

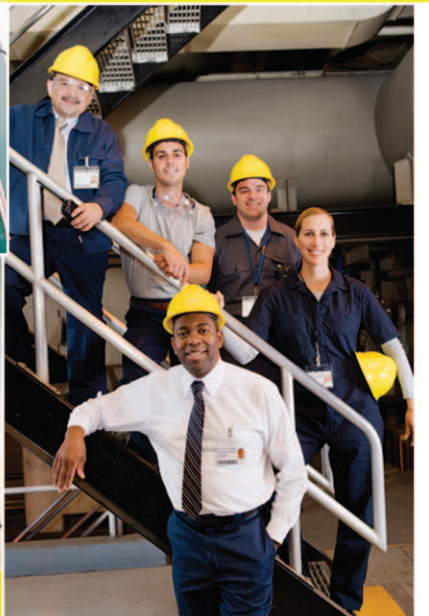
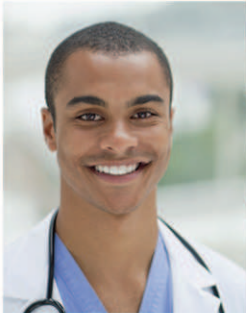
THE DAILY
NONPAREIL
PRESENTS

GREAT



PLACES

TO WORK



**LOOK INSIDE TO FIND A
JOB THAT MAKES YOU SMILE.**

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WHY IS NETWORKING SO IMPORTANT?



In the world of work, networking is, indeed, a very big deal – even the Wall Street Journal reported that 94 percent of successful job seekers claimed networking had made

all the difference for them. Networking comes in many forms; everything from meeting an old friend for a cup of coffee to ask how she likes law school, to having your best friend's father put in a good word for you at his company, to meeting with an older alum from your college to learn more about a career in social work.

How you find Networking Contacts

There are many ways to identify networking contacts. Here are some places to find folks who know something about a field, organization or school you are considering:

- Your college alumni association or career office networking lists
- Your own extended family
- Your friends' parents and other family members
- Your professors, advisors, coaches, tutors and clergy
- Your former bosses and your friends' and family members' bosses
- Members of clubs, religious groups and other

organizations to which you belong

- All the organizations near where you live or go to school

What can these Networking Contacts Tell You?

1. They can tell you what it's really like (from their perspective, of course) to work in a given field or organization now. They can also tell you how the field has changed and what they see for the future.
2. They can help you understand aptitudes and training needed to get into and be successful in a particular field.
3. They can give you the inside scoop on schools and training programs.
4. They can give you insider information on an organization, such as who is in charge, what the culture is like, what kinds of people have held the job you're looking at, what it takes to succeed in that position.
5. They can be living demonstrations of what it's like to work in the fields. Can you imagine yourself doing what they do?
6. Every once in a while, the person with whom you're having an informational interview will offer to help move your application along. When that happens, it can be a real advantage for you. But whether you get that offer or not, the nuggets of information you've gathered can be essential in helping you to sort out your options and present yourself more effectively.



Grow With Us!

If you want to become part of something much larger than yourself—you've come to the right place.

Immanuel is the parent company to Immanuel Communities and Immanuel Pathways. Immanuel owns and operates nine independent living, assisted living, memory support and long term care communities in Omaha, Papillion and Lincoln, Nebraska as well as the Immanuel Pathways PACE Centers in Council Bluffs, Iowa and Omaha, Nebraska. All built on our 125-year legacy of Christ-centered service to seniors and each other.

Check out some of our current openings we have available:

Cook
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Medication Aide – 40
LPN

RN
Server
Housekeeper
Dishwasher
Transportation Supervisor

Nurse Practitioner
Dietitian
Occupational Therapist
Recruiting Specialist

Learn about opportunities to join our team at www.ImmanuelCommunities.com.

EOE



CREATE A GOOD FIRST IMPRESSION IN A JOB INTERVIEW

Be Polite to the Receptionist

You are being watched from the moment you pick up an application to the time you are waiting for your interview. Be patient, greet everyone appropriately and smile; no watching the clock or tapping your feet.

Offer a Handshake and Introduce Yourself

Give a firm handshake and introduce yourself to the interviewer.

Body Language

Eye contact – Good eye contact conveys confidence and enthusiasm.

Facial expression – Smile. Walk in with a friendly and energetic face.

Energy level – Show enthusiasm.

Posture – Maintain good posture throughout the interview. Sit up straight, relax and cross your feet at the ankles or place feet firmly on the ground. Don't slouch and don't rock back in your chair.

Don't chew gum – No explanation needed.

Always bring a resume/portfolio!

