

STEPS TO GETTING STARTED WITH FREDERICK COUNTY WORKFORCE SERVICES (FCWS)

Located at the Business and Employment Center
5340 Spectrum Drive, Suite A
Frederick, MD 21703
(301) 600-2255 main number
(301) 600-1862 tty
(301) 600-2906 fax number
www.frederickworks.com

M - Th 8:00 a.m.- 6:00 p.m.; F 8:00 a.m.- 4:00 p.m.

1. First time customers should **sign-up for Orientation**, by calling (301) 600.2255. Please **pre-register** for this Orientation at www.frederickworks.com by clicking on the Orientation Registration link. Pre-registering for Orientation will automatically **enroll** you in the State of Maryland database, known as the **Maryland Workforce Exchange (MWE)**. You can access the MWE from your home Internet provider or come into our center to use our computers.
2. Once you are enrolled in the MWE, you can immediately begin accessing job information. The MWE can be accessed at www.mwejobs.com. We recommend using this tool daily for your job search.
3. Please use the **Career Resource Lab** daily for your job search and your career research. Take advantage of our many **job search and computer seminars** held daily.
4. If you find that you need more one-on-one career coaching with a Career Specialist, or possibly training to make yourself more marketable, talk to the **Resource Desk Staff** to see if you qualify for this service. Typically if you are currently unemployed, underemployed and a Frederick County resident, you can access career coaching and training.
5. To begin accessing these services, call the Career Specialist that you met during Orientation or Early Intervention to make an **appointment**. Our Career Specialists can help you with your job search, career plan and training decisions:

Teri Bisceglia (301) 600-2703
Joyce Bouchard (301) 600-2273
Carol Campbell (301) 600-3553
Jen Eberhardt (301) 600-2190
Deb Hawn (301) 600-2763
Charlie Hunt (301) 600-2193

6. Your Career Specialist will inform you about what **documentation** to bring to your appointment. This documentation will determine if you are **eligible** for Career Coaching and training services. If you are eligible, you may **register** and discuss your career decisions and/or job search steps. If you are interested, you and your Career Specialist will explore training options.
7. If you plan to make a career change from the kind of work you've been doing, it is necessary that you take our free **Career Exploration Assessment**. This class will help you determine if this new career is a "good fit." This class is offered on a walk-in basis, first come, first served.
8. In order for Workforce Services to pay for training, you will need to complete a written **training request**; your Career Specialist can assist you with this. The request will go to a committee for their decision. **If** you are approved, your Career Specialist will give you a voucher that will act as payment (full or partial) to the school.
9. Your Career Specialist will continue to assist you and remain in **contact** with you during the time it takes you to complete your training and/or find employment.
10. When you become **re-employed**, please let your Career Specialist know about **your good news!** This ensures that we continue to receive funding to help our future customers!

Reasonable accommodations will be provided upon request. Please contact 301.600.2255 (voice) or 301.600.1862 (tty).