



## R3 Transition of Services Guide



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[CareerSourceTampaBay.com](http://CareerSourceTampaBay.com)

# NAVIGATING WWW.CAREERSOURCETAMPABAY.COM

CareerSource Tampa Bay is committed to helping you become reemployed as quickly as possible. We realize your first priority is finding another job, especially as you transition out of the Rapid Response Recovery (R3) Program. CareerSource Tampa Bay provides a variety of services to help you with your work search and job attainment. These services are aimed at ensuring your unemployment is a temporary condition and include such things as referrals to jobs, skill enhancement services, career guidance, and referrals to other supportive and training services.

These resources are available to you at no cost to help you as you move past unemployment and into a new job that is waiting for you. Please take advantage of our services as we help you in your job search and eventual return to work.

- **Career Seekers- Job Search:** Available positions (updated weekly) for career seekers to browse through and apply. Hot Jobs are featured, full-time, permanent positions. Often, the employer has multiple positions available.
- **Career Seekers- Career Training and Development:** Looking for a new job or the next step in your career? Based on your education, skills, experience and goals, we can guide you through every step of the process. Select information on New Career Development, Paid Training Opportunities, Networking Opportunities and Employability Skills Training.
- **Career Seekers- Assistance Programs:** CareerSource Tampa Bay is your one-stop workforce service provider, offering a wide range of specialty programs within Hillsborough County.
- **Career Seekers- Career Tools and Resources:** To assist you with getting started we offer links to some valuable tools that will walk you through some basic steps necessary to success. You can also follow CareerSource Tampa Bay on Facebook, LinkedIn, and Twitter to receive additional information. The CSTB social media pages can be found at the top right hand corner of [www.CareerSourceTB.com](http://www.CareerSourceTB.com)
- **Career Seekers- Veteran Services:** If you're a Veteran, let CareerSource Tampa Bay assist you in securing employment through job referral and matching services, job development, job training and career management. CareerSource Tampa Bay staff act as a dedicated team to put you on the fast track of the registration and job matching process.
- **Employ Florida:** [EmployFlorida.com](http://EmployFlorida.com) (EF) is a job search engine provided by the State of Florida. You can search for jobs and post your resume on this site which can be found at this link: <https://www.careersourcetampabay.com/job-seekers/job-search/>

- **Create your Resume**
- **Find a Job**
- **Access Salary Information**
- **View Job Market Trends**

# Career Training and Development Services

Looking for a new job or next step in your career? Based on your education, skills, experience and goals, CareerSource Tampa Bay is here to guide you through every step of the process. Outlined below are services you may take advantage of or potential programs you may be eligible for enrollment within:

## **New Career Development:**

**Leadership Training:** Learn or refine your foundational leadership skills through a 1 Day Leadership Boot camp facilitated by, Doug Van Dyke of Leadership Simplified in partnership with CareerSource Tampa Bay. This one day online virtual Bootcamp will dive into four foundational skills that are necessary for every successful leader to have. Eligibility criteria applies.

**WIOA Adult and Dislocated Worker:** The WIOA program is geared towards customer choice. Individuals who are interested in training services are invited to review and research the options presented on CareerSource Tampa Bay's approved training provider list. Information sessions are held virtually. To attend an information session, please email [addw@careersourcetb.com](mailto:addw@careersourcetb.com) for the link to attend the session.

- [WIOA Program Overview](#)
- [WIOA Programs Video](#)
- [WIOA Eligibility Requirements](#)

**WIOA Youth Training:** Ready to get a job, but don't know where to start? If you are out-of-school, between the ages of 16-24 years of age, and motivated to start a training program or begin a career, the WIOA youth department can provide you with the skills you need!

- [WIOA Youth Program Online Pre-Screen](#)

**Summer Job Connection:** Prepares Hillsborough County youth (16-24 years of age) to be work ready by exposing to opportunities in targeted occupations, establish a future talent pipeline and assisted with reducing the skills gap shortage.

**Soft Skills Development Training:** Hospitality and retail occupations represent 5 of the top 6 occupations gaining the most jobs in Florida. Obtain your industry certification in as little as one week! FREE training if you qualify.

- [Soft Skills Development Training Pre-Screen](#)

**Local National Dislocated Worker Grant:** If you lost your job or have been economically impacted this year by COVID-19 or general economic conditions, you may be eligible for CareerSource Tampa Bay's National Dislocated Worker Grant. With this grant, individuals can obtain 12-16 weeks of placement into temporary employment at approved nonprofit organization.