It is always professional to have a resume with you. Even if they already have a copy, put a copy in your portfolio, along with other accomplishments to show the interviewer. You may want to bring multiple copies in the event there is more than one interviewer.

Ask for the job!

If you are truly interested in the job, ask for it. As you are preparing to leave, offer the interviewer your hand to shake, look directly into his or her eyes and say how much you would enjoy working there. Ask when you will hear from them or ask when you may call to follow-up.

Thank the Interviewer

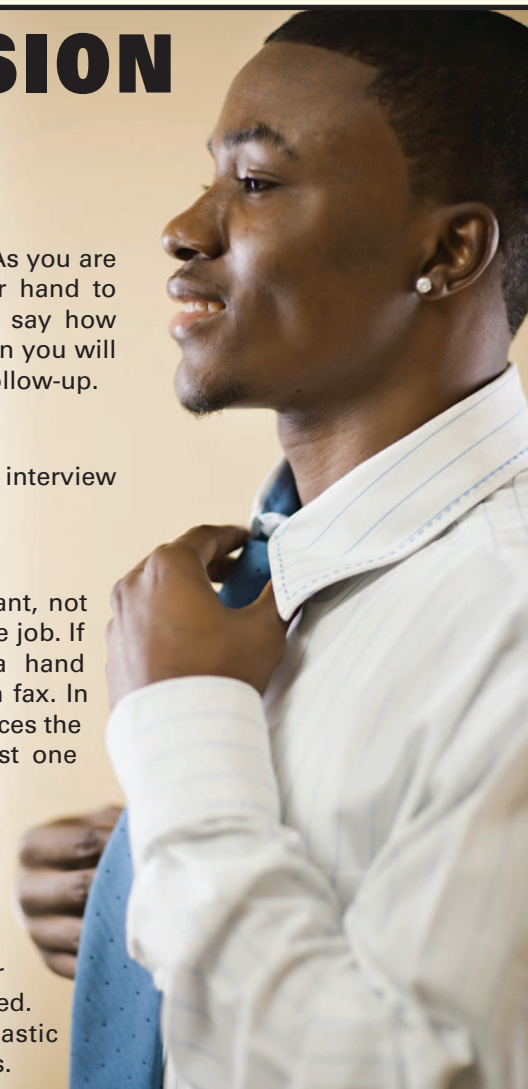
Thank the interviewer for taking the time to interview you.

Thank You Notes

Always send a thank you note! This is important, not just for the sake of good manners but to get the job. If time constraints make it difficult to send a hand written note, at least send an e-mail or written fax. In addition to good manners, a thank you note forces the potential employer to think about you at least one more time.

Follow-up phone calls

Before leaving an interview, ask the employer to give you some idea when they will be making a hiring decision. If you haven't heard anything after one week, phone the interviewer and inquire whether the position has been filled. Many employers hire the most enthusiastic applicant out of a group of qualified candidates.



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HELPFUL TIPS

Assessment Testing

Some firms may require a test as part of the application process. The assessments most commonly used are those that indicate intelligence or general aptitude. In addition, some firms use assessments that give them information on specific aptitudes, personality traits and interest patterns.

Don't let tests scare you. None of the commonly used tests require advance preparation. Remember that your scores are only one of many factors employers will consider in judging your qualification for a job.

If the assessment is timed, you will be told how much time you will have to complete it. Listen carefully to the instructions - if you do not clearly understand what you are expected to do, be sure to ask questions. The time for questions, however, is before the test begins. After you start the test, work steadily and carefully because seconds lost in asking questions after it starts could seriously affect your score.

Once the assessment is finished, don't second guess your results. If the assessment is well constructed, you probably would achieve a similar score if you took it again. Remember, too, that employers do not regard your score as an infallible measure of your abilities - but as an indication of them.

Thank you letters and notes should be standard tools in your job search!

- The thank you letter should be a standard business letter format, while the note may be a simple, handwritten note or card.
- You may consider sending your thank-you note by e-mail.
- Write a thank you letter or note no later than 24 hours after the interview, even if things didn't go well.
- Be brief and to the point.
- Note the job you interviewed for and also list the date of your interview.
- Use the name and title of person who interviewed you.
- When thanking a potential employer, restate your interest in the position and the company. Offer to come to another interview or to provide more information if needed.

Reasons People Don't Get Hired

- Poor personal appearance
- Overly aggressive
- Inability to express information in a clear and concise manner
- Lack of interest and enthusiasm
- Lack of planning for career; no purpose or goal
- Nervousness, lack of confidence and poise
- Over emphasis on money
- Lack of tact and courtesy
- Negative attitude about past employers
- No genuine interest in company or job
- No eye contact with the interviewer
- Application form is incomplete or sloppy
- No sense of humor
- Late for interview
- Failure to express appreciation for the interview's time
- Gives vague responses to questions
- No follow up with thank you note or phone call

Follow-Up Calls

After the interview is over, and you've sent a thank-you note expressing your appreciation for consideration, wait a couple of days and make a follow-up call to see if the employer has made a decision.

