

# REPORT

**Part-time jobs to  
full-time careers.**

*Empowering Nebraskans to achieve economic independence  
and thrive in work and life in partnership with employers.*

March 2022

## TRAFFIC

*Customers in the center*

580 visitors

+127 from last month

Monday

139

Tuesday

146

Wednesday

109

Thursday

105

Friday

81

## REFERRALS

*Sent and received*

19 sent / 25 received

0/0

Community  
Action

0/0

Lincoln  
Housing  
Authority

1/0

National Able  
Network

0/0  
NCBVI

0/0

Southeast  
Community  
College

0/0  
DHHS

0/0

NDOL

2/1

VR

0/0

Ponca Tribe

0/0

Proteus

16/25

City of Lincoln  
Programs

0/0

Other  
Community  
Partners

---

## EVENTS

### *Upcoming job fairs, workshops, and trainings*

*All events and workshops are at no cost to the registered individual- INVEST in YOUR Personal & Professional GROWTH!*

#### American Job Center is recognizing Fair housing Month in April

4/6/2022- 10:30a: Guest Speaker Lincoln Housing Authority

4/12/2022- 11:00a: Guest Speaker Neighbor Works

4/5/2022- Sysco walk-in hiring event

4/18/2022- Instinct Pet Food walk-in hiring event

4/19/2022- Labor Max walk-in hiring event

Every Thursday, Veteran's Administration, Hospital Admin hosts Outreach at the AJC 1pm-4pm

Beginning in April staff will be working in Saunders County

Wahoo- First Wednesday of each month from 10:00a

Virtual webinar schedule for April:

#### Tuesday, April 12

9:00am [SMART Goals \( we all need them\)](#)-Presented by: Ophelia

11:00am [Launching an Online Networking Account](#)-Presented by: Ophelia

1:00pm [10 Tips for Effective Communication](#)-Presented by: Stephanie

5:00pm [Preparing for a Panel Interview \(virtual\)](#)-Presented by: Kim

#### Wednesday, April 13

9:00am [Being Persistent While Respecting Boundaries](#)-Presented by: Joy

11:00am [Listening...Wait, did you hear that?](#)-Presented by: Ophelia

1:00pm [Diversity: They are not like me](#)-Presented by: Stephanie

6:00pm [Adaptability: Why should I have to change?](#) -Presented by: Olivia

#### Thursday, April 14

9:00am [Accepting Constructive Criticism](#) -Presented by: Joy

11:00am [Barriers to Job Searching for Older Workers](#)-Presented by: Ophelia

1:00pm [\\*Completing an Online Job Application](#)-Presented by: Ophelia

5:00pm [Did someone say "FREE" Resources???](#)-Presented by: Kim

#### Saturday, April 16

9:00am [I Feel Invisible! Does anyone Care? What Can I Do?](#) -Presented by: Olivia

11:00am [SMART Goals \( we all need them\)](#)-Presented by: Kim

#### Monday, April 18

1:00pm [Dealing with Emotions While Job Searching](#)-Presented by: Stephanie

6:00pm [Financial Literacy - Understanding Your Money](#)-Presented by: Olivia

#### Wednesday, April 20

9:00am [Hard to Employ -You Feel Like the Odds are Stacked Against You?](#)-Presented by: Joy

1:00pm [How to Find Remote Work](#)-Presented by: Stephanie

6:00pm [How to Maximize Your Online Learning](#)-Presented by: Olivia

---

---

#### Thursday, April 21

9:00am I just got terminated. Now what?-Presented by: Ophelia

1:00pm Keeping Your Skills Sharp. Am I on top of my game?-Presented by: Stephanie