- [Local National Dislocated Worker Grant Application](#)

## **Paid Training Opportunities:**

[Apprenticeship Programs](#): Apprenticeship programs consist of hands-on training combined with supplemental classroom instruction. Apprentices earn a progressive wage working full-time for sponsoring employer learning the skills of the trade.

## **Networking Opportunities:**

[Professional Talent of Tampa Bay \(PTT\)](#): PTT offers career transition services to professional job seekers through networking, workshops and business partnerships. Meetings will be held weekly and include networking opportunities along with career advice and job search tips from guest speakers.

## **Reemployment Services and Eligibility Assessment (RESEA)**

If you are receiving Reemployment Assistance you may be profiled under RESEA. Wondering what RESEA is? It stands for the Reemployment Services and Eligibility Assessment Program. It is a worker profiling and reemployment services system that identifies new Unemployment Compensation (UC) recipients who are most likely to exhaust their regular benefits before returning to the workforce and involves them in reemployment services as a condition of eligibility to receive RA benefits. In Florida, the UC program is referred to as Reemployment Assistance (RA). Florida's RESEA program also targets transitioning Veterans receiving Unemployment Compensation for Ex-Servicemembers (UCX). RA claimants who are determined to be eligible for the RESEA program are automatically scheduled and mailed a letter to appear for a RESEA appointment at their nearest career center.

### **The RESEA program focuses on the following primary strategies:**

- Conducting telephonic reemployment and eligibility assessments, and
- Providing customized reemployment services that are tailored to each claimant's needs.

### **RESEA activities include:**

- The orientation provides an overview of the RESEA program and its requirements, and information about partner programs and other community resources.
- The one-on-one initial assessment collects information related to the claimant's skills, education, and employment history.
- Labor market information that is tailored to their current or future employment goals, such as which jobs are in demand, and what the specific employer needs are in their local area.
- An employability development plan is created to outline long-term and short-term goals and the appropriate steps to achieve those goals.
- Finally, each claimant is referred to at least one additional reemployment service that was identified during the appointment, e.g. resume assistance, interviewing skills, financial management workshops, referrals to partner programs, training, etc.

## Virtual Services

CareerSource Tampa Bay offers a variety of online training resources at [www.careersourcetampabay.com](http://www.careersourcetampabay.com), which include but are not limited to:

**GCF Learn Free:** GCFLearnFree.org program offers online content for people to learn essential skills they need to live and work in the 21st century. From Microsoft Office and email, to reading, math, and more— GCFLearnFree.org offers more than 200 topics, including more than 7,000 lessons, more than 1,000 videos, and more than 50 interactives and games, completely free. All you need is internet connection. Learn more at <http://edu.gcfglobal.org/en/>.

**CareerEDGE:** CareerSource Tampa Bay has contracted with CareerEDGE to establish an innovative way to provide virtual service and engagement to unemployed job seekers in Hillsborough County. The platform consists of 18 interactive modules with built-in virtual coaching including a job interview simulator, resume and job application; guidance in developing a personal brand, and essential life skills curriculum to support career seekers in preparation for finding a job or advance in employment. Access to CareerEDGE is provided at [www.careeredgecstb.com](http://www.careeredgecstb.com).

**Metrix Learning:** Metrix Learning system is a multifunctional, online e-course platform for job seekers. No eligibility is required to have access to the system, and customers can self-register in the system and take advantage of the convenient, no-cost program. Registration page: <http://careersourcetb.metrixlearning.com/sd/sduserfl.cfm>

Offerings include:

- 5,000+ Workplace Skills/ Business/ IT courses
- 10 Career Pathways, 200 Occupations
- 300+ Skill Tracks
- 100+ Certification Training Tracks (*Certification cost are not covered by CSTB*)
- Free digital badges & certificates of completion

## Job Shop Guides

Need additional assistance in kickstarting your job search process, we've got you covered through the Job Shop Guides that are now available in a digital format on our website in English and Spanish. They can be found at <https://www.careersourcetampabay.com/job-search-101-busqueda-de-trabajo-101/>. Over 25 topics are provided and include:

- [Components of a Résumé – English](#)
- [Fired From Last Job. Now What – English](#)
- [How to Apply For a Job Online – English](#)
- [How to Complete a Job Application – English](#)
- [How to Determine Your Skills – English](#)
- [How to Handle the Stress of a Job Search – English](#)
- [How to Manage Your Unemployment – English](#)
- [How to Overcome Challenges to Employment – English](#)
- [How to Use the Internet in Your Job Search -English](#)
- [How to Use Your Local One-Stop Career Center – English](#)
- [How to Write a Cover Letter – English](#)