If you got the job – congratulations! You'll probably find out when you'll start, etc.

If you didn't get the job, don't be afraid to ask why not in a non-threatening manner.

If the manager hasn't made a decision yet, find out if there is anything else you can do, but don't be pushy and don't beg.

IMMEDIATE OPENINGS

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LINE OPERATOR ~ 1st and 2nd Shift

Operate production filling equipment ensuring quality, safety & efficiency.
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LIQUID PRODUCT MIXING/BATCHING ~ 1st, 2nd, 3rd Shift

Mix liquid products according to batch recipe.
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MAINTENANCE MECHANIC ~ 2nd & 3rd Shift

Maintain high speed production lines, assist with line set up, troubleshoot, and monitor machinery in process. Requires: Min. 3 years vocational training or work experience, advanced mechanical aptitude and experience with electrical, hydraulic and pneumatic systems. Starting pay rates are based on experience.



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Due to exceptional growth in various programs and services at Iowa Western Community College, IWCC seeks qualified applicants for the following open positions:

Full-Time Staff:

- Accounting Manager
- Assistant Women's Basketball Coach (Part-Time)
- College Success Advisor - Education to Employment
- Corporate Training Coordinator - Economic Development
- Dean of Communication, Education and Fine Arts
- Early Childhood Education - Associate (Part-time)
- Early Childhood Education - Substitute (Part-time)
- Financial Aid Loan Processor
- Lead Associate Early Childhood Education Center
- Dance Coordinator (Part-time)
- Residence Life Office Assistant, Reiver Tower (Part-time)
- Training Coordinator-Economic Development

Full-Time Teaching Fields Needed:

- Biological Science Instructor (2 positions)
- Chemical Science Instructor
- Computer Information Technologies Instructor

Adjunct Teaching Fields Needed:

- Adult Literacy HiSET-CE
- Mathematics
- Online Physics

Please check our website (<http://www.iwcc.edu/>) or careerlink for details.

EOE

West Central COMMUNITY ACTION

WCCA Head Start Programs serve 0 to 5 year old children and their families.

Benefits for these positions include dental, health & life insurance packages, sick & vacation days, 10 paid holidays each year, IPERS and TSA retirement plans.



WCCA is recruiting for the following Council Bluffs positions

- Pre-School Teachers - Full-time, year round positions. Candidates having:
 - CDA - Starting rate - \$10.34/hour
 - AA/AS in Early Childhood - Starting rate \$12.24/hour
 - BA/BS in Early Childhood/Education related degree - \$13.00/hour
 - BA/BS in Early Childhood - \$14.00/hour
 - Iowa Pre-K Teaching License - \$18.50/hour
- Associate Teachers - Full-time, year round positions. Candidates having:
 - High School - Starting rate \$7.69/hour
 - AA/AS degree - Starting rate \$9.50/hour
 - AA/AS in Early Childhood - Starting rate \$10.00/hour
 - BA/BS - Starting rate \$10.00/hour

Send resume and college transcripts to:
West Central Community Action, Dennis Lawson
 PO Box 709, Harlan, IA 51537
 Email: dlawson@westcca.org

Check out our website: westcentralca.org

West Central is an Equal Opportunity Employer

WANTED:

JOB APPLICANTS WITH CERTIFIED WORKPLACE SKILLS

Employers across the country report that they are often overwhelmed by stacks of applications for only a handful of positions. Sifting through these applications is time-consuming and inefficient. Employers need a way to quickly pinpoint individuals with essential, verifiable workplace skills. That's why they're asking applicants to earn a National Career Readiness Certificate (NCRC).

CERTIFY YOUR SKILLS

Prove that you have the skills needed for the job. The National Career Readiness Certificate, issued by ACT, is a portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is used across all sectors of the economy and verifies the following cognitive skills:

- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
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Take the first key step toward proving your workplace skills by earning the National Career Readiness Certificate!

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We are a resident focused facility and believe working together is the key to our success. We employ nursing, housekeeping, maintenance, dietary, activities and administrative staff. Our benefits include: paid time off, health, dental and life insurance, retirement savings plan and several voluntary benefits.

We are currently looking to fill the following positions:

- Dietary Aides
- Housekeepers and Laundry Aides
- Transportation Aide
- Certified Nursing Assistants

Please stop by the business office to fill out an application to be considered for a position, or send an email to tnelson.rscv@christianhomes.org to request an application.

