

# Career Center Tips

## DO's:

- ⇒ Sign in during every visit.
- ⇒ Utilize our equipment for your job search: personal computers with printers, fax machines, copiers, and telephones.
- ⇒ Peruse the handouts for helpful job searching tips and information on local programs.
- ⇒ Ensure all of your information on WorkInTexas, including the online resume is complete.
- ⇒ Check WorkInTexas.com for updated jobs every day or at least every couple of days.
- ⇒ Create or update your resume.
- ⇒ Obtain assistance from one of the Workforce Specialists if you have questions.

## DON'TS:

- ⇒ Bring children with you.
- ⇒ Bring food or drinks.
- ⇒ Talk on your cell phone.
- ⇒ Surf the web for fun, do homework, or chat online.
- ⇒ Expect assistance with Unemployment Insurance issues.

## TIP:

- ⇒ Schedule your visit during slower times....early morning, late afternoon and later in the week. Lunchtime is a very busy time!!