- [How to Write a Résumé – English](#)
- [How to Write an Internet Résumé – English](#)
- [I Have Been Downsized! Now What – English](#)
- [Involve Your Family in Your Job Search – English](#)
- [Just Laid Off Now What – English](#)
- [List of Words to Use in Your Résumé – English](#)
- [Sample Blank Employment Application – English](#)
- [Sample Chronological Résumés – English](#)
- [Sample Completed Employment Application – English](#)
- [Sample Cover Letters – English](#)
- [Sample Skills Functional Résumés – English](#)
- [What Are Your Salary Needs – English](#)
- [Where Are the Jobs – English](#)
- [Where to Get Job Training – English](#)

## **LMI- Labor Market Information**

CareerSource Tampa Bay provides a quick glimpse of Hillsborough County and Tampa Bay area employment conditions. Information found at <https://www.careersourcetampabay.com/employers/labor-market/> can be useful to job candidates to enhance their career opportunities and job search. Emsi Industry snapshot reports for the following targeted sectors are online:

- Hospitality, Retail, and Tourism
- Transportation Trades
- Manufacturing
- Information Technology
- Healthcare and Life Sciences, and
- Finance and Professional Services.

Not sure what occupations are in demand? You can review our targeted occupations list that identifies Hillsborough County occupations that are in demand at: <https://www.careersourcetampabay.com/job-seekers/wioa/>. You can download the document in a PDF format as well.

## **Employability Skills Training- Virtual and In-person**

View our free Employability Skills Training courses online at [www.CareerSourceTampaBay.com](http://www.CareerSourceTampaBay.com), which allow career seekers to build their resume, learn how to get the most out of Employ Florida (EF), build their interview skills and gain some computer skills. CareerSource Tampa Bay has developed some new, exciting employability skills workshops, offered virtual and in-person, in an effort to continue to meet you job search needs. Be on the lookout for additional topics in the coming months!

## Financial Literacy

CareerSource Tampa Bay partners with Regions Bank to provide financial literacy workshops to our customers at no cost. Regions: Next Step Financial Education strives to provide guidance and tools to help you accomplish your unique financial goals. With this, online Next Steps Seminar, learn how you can break down your financial goals and gain more control over your money. Regions: Next Step Financial Education Seminars are constantly being updated with more topics and sessions. If you would like to sign up for one of their online seminars, go to <https://www.careersourcetampabay.com/wp-content/uploads/2020/03/Managing-Your-Money-Webinar.pdf>.

## Tobacco Free Florida

Tobacco Free Florida knows quitting can be very hard, but it's not impossible. In fact, Tobacco Free Florida's quit service can double your chances of quitting any form of tobacco for good. Tobacco Free Florida offers 3 Ways to Quit. This includes talking to a Quit Coach by phone, accessing online resources and attending local face-to-face classes. Are you or someone you know interested in quitting tobacco products? Join us for a Free Tools to Quit class! Classes are free and open to the public.

Services available:

- Free Nicotine replacement patches, gum, and lozenges
- Free Community, Worksite, and clinic groups offered.
  - Program covers all forms of tobacco.
- 24/7 access to speak to a Quit Coach.

If interested in quitting tobacco products, then you can request a CSTB staff member to complete a referral form for the TFF programs. Also, you have the ability to complete a self-referral in Employ Florida (EF) to Department of Health Tobacco Free Florida programs. You will be able to find the TFF referral link within your EF account under Surveys on their dashboard.

## Ticket-to-Work

CareerSource Tampa Bay employs a Disability Program Navigator who can assist job seekers with disabilities access services, activities, and programs offered at the centers, provide information to SSI and SSDI recipients on work incentives offered by the Social Security Administration and assist with navigating other community resources.

If you are interested in using your Ticket-to-Work and improving your economic status, contact CSTB's Disability Program Navigator, at (813) 930-7637 or via email at [lpera-pearsall@careersourcetb.com](mailto:lpera-pearsall@careersourcetb.com).

# How to Get the Most out of EF

## Step-by-Step Guide to Employ Florida



### Helpful Hints:

Receiving unemployment?  
You already have a partial registration. Contact CareerSource Tampa Bay Staff for your username and password.