All job offers are conditional upon successful completion of a criminal history background check and drug screen.



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Christian Homes, Inc.

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Phone: 712-366-9655

Fax: 712-366-4748

website: risensonchristianvillage.org



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The business began by supplying lubricating oils and related products to the agricultural business in the surrounding area. Such business remains the principle focus of the firm today. Today, three quarters of our company's business is from its own manufactured products (including both private label and house branded).

Warren Distribution is a Nebraska Corporation with its corporate offices in Omaha, Nebraska. Our manufacturing and distribution facilities are located in Council Bluffs, Iowa; Glen Dale, West Virginia; and Guntersville, Alabama.

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CAREER OPPORTUNITIES IN:

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Production
Warehouse
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Why is Warren Distribution a great place to work?

- Dynamic People
- Excellent Benefits
- Opportunity for Advancement
- Team-oriented Environment
- Competitive Salaries

BENEFITS OVERVIEW

Warren Distribution is committed to maintaining an associate benefit package that is comprehensive and competitive. The following is a list of benefits that are available to our associates:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- 401(k) Retirement plan with matching contributions
- Wellness Program
- Corporate Fitness Center
- Scholarships
- Paid Time Off & Holidays
- Plus Many More...

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Online Job Search Tips

Google yourself.

Find out what potential employers will see if they do the same. Be aware that a first impression might come from looking at your Facebook.

Post your resume.

Post your resume with job banks that help companies find you online. When submitting your resume for a position, be sure that it is focused on the job for which you are applying.

Customize your cover letter.

Show companies that you are serious by submitting a well written cover letter specifically for the job for which you're applying. Show how your qualifications and experiences meet the needs of the company.

Limit personal information.

When submitting online applications and resumes, be careful of the information that you put out there. Credible employers never need your bank account numbers, credit card numbers or mother's maiden name.

Omit references on your online resume.

By putting your references' information online, you are publicizing their information without consent. Wait for the employers to request them.

Keep records of your job searches and submittals.

Keep track of where you have submitted your applications and resumes.

Internet is not the only way.

Do not put all your efforts online. People hire people.

Meet the minimum qualifications.

Do not apply if you do not meet the minimum requirements. Don't defeat yourself.

Do your research.

Use the internet for all if offers. Use it to find employers, learn about their company and to contact them. Utilize it to create impressive resumes and cover letters. View videos online to prepare for interviews. Tie it all together to wow the employer with your knowledge of their company, product and market.

Your job hunt is a do-it-yourself project.

No one knows what you want more than you do. You know what you want, so go for it!

Check it twice.

Use your computer to do spell check on your resume. Ask someone to check formatting. Keep your online profiles at job banks up-to-date with current information and free of any information that might embarrass you.



Skilled Iowa Initiative

The Skilled Iowa Initiative will improve the job training and marketability of Iowa's workforce and drive future economic growth for the state. Similar initiatives throughout the country have changed the landscape of local economies through programs that incorporate this nationally recognized assessment system. The assessment was designed to measure individual workers' skills in the areas of applied mathematics, reading for information and locating information.

Proven Worker Benefits

- Ability to demonstrate skills to current and potential employers
- Valuable job training opportunities
- Opportunities for career change and advancement

Proven Business Benefits

- Assurance that employees that the right skill sets
- Improved hiring procedures
- Reduced turnover and training costs
- Increased productivity
- Higher employee morale

Proven Community Benefits

- Valuable tool to attract new business to the area
- Proof of a talented workforce to fill current and future jobs
- Economic growth opportunities

Skilled Iowa Internship

Individuals collecting unemployment insurance can participate in Skilled Iowa Internship opportunities as a way to build their skills while they look for a permanent job. The program links job seekers with firm looking to hire and are willing to provide job-skills training. Interns are prescreened and matched with the business needs.

What is the Certificate?

Each day employers receive stacks of applications for only a handful of open positions. With Skilled Iowa, you can take the National Career Readiness Certificate (NCRC) and prove you have the skills for the job. The NCRC is the work-related skills credential. Whether you're looking for a job or want to enhance your diploma or resume. NCRC provides proof of your job skills for employers nationwide. It is composed of three WorkKeys® assessments that measure skills critical to on-the-job success:

- Applied Mathematics
- Reading for Information
- Locating Information

Job seekers wanting to improve their scores and obtain a higher-level certificate can receive additional training from providers across the state. IWD utilizes the KeyTrain® program.

Iowa Workforce Job Listings

www.iowaJobs.org

At any given time, over 20,000 jobs are posted. Many of Iowa's top employers have their job openings automatically added directly from their web sites. This ensures that only the most current jobs are posted. IWD encourages all Iowans to begin their job search with IowaJobs.org.



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