

Enrollment Orientation

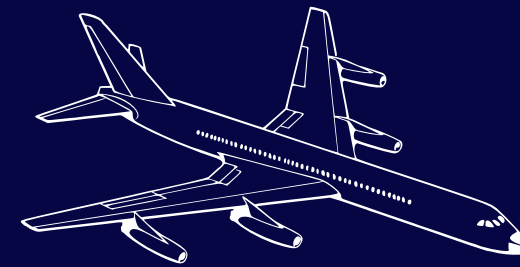


Mission Statement

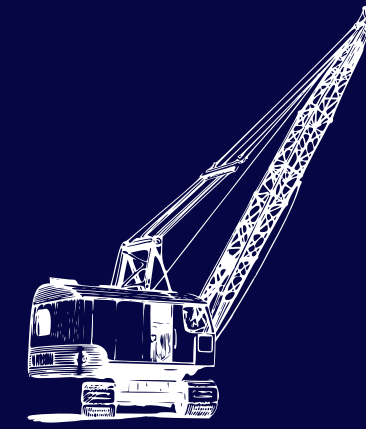
To fuel economic development by creating relationships that benefit employers and job seekers by placing talent today, while preparing individuals for the jobs of tomorrow.



In-Demand Industry Sectors and Career Pathways



Aerospace &
Aviation



Construction



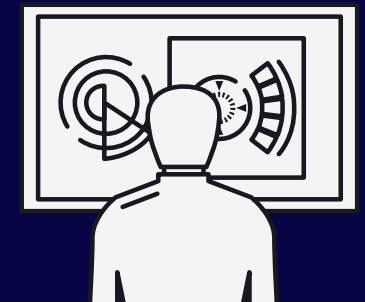
Energy



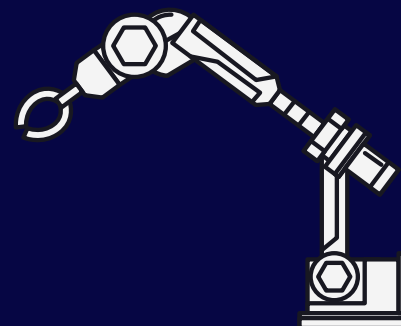
Healthcare



Hospitality



Information
Systems



Manufacturing



Professional
Services



Transportation,
Distribution, & Logistics



Overview of Services

Adult

- Assessments
- Career Guidance
- Job Readiness Services:
 - Resume building
 - Interviewing preparation
 - Microsoft proficiency
 - Virtual & facilitator led workshops
- Training Opportunities:
 - College programs
 - Career Technology programs
 - On-the-job training
 - Apprenticeships
- Paid Work Experiences

Young Adult

- Assessments
- Career Guidance
- Career Preparation Workshops
- Training Opportunities:
 - College Programs
 - Career Technology Programs
 - On-the-Job Training (OJT)
 - Apprenticeships
- Paid Work Experiences
- Financial Incentives



Enrollment Requirements

MUST LIVE IN TULSA, OSAGE, CREEK, OR PAWNEE COUNTY TO RECEIVE SERVICES

1. Have a www.okjobmatch.com account
2. Two forms of ID
 - a. Examples:
 - i. ID and SS Card
 - ii. ID and Birth Certificate
3. Selective Service Registration (Men born after 1960)
4. Proof of Veteran Status, **if applicable** (DD-214, VA Letter)

Other documents may be requested based on individual circumstances: For Example- Lay off Notice, Proof of Income, Proof of Public Assistance



Basic Services

A referral to Business Services for the following:
(An updated resume is required)

- Initial assessment of skill and needs
- Job search assistance
- Referrals to hiring events and employers
- Mock interviews & resume feedback
- Outbound Referrals to additional community resources



Individual Services

Meet with a Career Navigator for assistance with the following:

- Comprehensive Assessments & Employment Plan
- Career Guidance & Planning
- Job Readiness Services & Resources
- Training Services :
 - Occupational skills, On the Job, Incumbent Worker, Apprenticeships, Employer Based (Customized), etc.
- Referrals for Employment:
 - Work Experiences, Transitional Jobs, and Direct Placement



Training

Meet with a Career Navigator for assistance with the following:

- Training must be in one of our targeted high growth/high demand industries
- Training must be an approved program from one of our training providers
- Individuals must explore their eligibility for other financial aid (FAFSA), especially Pell Grants, and apply for that aid before receiving full consideration for our training assistance
 - If eligible for Pell Grants, those funds will be used first and in advance of our funding.
- Training must result in a credential and technical skills recognized by industries and employers.



Training Payment

Please note: If required training documents are not signed within a timely manner this may hinder scheduled training start date for requested training program.

- We can only pay for required and pre-approved services (acceptable proof is required).
- Payments are only issued directly to the employer or training provider.
- We do not reimburse individuals for expenses.
- We can not pay for any past expenses.



Your Responsibilities and Commitments



Responsibilities

- Acceptable level of attendance
- Satisfactory progress
- Upon completion of training, must supply copy of diploma, degree, or certificate.
- You must communicate with your career navigator at least every 30 days to discuss challenges and progress

Commitments

- Our resources are limited and are used for individuals actively seeking full-time employment, and who demonstrate a firm commitment to successfully achieving their career goals.
- Anyone who has previously participated in a Workforce Partnership-sponsored program must speak 1-on-1 with a Career Navigator about their prior involvement and their current needs to determine if re-enrollment is possible.



Equal Employment Opportunity

KNOW YOUR RIGHTS!

No individuals in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or, for beneficiaries, on the basis of citizenship, be excluded from participation in, denied benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title financially assisted program or activity. (29 C.F.R § 38.25)

IF YOU BELIEVE YOU HAVE BEEN SUBJECTED TO DISCRIMINATION UNDER A WIOA PROGRAM AND WOULD LIKE TO FILE A WRITTEN COMPLAINT, YOU MAY REQUEST AN EQUAL OPPORTUNITY NONDISCRIMINATION COMPLAINT FORM, WHICH WE CAN PROVIDE. ONCE COMPLETED AND SIGNED, IT CAN BE MAILED TO OUR LOCAL EQUAL OPPORTUNITY OFFICER



Next Steps:

1. Fill out the Job Seeker application at <https://form.jotform.com/202234023419140>
2. Register on www.okjobmatch.com or if you already have an account but cannot access it, please inform your assigned Career Navigator.
3. During your meeting you will be assessed for eligibility and be scheduled a follow up appointment to start your enrollment if applicable. You will also be given action items to complete before your next appointment.



TO REFER SOMEONE FOR SERVICES PLEASE HAVE THEM VISIT WWW.WORKFORCETULSA.COM

Stay Connected:



TM

www.workforcetulsa.com

Don't forget to fill out your

[Job Seeker Application!](#)

[.https://form.jotform.com/202234023419140](https://form.jotform.com/202234023419140)