- Remember your username, password and security question
- Do not type your information all in uppercase letters or lowercase letters
- Do not use your social security number for your username
- Pay special attention to the blue text next to fields to ensure proper entries are being made
- Provide current contact info, including an email address to receive notifications regarding potential job openings and recruiting events
- Click 'Modify skills' to customize 'Job Skills' section by checking skills representing your work experience in each category

You **MUST** have your background information complete and have an active online résumé in Employ Florida. This will allow you to access a wide range of CareerSource Tampa Bay (CSTB) services and Employ Florida features. Employers and CSTB Staff also use this information to find potential candidates for job openings.

### Part 1 – Job Search

1. Go to [www.employflorida.com](http://www.employflorida.com).
2. Click the 'Find a Job' button in the middle of the page.
3. Input your area and keywords. Narrow down your search by selecting a specific tab at the top of the page.
4. Click the 'Search' button.
5. Choose a job of interest and click 'How to apply for this job'.
6. Enter your Username and Password when prompted.

#### Don't have a username or password yet?

1. Click the link 'Not Registered? Learn How and Why', and then select 'Individual' from 'Option 2 – Create A User Account'
2. Complete all required fields (marked with an asterisk\*). Once completed, go to Part II.

### Part 2 – Background Information

1. Under the Quick menu (located on the left hand side), click 'My Portfolio' tab. In the 'My Individual Profile' tab, click on the first folder: 'Personal Profile'.
2. Click the 'Background' tab; and click on 'Start the Background Wizard' button.

### Part 3 – Resume Building

1. Under the Quick menu (located on the left hand side), click 'Résumé Builder' then click 'Create New Résumé'.

Automated Entry and Copy and Paste format is NOT recommended because it may require additional formatting, time, and effort.

2. Select whether you want your résumé available to preferred registered employers online by clicking the button in the Accessibility field.
3. Select the Type of Résumé:

Choosing 'Internal Resume' is the best option and is more likely to be found by potential employers. The site will allow you to create up to 10 online active résumés.

4. Enter a Résumé Title. Choose titles that reflect the job you are applying for. Make them descriptive but brief.  
Poor Résumé Titles: John Smith's Résumé, A Hard Worker  
Good Résumé Titles: Shipping & Receiving Warehouse, LPN
5. Click 'Next' to continue through each step of the Résumé Builder.
6. Click 'Save Résumé & Return' to complete your résumé.



## Hot Jobs

CareerSource Tampa Bay Business Services Representatives have developed strong relationships with area businesses who are actively seeking talented individuals to fill their current openings. These openings are referred to as our "Hot Jobs" and feature positions where local, statewide, and national companies have an immediate hiring need. Don't miss out on these exciting opportunities, to view our Hot Jobs which could change daily access this page: <https://www.careersourcetampabay.com/job-seekers/job-search/>

## Online Assessments

Online Assessments: CareerSource Tampa Bay offers a variety of online career assessments including:

- My Next Move,
- My Skills My future,
- O\*Net, and
- Career Cluster.

These assessments measure the job seeker's career interests and aptitude, identify transferrable skills and provide career guidance that is essential for the job seekers transition to employment or reemployment. Each of these assessments can be taken online.

CareerSource Tampa Bay offers a variety of online career assessments, which include but are not limited to:

**My Skills My Future:** My skills My Future helps laid -off workers and other career changers find new occupations to explore. Users can identify occupations that require skills and knowledge similar to their current or previous job, learn more about these suggested matches, locate local training programs, and/or apply for jobs at [www.mySkillsmyFuture.org](http://www.mySkillsmyFuture.org).

- This electronic tool enables job seekers and intermediaries to match a worker's occupational skills and experiences with the skills needed in other occupations, in order to facilitate their career mobility and economic prospects. For any occupation, users can get a list of job listings in their local area and click directly through to the hiring company's website.

**My Next Move:** My Next Move is a web based online career assessment tool. Job seekers may access the assessment from any computer with internet access at <http://mynextmove.dol.gov>. My Next Move provides jobseekers with information on more than 900 occupations, as well as, local job openings and training opportunities in a simple, user-friendly format. This electronic toll gives individuals three main ways to explore careers, including an online ) O\*NET interest assessment, and then provides an easy to read, one page profile of each occupation highlighting important knowledge, skills, abilities, technologies used, simplified salary and outlook information, and links to find specific training and employment opportunities.