5:00pm Maintain Motivation in Difficult Times-Presented by: Kim

#### Friday, April 22

9:00am \*Managing Stress: Keeping Cool Under Pressure-Presented by: Joy

11:00am \*Self-Care is Not Selfish-Presented by: Kim

#### Saturday, April 23

9:00am Upskilling for Talented Professionals-Presented by: Olivia

11:00am Working Remotely -Presented by: Kim

#### Monday, April 25

9:00am Pivot to the Positive (I got the job.) -Presented by: Ophelia

11:00am Resume Ready -Presented by: Ophelia

6:00pm Sharpen Your Interview Skills-Presented by: Olivia

#### Tuesday, April 26

9:00am How To Answer Difficult Questions \*What? I don't know the answer. -Presented by: Ophelia

11:00am W2, I9, What is that? -Presented by: Ophelia

1:00pm Art of Chit Chat-How to Have a Conversation In Person or Virtually -Presented by: Ophelia

5:00pm \*Jumping Into Your Job Search (Where do I start?) -Presented by: Kim

#### Wednesday, April 27

9:00am \*Cover letter? Why? -Presented by: Joy

1:00pm Mock Interviewing: Practice for In Person and Virtual Interviewing -Presented by: Stephanie

6:00pm What do I wear in person or virtually?-Presented by: Olivia

#### Thursday, April 28

9:00am Before Important Introductions \*Nice to meet you, NOT.-Presented by: Ophelia

11:00am Resume Update (Use Your Strengths)-Presented by: Ophelia

1:00pm Understanding Unwritten Rules \*I need to know the rules.-Presented by: Stephanie

5:00pm Self Awareness \*What do you mean I look mad?-Presented by: Kim

#### Friday, April 29

9:00am Basic Computer Skills Pt 1 and 2-Presented by: Joy

11:00am Top 10 Tips for Phone and Virtual Interviewing-Presented by: Olivia

#### Saturday, April 30

9:00am Tips and Apps for Working from Home-Presented by: Kim

11:00am Extreme Customer Service (top skills)-Pre

See the complete [webinar calendar](#) and [upcoming events](#).

---

In March we updated the VOS Greeter reasons, listed below are the updated visit reason.

## VISIT

### *Reasons for coming in*

15%

Use of  
Resource  
Room  
Computer

3.97%

First Time  
Visitor

19.48%

Unemployment  
Insurance Claim

45.17%

Job Seeker  
Services

5%

WIOA  
Services/Dynamic

5.17%

Wagner  
Peyser/Partner  
Services

## SUCCESS STORIES

The American Job Center has partnered with Sysco to help individuals become economic independent by hosting monthly walk-in hiring events. Thus far Sysco has held a hiring event for February and March. Curt, the hiring manager, reported they have hired 5-10 individuals through the hiring events they have hosted at the AJC. The AJC has also begun a partnership with Instinct Pet Food, who will be coming in monthly to host a walk-in hiring event.

## STAFF

### *Coming and goings*

#### *Comings*

#### Hillary Carrillo

Hillary transitioned out of her role with Nebraska Department of Labor and began her new role as the LTE, Front Desk Receptionist and LTE for Resource Room for the AJC on 3/21/2022.

#### *Goings*

#### Eric Carmody

Eric will be leaving the team as a Resource Room Navigator on 4/29/2022, as he has been offered a new position with the railroad.

## SURVEYS

### *Results and narratives*

Survey Responses	English	Spanish	Totals
Local Area	19	0	19

95.80%	report workforce center staff were mostly to extremely courteous and professional
95.80%	report workforce center staff were mostly to extremely knowledgeable
96.84%	report they rate their overall satisfaction with AJC services as good to excellent
9.79	report on a scale of 1-10 they are likely to recommend the AJC to a friend or colleague

## COMMUNITY

### *Educational Opportunities*

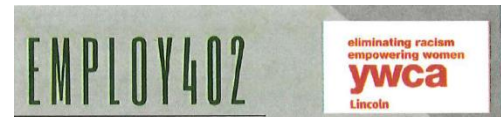
#### *Lincoln Literacy- Bridgeway to a Better Life*

- Reading and Writing Classes
- C.N.A and G.E.D prep
- Health Literacy
- Math and Computer Literacy
- And MORE! Visit their site for more information: [lincolnliteracy.org](http://lincolnliteracy.org) or call 402-476-7323



