



# 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, TABE and KeyTrain 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?**

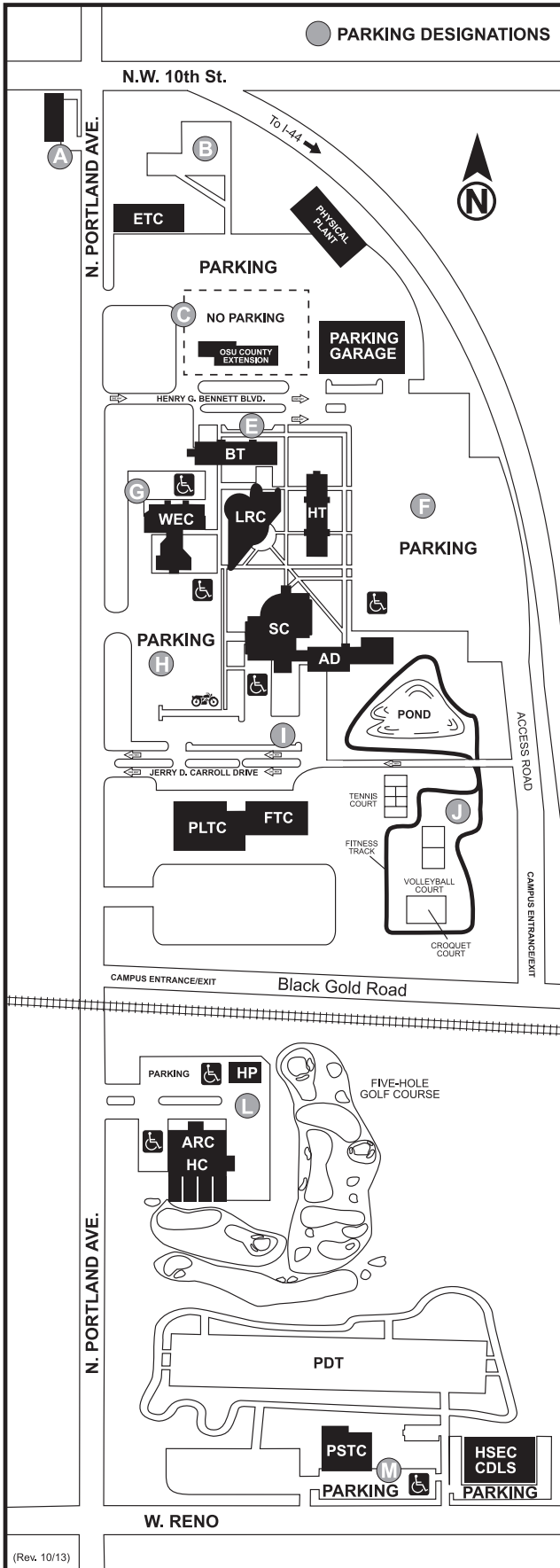
Angela Barnes, Coordinator  
Venita Johnson, REACH4work Secretary  
Phone: 405.945.9122 Fax: 405.945.6793  
[www.osuokc.edu/reach4work](http://www.osuokc.edu/reach4work)



OKLAHOMA CITY

# Campus Map and Buildings

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



(Rev. 10/13)

## AD - Administration

### First Floor

- Institutional Assessment
- Institutional Grants/Institutional Effectiveness
- Print & Mail Services
- Purchasing Department
- Title III
- Wellness Center

### Second Floor

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

## ARC - Agriculture Resource Center

- Division of Agriculture Technologies
- Horticulture
- Veterinary Technology

## BT - Business Technologies

### First Floor

- Campus Security

### Second Floor

- Information Services Administrative Offices

### Third Floor

- Division of Business Administration
- Information Systems and Technologies

## COEXT - County Extension

## ETC - Engineering Technology Center

### First Floor

- Division of Science and Engineering Technologies
- Math Department

### Second Floor

- Cooperative Alliance

## FTC - Oklahoma City Fire Training Center

## HC - Horticulture Center

- All-America Trial Gardens
- Golf Course
- Greenhouses
- Turf Management Training Facility

## HP - Horticulture Pavilion

## HSEC - Human Services Education Center

- Child Development Lab School
- Early Care Education Department
- Division of Human Services
- Social Services Department

## HT - Health Technologies

### First Floor

- Cardiovascular Department

### Second Floor

- Division of Health Sciences Offices
- Dietetic Technologies
- Nurse Science

### Third Floor

- Science Department Office

## LRC - Learning Resource Center

### First Floor

- Information Services
- Technology Support Center

### Second Floor

- Division of Initial College Studies
- Student Success & Opportunity Center (S.S.O.C.)
- Project REACH
- Student Computer & Tutoring Lab

### Third Floor

- Division of Arts and Sciences

### Fourth Floor

- Library

## PDT - Precision Driving Training

## PLTC - Oklahoma City Police Training Center

## PSTC - Public Safety Training Center

- Bachelor of Technology-Emergency Responder Administration (BT-ERA)
- Center for Safety and Emergency Preparedness (CSEP)
- Precision Driving Training
- Public Safety Department

## SC - Student Center

### First Floor

- Admissions/Registrar Services
- Advisement Center
- Career Services
- Educational Talent Search
- Financial Aid and Scholarships
- Project SOAR
- Records
- Recruitment/Campus Tours
- Services to Students with Disabilities
- Student Services Administrative Offices
- Testing and Assessment
- Veterans' Services Center
- Welcome Center

### Second Floor

- Bookstore
- Finish Orange OSU Office
- Student Government Association Office
- Student Life
- The Hub

### Third Floor

- Blair Room
- Conference Center (North, South)
- Conference Room 304
- Cowboy Catering & Event Services
- J. Doug Pruitt Suite
- Mother's Room
- OSU Foundation
- Pistol Pete Room

## WEC - West Education Center

### First Floor

- Deaf Student Services
- Interpreter Training Program

### Second Floor

- CNA Program
- Training and Development Center

### Third Floor

- Upward Bound

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