

Skills Assessment & Verification Tools

Document your workplace skills to gain a competitive edge in your job search.

Career Readiness Certificate (CRC) by WorkKeys is the national standard in certifying workplace skills and verifies to employers anywhere in the United States that an individual has essential core employability skills in the skill groups of:

- Reading for Information
- Applied Mathematics
- Locating Information

In researching 16,000 jobs throughout the country, WorkKeys has determined that skill in these three subjects are essential to success in almost every job and every level of employment. The Certificate is an *easily understood and nationally valued credential*.

KeyTrain is an approved pretest and training system for the CRC assessments, and is valuable in showing you what you are likely to score on the CRC assessments.

Prove It! Assessments & Tutorials

Prove It! offers assessments for hundreds of skills and behavioral attitudes for jobs in clerical, software, technical, call center, industrial, financial, legal, medical, and more. These tests offer immediate results that allow you to determine areas of strength and tutorials to help increase your knowledge.

For additional information about the skills assessment tests available at the Larimer County Workforce Center, or to schedule an assessment or request access from a home computer, please contact us by email at assessmentservices@co.larimer.co.us

www.larimerworkforce.org

Key Phone Numbers and Organizations

Colorado Department of Labor and Employment
www.colorado.gov/cdle
1-303-318-8000

- **Unemployment Insurance (UI)**
1-866-422-0401 New Claims
1-800-388-5515 Toll Free
1-303-318-9000 (Denver/Metro Area)
1-800-894-7730 (TDD)
1-303-318-9016 (TDD)
- **Colorado Division of Workers' Compensation**
1-888-390-7936 Opt. 1
1-303-318-8700
- **Wage and Hour Laws**
1-888-390-7936
1-303-318-8441

Equal Employment Opportunity Commission
www.eeoc.gov/denver/index.html
Denver Field Office
1-800-669-4000

Community Resource Information
FirstCall United Way 2-1-1
www.firstcall211.org
2-1-1 or 970-407-7066

Education Opportunity Center (EOC)
<http://accesscenter.colostate.edu/eoc/>
1-970-221-4421

Se Habla Español



Fort Collins Office
200 West Oak Street, Suite 5000
Fort Collins, CO 80521
(970) 498-6600
Fax: (970) 498-6670

Loveland Office
418 East 4th Street
Loveland, CO 80537
(970) 667-4261
Fax (970) 663-7271

www.larimerworkforce.org

Locate our offices at larimerworkforce.org/map

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Larimer County Workforce Center

Where Larimer County Comes to Work!



www.larimerworkforce.org



Supported by funding from Department of Labor Employment & Training Administration

Welcome to the Larimer County Workforce Center!

If you are looking to jumpstart your job search or kick-start your career, we can help. We offer a variety of resources for first time job seekers and those in career transition.

Our services include:


- ✓ Online job bank through *Connecting Colorado* at www.larimerworkforce.org
- ✓ **Specialized services** for veterans
- ✓ Automated email alerts for employment opportunities
- ✓ On-site **Resource Lab** (computers, fax machine, phones, copier, and more!)
- ✓ Basic training on computer-based job search skills
- ✓ Labor Market Information to pinpoint career trends
- ✓ **Job fairs** and hiring events
- ✓ Screening for specialized services within the Workforce Center
- ✓ **Workshops** for job search and career development!
- ✓ Skills Assessment and Verification Services

The Larimer County Workforce Center provides email alerts for employment opportunities!



What do you need to do to get started?

Register in **Connecting Colorado** through the Larimer County Workforce Center website. This will give you access to the job bank that includes employment opportunities throughout Colorado.

Go to www.larimerworkforce.org. To get started, click on . We have computers available on-site, or register from your home computer. Plan on at least 30 minutes to complete the registration. Call **498-6600** if you have any questions before or during the registration process.



Check our website frequently for the latest details on upcoming job fairs, workshops, hiring events, and special events.
www.larimerworkforce.org

Employment Opportunities:

Once you have registered in Connecting Colorado, you will be able to view local, regional, and statewide employment opportunities. In addition, you will begin to receive automated email alerts of employment opportunities.

Employment Specialist:

Employment specialists are available to meet with you to discuss your job search strategies, barriers to employment, and to help review your current resume.

Resource Lab Assistance:

Staff is available to provide assistance and guidance on computers, job search documents, and useful websites. The lab is occasionally closed for workshops, so please contact the office to check availability.

Basic Computer Training:

Are you intimidated by computers, but find it necessary to use them in your job search? The Workforce Center offers free training to update your computer skills. These workshops are for very basic users who need assistance getting started with Windows, basic Microsoft Word, email, and online job searching.

Job Search Workshops:

Our *free* workshops provide information on job search topics such as resume writing, interviewing, and finding hidden job opportunities. Our current workshop schedule is available in the lobby and on our website. To attend a workshop, you may register online at www.larimerworkforce.org or call 498-6649.



Larimer County is an Equal Opportunity Agency and, in accordance with the Jobs for Veterans Act (Public Law 107-288), the Larimer County Workforce Center provides Veterans priority for the receipt of employment, training and placement services that are directly funded by the Department of Labor. Auxiliary aids and services are available upon request to individuals with disabilities.