



10. American Job Center Services

[American Job Centers](#) (AJCs), also known as One-Stop Centers, are designed to provide a full range of assistance to job seekers under one roof. Established under the [Workforce Investment Act](#), and reauthorized in the [Workforce Innovation and Opportunities Act of 2014](#), the centers offer training referrals, career counseling, job listings, and similar employment-related services. Customers can visit a center in person or connect to the center's information online.

Many states have unique names or brands for their centers, and services vary by location. In NH these centers are called NH Works One-Stop Centers where you can expect to access the following:

- Resource rooms with phones, free internet, and resume writing tools
- Employment plan development
- Job training services
- Job search assistance
- Career counseling
- Skills testing
- Interest assessments
- Labor market and employer information
- Workshops, classes, and other special events regarding a variety of topics such as reemployment, labor market information, interviewing, community resources, financial literacy, and budgeting
- Job clubs
- Supportive services (which can include information about SNAP, financial assistance, Medicaid, training services, child care, emergency funds, and other benefits)
- Hiring events and business service information
- Accessibility and assistive technology for people with disabilities
- Referrals to community resources and other agencies
- Unemployment insurance information



Access Community Resources

There are lots of federal, state and community resources that can help you while you are unemployed, including: food pantries, Food Stamps (SNAP), short-term help paying utilities, help with mortgage payments, professional clothes for interviews, bus passes, and others.

To find these resources:

- Explore your area's United Way agency by calling 211 or searching www.211nh.org. United Way will be able to provide information regarding available community-specific resources.

Don't be afraid to ask for help – these resources are designed to give a helping hand during difficult times!



American Job Center Career Counseling and Workshops

AJCs also have experienced staff that work with job seekers to identify their interests, assess their skills and abilities and advise them on in-demand jobs and potential training opportunities. Many AJCs also offer recruiting events, workshops on resume writing, interviewing skills, and job search activities. The breadth of services and information offered at AJCs is what makes them truly a one-stop shop – and a key resource for job seekers!



Use the [American Job Center Finder](#) to locate a center near you. Complete the chart below with the information provided. For some of the information you may need to visit the center's website directly.

American Job Center Name	
Address	
Phone	
Opening Hours	
Comprehensive or Affiliate Site?	
List the partner programs represented at this center that may be of assistance to you.	
List the center resources available at this center.	
List the worker services available at this center.	
List three upcoming activities/events at this center that may assist you with your reemployment efforts. <i>(You may have to visit the center's website directly for this information.)</i>	
Additional Notes	





To document the completion of these activities, we recommend that you save your work electronically in an easily accessible location, with an appropriate file name and date.

Alternatively, you may also print out your work and maintain the document in your work search records. Be sure to properly label and date your print documents.



Confirm the applicable NH unemployment insurance requirements and be sure to follow them closely to avoid benefit disqualifications or overpayments.