

INVENTORY

Workforce Resources Inventory for Libraries

Assess what services your library offers. Use the results for a job seeker web page, staff resource list, and to customize toolkit materials.

Services and Assistance

- One-on-one help available? Yes No
For what services? _____
Is an appointment required? Yes No
- Staff trained on jobcenterofwisconsin.com, the filing of Unemployment Insurance claims, other community resources ([via webinars](#))
- Computer assistance for Internet Browsing, obtaining an email address, using Google Docs, [JobCenterofWisconsin account creation](#), other _____
- Assistance with resume creation using a template. Example: [Resume & Cover Letter Builders](#)
- Workforce development-related books or eBooks
- Computers – in library and/or for check out
- Wi-Fi – in building, parking lots, bookmobiles
- Hotspot check out
- Printing – some offer first few job prints free
- Faxing
- Drop-off resume review
- Interview practice
- Jobseeker support groups



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Services and Assistance continued

- Online interviews in study/meeting rooms by appointment
- Scheduled social worker/Job Center office hours (Verify if web-based or telephonic appointments are available)
- Other _____
- Other _____

Databases and Skill Building

- LinkedIn Learning
- Gale Courses
- Gale Small Business Resources
- Brainfuse, JobNow
- Data Axle Reference Solutions (formerly ReferenceUSA)
- Other _____
- Other _____

Programming

- Job seeker programming series (adult/teen)
Vocational awareness, career speakers, HR presentations, mock interviews, etc.
- Computer Training – internet, hardware, software, etc.
- Job Fairs – [Learn what partners can do to help](#)
- Other _____
- Other _____