**O\*NET Career Exploration Tools:** The O\*NET® team has designed a set of self-directed career exploration/assessment tools to help workers consider and plan career options, preparation, and transitions more effectively. They also are designed for use by students who are exploring the school-to- work transition. The assessment instruments, which are based on a "whole person" concept, are grouped into three major families:

- O\*NET Ability Profiler

- O\*NET Interest Profiler
- O\*NET Work Importance Locator

These instruments will help individuals identify their work-related interests, what they consider important on the job, and their abilities to explore occupations that relate most closely to those attributes. Users of the tools may link to the more than 950 occupations described by the O\*NET database, as well as to occupational information in Career One Stop. This allows individuals to make a seamless transition from assessing their interests, work values, and abilities to matching their job skills with the requirements of occupations in their local labor market. Learn more at <https://www.onetcenter.org/tools.html>.

**Career Cluster:** Career Cluster assessment is a picture-based assessment where a user can choose what they like and dislike, thus leading to a report that shows them the industries that would be right for them. The user can then explore the industry to view more information about the career pathways, education needed, salary averages, job potential, etc. This information is updated regularly from O\*net and BLS. Learn more at <https://careeredgecstb.com/>.

## Additional Resources

**Temporary Cash Assistance (TANF):** the program provides cash assistance to families with children under the age of 18 or under the age of 19 if full time secondary (high school) school students, that meet the technical, income, and asset requirements. The program helps families become self-supporting while allowing children to remain in their own homes. Pregnant women may also receive TCA, either in the third trimester of pregnancy if unable to work, or in the 9<sup>th</sup> month of pregnancy. Parents, children and minor siblings who live together must apply together.

**Temporary Cash Assistance- Relative Caregiver Program:** This program provides monthly cash assistance to relatives who meet eligibility rules and have custody of a child under age 18 who has been court ordered dependent by a Florida court and placed in their home by the Department of Children and Families Child Welfare/Community Based Care contracted provider. The monthly cash assistance amount is higher than the Temporary Cash Assistance for one child, but less than the amount paid for a child in the foster care program.

You can find more information and where to apply for Temporary Cash Assistance and Relative Caregiver Program here: <https://www.myflfamilies.com/service-programs/access/temporary-cash-assistance.shtml>.

**Supplemental Nutrition Assistance Program (SNAP):** is the largest federal nutrition assistance program. SNAP is the Food Assistance Program helps people with low-income buy healthy food. A food assistance household is normally a group of people who live together and buy food and cook meals together.

To receive SNAP benefits, you must apply in the state in which you currently live and you must meet certain requirements, including resource and income limits. If Department of Child and Families determine that you are eligible to receive SNAP benefits, you will receive benefits back to the date you submitted your application. The amount of food assistance benefits you receive depends on the number of people in your household and how much money is left after certain expenses are subtracted.

What are some ineligibility reasons? People who are convicted of drug trafficking, who are running away from a felony warrant, who break Food Assistance Program rules on purpose, who are noncitizens without a qualified status, and some students in colleges or universities are not eligible for food assistance benefits.

You can find more information and where to apply for Florida's Food Assistance Program: SNAP here: <https://www.myflfamilies.com/service-programs/access/food-assistance-and-suncap.shtml>.

## **211 Guide**

211 is a free, confidential referral and information helpline and website that connects people of all ages and from all communities to the essential health and human services they need, 24 hours a day, seven days a week. 211 can be accessed by phone or computer.

Click on this link to see the "211" Guide

<https://www.crisiscenter.com/wp-content/uploads/2017/02/ResourceGuide2016KG.pdf>

## **Reemployment Assistance**

Department of Economic Opportunity developed a one-page FAQ guide to assist individuals who are needing to apply for Reemployment Assistance due to the coronavirus interrupting their employment. The one page FAQ guide provides information of how to apply for reemployment, review process, what you need to do after filing a claim, and how to receive your benefits. The one page FAQ can be found here [http://www.floridajobs.org/docs/default-source/reemployment-assistance-center/dua-faqs-3-17-20-updates.pdf?sfvrsn=805543b0\\_6](http://www.floridajobs.org/docs/default-source/reemployment-assistance-center/dua-faqs-3-17-20-updates.pdf?sfvrsn=805543b0_6).

## **CSTB Contact Center**

Our team stands by ready to serve you, where in-person or virtual! You can reach us by phone at 813.930.7400, through Contact Us Today via our website at:

<https://www.careersourcetampabay.com/contact-us/>, or you can text the word 'INFO' to (813) 412-8647. We look forward to assisting you during your transition back to reemployment.



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CareerSource Tampa Bay is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

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