



REACH4Work

Job Search Training

900 North Portland Avenue
Oklahoma City, Oklahoma 73107

REACH4Work is a structured job search training program that prepares participants to enter the workforce and ensures that their performance on the job meets or exceeds employer expectations. The Reach4work student is empowered to gain employment and exhibit life skills necessary to compete in the labor market. The job readiness training provides outcomes that lead to retained employment, self-sufficiency and confidence.

How long does the program last?

The Job Readiness Job Search program at REACH4Work lasts four weeks. Attendance is extremely important the first three days of the program in order to achieve successful outcomes. If employment is not gained during the process, one to two weeks of internship training assignments are offered upon successfully completing four weeks of the Job Search program.

What are the hours?

REACH4Work is a 35-hour per week program. Class meets Monday through Friday from 8:30 a.m. to 3:30 p.m.

How do I get started?

Orientation begins every Monday at 8:30 a.m. If Monday is a holiday, orientation will begin at 8:30 a.m. on the next business day.

What are the requirements for acceptance?

Students must have the proper referral paperwork from the Oklahoma Department of Human Services: TW2, TW3, and assessment scores as well as Oklahoma State Bureau of Investigation checks upon request. Reliable transportation and daycare arrangements must be secured.

What does the Job Readiness Training Offer?

- Effective resume creation
- Cover and follow-up letter preparation
- Interviewing skills through InterviewStream
- Participate in active job search activities
- Basic computer skills: Internet, Windows and Microsoft Word
- Learn how to conduct Internet job searches
- Set up professional voicemail and email accounts
- Apply for employment online and set up career website accounts
- Utilize computers, phone and fax to make networking contacts
- Enhance customer service skills and professional etiquette
- Learn successful work habits
- Focus on goal and time management
- Improve networking skills
- Career exploration
- Expand KeyTrain career skills

Where is it located?

REACH4Work is located on the second floor of the Learning Resource Center on the OSU-Oklahoma City campus, located at 900 N. Portland Ave. The campus is west of the Oklahoma State Fairgrounds and is easily accessible from 1-44. The Oklahoma City Metro Transit bus has a stop across the street from campus.

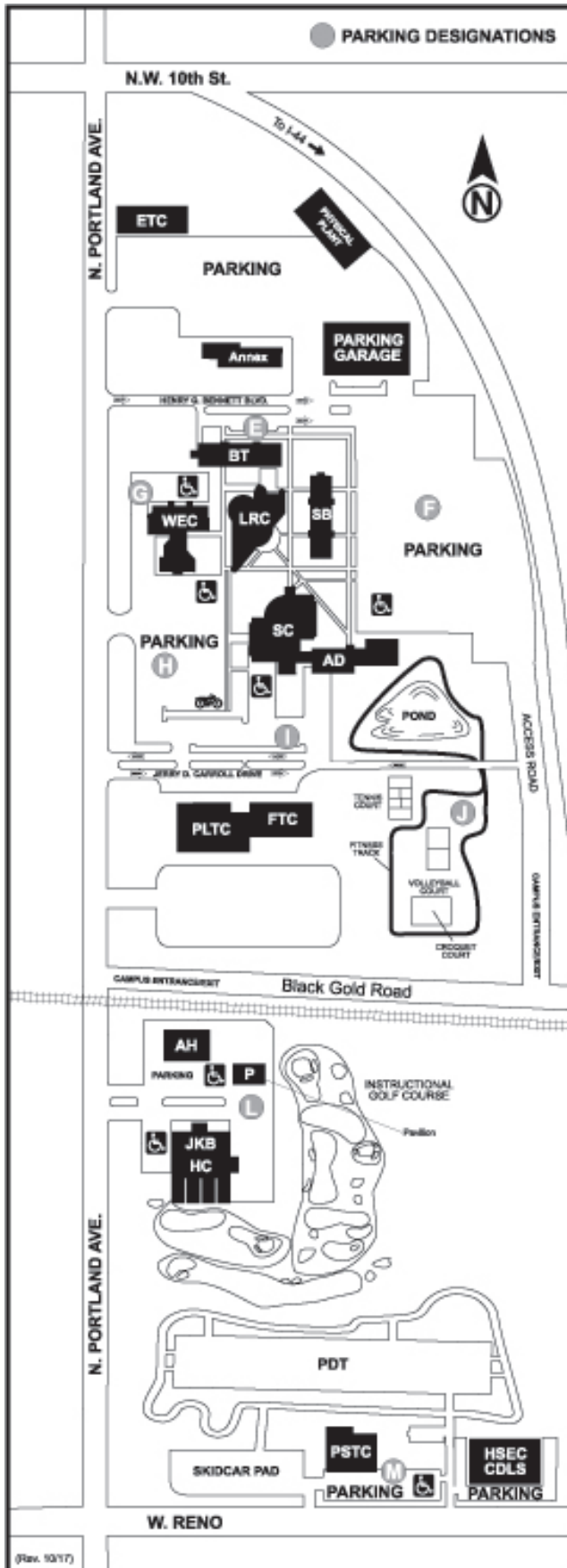
How can I learn more about REACH4Work and OSU-OKC?

