. Adult Education programs statewide are listed here: <http://www.tn.gov/labor-wfd/AE/aepgrstw.shtml>. For more information about the test call (800) 531-1515.

### **Tennessee Career Centers**

The Career Coaches operate in concert with the Tennessee Career Centers, providing access to the same services available if one were to walk in any of the department's Career Centers. The Career Coaches simply take job placement activities and technology on the road to provide employment services for applicants and employers where those resources are needed most.



## **Employer Services**

### **Screening and Recruitment**

Career Coaches are multi-purpose units, offering employers recruitment and interview space or providing a working space for businesses still under construction that need to begin hiring. The Coaches are outfitted with a computer lab and Internet access and offer all services an individual could get at a Career Center. Go to <http://www.getonthecoach.tn.gov/> to see the Career Coach schedule or to book the Coach online for your employment needs.

### **On-site Job Fairs**

Career Coaches assist employers in screening and taking applications on-site at area job fairs. For example, all three Coaches helped at the large-scale screening of applicants for positions at online retailer Amazon in Lebanon and at Nissan Motor Manufacturing in Smyrna.

### **Layoff or Closure Assistance**

If you are an employer anticipating a layoff or closure, the Career Coach Team can assist you. The Team provides information about retraining, job opportunities, and other local, state, and federal services. The Career Coach aids the Rapid Response Team by offering job seeking and counseling opportunities on-site rather than asking the employee to visit a Career Center at a later date.