#### *Employ402- YWCA*

- Year-round job coaching
- Quarterly Financial literacy classes
- Job Preparedness sessions



### *Local Resources*

## Handout on Nebraska Criminal Record Rehabilitation

Eligibility:

#### *Criminal Conviction Set Aside*

A conviction is eligible to be set aside if:

- (1) the conviction resulted in a sentence of a fine, community service, probation, or a jail sentence of one year or less;
- (2) you have satisfactorily completed the sentence imposed; and
- (3) you have maintained a reasonably clean criminal history since the conviction.<sup>1</sup>

#### *Criminal Conviction Pardon*

A conviction is eligible<sup>2</sup> for a pardon from the Board of Pardons if:

- (1) the requisite minimum amount of time has passed since completion of your sentence (10 years for a felony, 3 years for a misdemeanor); and

(2) there has been no subsequent contact with law enforcement during the requisite waiting period.<sup>3</sup>

#### *Criminal Record Sealing<sup>4</sup>*

A criminal record is eligible to be sealed if:

- (1) you were arrested but not charged, or the charge did not result in a conviction (it was dismissed or you were acquitted); or
- (2) the charge resulted in a conviction, but the conviction was later pardoned.

#### *Criminal Record Expunction*

Expunction is not available in Nebraska except in extremely limited circumstances. See Neb. Rev. Stat. § 25-3523(9).

Self-Help Resources:

#### *Set-Aside:*

Instructions: <https://supremecourt.nebraska.gov/self-help/court-records/petition-set-aside-criminal-conviction>

#### *Pardon:*

General Information: <https://pardons.nebraska.gov/> To request a pardon application and instructions, email: [ne.pardonsboard@nebraska.gov](mailto:ne.pardonsboard@nebraska.gov)

#### *Record Sealing:*

General Information: There are presently no self-help resources available for record sealing. The statute, which generally describes the process can be found here:

<https://nebraskalegislature.gov/laws/statutes.php?statute=29-3523>

Other Resources:

<https://www.legalaidofnebraska.org/how-we-help/programs-and-projects/clean-slate/>

- <https://ne.freelegalanswers.org/>

1 Typically, a court will not grant a set-aside if you have had a criminal conviction within the two years prior to petitioning to have a conviction set aside; some courts require three years, and if the crime sought to be set aside is an exceptionally serious offense, a court may require an even longer period of time without having contact with law enforcement.

2 Eligibility does not mean your pardon will be granted. The Board retains full discretion as to whether to grant a pardon of a particular conviction, and your application can be denied for any reason or no reason at all.

3 The Board will consider the entirety of your criminal history but will focus on the most recent 10 years (if you are seeking to pardon a felony) or 3 years (if you are seeking to pardon a misdemeanor). Even low-level offenses during that period, such as a traffic offense, may result in a denial, particularly if there are multiple traffic offenses occurring during the review period.

4 When a record is sealed, it should not appear on a background check performed by an employer or landlord. The record would still be visible to "Criminal justice agencies," i.e. police officers. The record is sealed from the public, but is not expunged.

### *YWCA-Wholesome Hygiene Program*

- Provides basic hygiene items to those in Need
  - Body care
  - Hair care
  - Dental Hygiene
  - Feminine care
  - And More! Visit: [https://www.ywcalincoln.org/programs\\_services/wholesome-hygiene-program.html](https://www.ywcalincoln.org/programs_services/wholesome-hygiene-program.html) for more information.



[Program Matcher](#)

[Performance](#)

[Partner Forum](#)

[Referral Portal](#)

[Eligibility Tool](#)



*WIOA Title I financially assisted programs and activities are equal opportunity employer/programs. Auxiliary aids and services are available upon request to individuals with disabilities.*

[ajc.lincoln.ne.gov](http://ajc.lincoln.ne.gov)

Follow Us: [Facebook](#) / [Twitter](#) / [YouTube](#) / [Instagram](#)