

## INTRODUCTION

OneStop On-the-Go brings the core services of area OneStops to locations near you in Anderson, Oconee and Pickens counties. Equipped with the technology to help you find jobs and the resources to assess your interests and skills, OneStop On-the-Go can move your career forward.

## WHERE YOU CAN FIND US

- local schools
- colleges
- churches
- libraries
- area job fairs
- community or career centers



## INTERESTED IN OUR SERVICES?

### CONTACT THE ONESTOP ON-THE-GO COORDINATOR

#### ANDERSON

Anderson Workforce Center  
309 W. Whitner Street, Anderson, SC  
864-226-6273  
Hours: 8:30 - 5:00 M - F

#### OCONEE

Seneca Workforce Center  
11091 Radio Station Road, Seneca, SC  
864-882-5638  
Hours: 8:30 - 5:00 M - F

#### PICKENS

Liberty Workforce Center  
317 Summit Drive, Liberty, SC  
864-843-9512  
Hours: 8:30 - 5:00 M - F

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FAX 864-261-0489

Relay service dial 711 (TTY)  
[www.worklinkweb.com](http://www.worklinkweb.com)

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*Made possible through  
the following partnerships:*

**worklink**  
Connecting Companies & Employees  
Anderson • Oconee • Pickens SC

**onestop**  
Anderson • Oconee • Pickens Workforce Centers



An Equal Opportunity Program.

Auxiliary aids and services available upon request to individuals with disabilities.

**onestop**

Anderson • Oconee • Pickens Workforce Centers

# On-the-Go



**Your mobile employment service.**

## DESCRIPTION OF SERVICES

### Job-Seeking Skills & Job Leads

Using the Employment Security Commission's Job Search database and the internet, you will be able to find job leads that match your interests and education level.

### Skills & Interest Inventories

Discover the interests and skills needed for the career of your dreams. Career assessments and labor market information can help you make informed decisions.

### College & Financial Aid Information

South Carolina Occupational Information System will provide all the information needed on colleges and programs of study across the United States. Financial aid instructions and applications are available upon request.

## ADDITIONAL SERVICES

### Eligibility Determination

The Workforce Investment Act provides additional services to customers who meet eligibility requirements. Additional services include case management and training if deemed necessary for employment.

### Unemployment Insurance

Customers who have recently lost their jobs have the option of filing a claim for Unemployment Insurance. Assistance and general information are available during the claim taking process.



## WORKSHOPS

### Resumé Preparation

In this workshop, you will construct a resumé based on work history and skills. Typing assistance is available upon request.

### Job-Seeking Skills

Finding the right job begins with knowing where to look for employment opportunities. This workshop points you in the right direction.

### Application Steps

Find out how employers use applications as a screening tool and learn to avoid common errors.

### Interviewing Skills

Through video and step-by-step instruction, you will learn how to conduct a great interview. You can also do a mock interview with a staff member.

### Employment-Related Workshops

- Attitudes
- Budgeting Skills
- Dress to Impress
- Employment after Prison

## COMPUTER EQUIPMENT AND PROGRAMS

OneStop On-the-Go travels with laptops that are internet capable and connected to a printer/copier/scanner combo. Our Staff offers basic computer training and detailed employment assessment.

### Introduction to Computers

This tutorial will assist job seekers in learning to access and use the computer in everyday life as well as in seeking employment. Mouse tutorials are also available.

### Learn to Type

A simple program can take you from beginner to expert, increasing your ability to create a professional resumé or apply to jobs online.

### Employment Skills Training

This software identifies employment and work maturity skills to assist you in obtaining and keeping employment.

