

CAREER SUPPORT WORKSHOP

OVERVIEW:

Human Resources will host several career support workshops available to all employees impacted by the Reduction in Force in Houston ISD. During these workshops, several topics will be addressed pertinent to the impacted employee. Topics including benefits and leave balances, career marketing, resume writing, and interview tips will be addressed at the workshop. All impacted employees are invited to attend one of the following sessions:

LOCATIONS AND DATES:

HMW 4400 West 18 th St	May 1 st	5:00 pm to 7:00 pm	1E01 & 1E02
	May 16 th	1:00 pm to 3:00 pm & 5:00 pm to 7:00 pm	Board Auditorium
Facilities Services 228 McCarty	May 3 rd	9:00 am to 11:00 am	Training Center
	June 5 th	9:00 am to 11:00 am	Training Center
Nutrition Services 6801 Bennington	May 3 th	1:00 pm to 3:00 pm	Training Room
	June 5 th	1:00 pm to 3:00 pm	Training Room
Construction Services 3200 Center St	May 9 th	9:00 am to 11:00 am	Cafetorium
	June 14 th	9:00 am to 11:00 am	Cafetorium

AGENDA TOPICS:

TOPIC	OWNER	WHY
Leave Balance and Employment verification	Employee Services	Information on what to do with leave balance and process for employment verification
Benefits- Cobra, EAP, Retirement Funds, EAP	HISD Benefits	To provide employees with information on benefits, options for retirement funds, and EAP information
Services Available for their employment search	Workforce Solutions	To provide employees outside support to find employment
How to Market Yourself using Social Media	Talent Acquisition	Provide employees tips on reentering the job market and how to leverage social media in their job search
Resume Writing	Talent Acquisition	Resume writing and checklist
Interviewing Skill Builder	Talent Acquisition	Interviewing tips for employee job search
Applying to HISD and Teacher Selection Process	Talent Acquisition	Introducing the new Careers page. Discuss the teacher selection process
Teacher Selection Events	Talent Acquisition	Information about upcoming selection events
Q&A	ALL	Answer any additional questions