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Campus Map and Buildings

900 N. Portland Ave. • Oklahoma City, OK 73107 • (405) 947-4421 • info@osuokc.edu



AD - Administration

First Floor

- Institutional Effectiveness & Accreditation
- Print & Mail Services
- Purchasing Department
- Wellness Center

Second Floor

- Academic Affairs Administrative Offices
- Administrative Conference Rooms
- Budget and Finance
- Business and Industry Training & Economic Development Offices
- Business Services
- Communications and Marketing
- Human Resources
- Operations
- President's Office

AH - Allied Health

- Division of Health Sciences Offices
- Variety Care

BT - Business Technologies

First Floor

- Campus Security
- Information Systems & Technologies

Second Floor

- Information Technology Administrative Offices

Third Floor

- Workforce Development

CDLS • Child Development Lab School

ETC - Engineering Technology Center

- Division of Science, Technology, Engineering and Mathematics
- Math Department

FTC - OKC Fire Training Center

HC - Horticulture Center

- All-America Trial Gardens
- Golf Course
- Greenhouses

HSEC - Human Services Education Center

- Alcohol & Substance Abuse Counseling
- Crime Victim/Survivor Services
- Division of Human Services
- Early Care Education Department
- Interpreter Training
- Social Services Department

JKB - John Kirkpatrick Building

First Floor

- Division of Agriculture Technologies
- Horticulture

Second Floor

- Veterinary Technology

LRC - Learning Resource Center

First Floor

- Information Technology
- Technology Support Center

Second Floor

- Division of Initial College Studies
- Student Success & Opportunity Center

Second Floor (cont.)

- Project REACH
- Student Computer & Tutoring Lab
- Cowboy Quality e-Learning (CQeL)

Third Floor

- Division of Liberal Arts

Fourth Floor

- Library

P - Pavilion

PDTC - Precision Driving Training Center

PLTC - OKC Police Training Center

PSTC - Public Safety Training Center

First Floor

- Center for Safety & Emergency Preparedness (CSEP)

- Precision Driving Training

Second Floor

- Bachelor of Technology-Emergency Responder Administration (BT-ERA)

- Public Safety Department

SB - Science Building

First Floor

- Upward Bound

Second Floor

- OSU-Center for Health Sciences Offices

Third Floor

- Science Department Office

SC - Student Center

First Floor

- Admissions/Registrar Services
- Advisement Center
- Career Services
- Career Tech Outreach
- Deaf Student Services
- Disability Services
- Educational Talent Search
- Financial Aid and Scholarships
- Project SOAR
- Records

- Recruitment/Campus Tours

- Services to Students with Disabilities

- Testing and Assessment

- Veterans' Services Center

- Welcome Center

Second Floor

- Bookstore

- Finish Orange Office

- Student Government Association Office

- Student Life

- The Hub

Third Floor

- Bennett Room

- Conference Center (North, South)

- Conference Room 304

- Event Services

- J. Doug Pruitt Suite

- Mother's Room

- OSU Foundation

- Pistol Pete Room

WEC - West Education Center

- Cristo Rey High School