

5. Employment

1. Job seeker resources

- [Workforce1 Career Centers](#) offers free employment services, training, and business opportunities to New York City residents. Workforce1 can help whether you are unemployed, seeking a better job, planning a career change, looking to develop your staff, or inquiring about business incentives. Below are a list of One-Stop Career Center locations and hours:

Queens

168-46 91st Avenue, 2nd Floor
Jamaica, NY 11432
(718) 557-6755
Monday-Friday: 8:30am to 5:00pm

Upper Manhattan

215 West 125th Street, 6th Floor
New York, NY 10027
(917) 493-7000
Monday-Friday: 9:30am to 5:00pm

Bronx

358 East 149th Street, 2nd Floor
Bronx, NY 10455
(718) 960-7099
Monday-Friday: 8:30am to 5:00pm

- [Worker Career Centers](#) provide dislocated workers, unemployed individuals, and displaced homemakers with free services such as job placement assistance and referrals to intensive services and a broad range of training programs. A list of [Worker Career Centers](#) are as follows:

Bronx Worker Career Center

25 Elm Place
Brooklyn NY, 11201
(718) 694-9100

Staten Island Worker Career Center

141 Hylan Boulevard
Staten Island, NY 10305
(718) 390-0676

Manhattan Worker Career Center

247 West 54th Street
New York, NY 10019
(718) 621-0702

Jamaica One-Stop Worker Career Center

168-46 91st Avenue
Jamaica, NY 11432
(718) 557-6755

Queens Worker Career Center

118-35 Queens Boulevard
Forest Hills, NY 11375
(718) 544-5490

PROS

275 7th Avenue
New York, NY 10001
(718) 647-1912

- One-Stop Career Center offers some of the following free services:
 - Workshops on how to search for a job
 - Resume and cover letter preparation
 - Faxing resumes and telephoning employers

- Internet access to job search web sites
 - Computer skills assessment and workshops
 - Job placement services
 - Training opportunities
 - Information on professions in high demand
 - Unemployment Insurance Benefits information
 - Veteran Services
 - Information on services for senior citizens
 - Emergency assistance including utilities and food
 - Education assessment and student financial aid application assistance
 - English as a second language, GED, and Adult literacy information.
 - Work support benefits such as childcare, Medicaid and other health insurance
- Go to the [free job placement and education training](#) section of this manual for a listing of schools or organizations that provide free job training programs such as: interview techniques, resume preparation, and job placement.
2. Tips on preparing for an interview
 - a. Know what the position is and the company you are applying to.
 - b. Dress conservative.
 - c. Be prepared to meet good and bad interviewers.
 - d. Be punctual! Make sure you know where the interview site is so that you will not get lost. Arrive a few minutes before your appointment – but do not come too early.
 - e. Be courteous. Treat receptionists and secretaries kindly and courteously.
 - f. Complete all application forms neatly, accurately and thoroughly.
 - g. Keep your spouse, children and friends away from the interview site.
 3. Do's and Don'ts during an interview
 - Make a good first impression. Firm handshake, gracious greeting, project enthusiasm and confidence; sit squarely and comfortably in your seat.
Do not sit until interviewer is seated or invited you to do so.
 - Answer questions carefully. Think before you answer, be honest.
Do not say anything negative about yourself.
 - Pay attention and maintain good eye contact.
Do not appear impatient or anxious to leave.
 - Remain professional at all times. Be polite at all times
Do not say anything negative about former employers, superiors, subordinates or associates.
 - Ask insightful questions. Say "Thank You."
Do not ask questions that have already been answered.
 4. I found a job, but it's at night. Who will take care of my child?
 - There are currently a few childcare programs for those families that need care during non-traditional hours. Some people hire baby sitters and others request help from a friend, neighbor, or relative.
 - Your local Childcare Resource and Referral Agency (CCR&R) maintains a list of all state regulated childcare services in your area. CCR&R staff can help you find child

care arrangements that offer flexible hours and best match you schedule. Below is a listing of CCR&R offices within the tri-state area:

Child Care, Inc.
275 7th Avenue, 15th Floor
New York, NY 10001
(212) 929-4999

Day Care Council of
New York
12 West 21st Street, 3rd Floor
New York, NY 10010
(212) 206-7836

Child Development
Support Corporation
1213 Fulton Street
Brooklyn, NY 11216
(718) 398-6738

5. I've just been laid off. How do I get unemployment insurance?
 - If you are terminated from your job due to no fault of your own, you are eligible for unemployment insurance. You can file a new claim by telephone **(800) 662-1220 TDD (888) 793-1870** or online, click here [New York State Department of Labor](#).

6. Discrimination rights for and during employment
 - [NYC Commission on Human Rights](#)
 - a. Manhattan **(212) 306-5070**
 - b. Brooklyn **(718) 722-3130**
 - c. Bronx **(718) 579-6900**
 - d. Queens **(718) 657-9333**
 - The law prohibits discrimination in hiring and firing as well as work assignments, salary, benefits, promotions, performance evaluations, and discipline based upon race, color, creed, age, national origin, citizenship status, gender (including gender identity and sexual harassment), sexual orientation, disability, arrest, conviction record, marital status or status as a victim of domestic violence.