

MATURE JOB SEEKERS RESOURCE GUIDE

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About this guide

Finding employment can happen at any age. This guide is for Orange County older adults, and can help you to identify parts of a job that are important to you, understand your unique strengths, address potential concerns you may have about finding a job, and provide you with a list of valuable resources in the Orange County community to help you in your job search.

Before beginning to use this guide, it is important to understand the advantage you have in the workforce. There are many reasons for employers to hire you, including:

1. You bring a history of experience to your job.
2. You are professional and have a strong work ethic from years of life experiences.
3. You are dependable, a good listener, and a mentor to others.

Did you know?

By 2024, about 25% of the workforce will be age 55 or older? In 2004 only 15% of the workforce was age 55 or older.

How to use this guide

The Employment Resource Guide is divided into 2 parts. The first part, “Thinking Through Your Job Search” begins on page 3 and includes sections that can guide you through a step-by-step process to identify what you value most in a job and address concerns you may be experiencing. Part 2, “Employment Resources in Orange County and the Triangle” begins on page 7 and lists some of the valuable employment resources in Orange County and the surrounding Triangle area. A notes page is included at the end of this Guide for your use, if needed.

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Dealing with change

The world around us is constantly changing. Change often involves unknowns, and our fear of the unknown is real. Our fear of the known, while real, is often not as threatening as we believe.

For some people, anticipating what lies ahead during a period of transition, such as finding a new job, can be stressful. At the same time, others look forward to changing conditions eagerly, with excitement. During a period of uncertainty, it helps to adopt a resilient mindset that is open to learning and adaptation. You may find it helpful to think through the following concepts when dealing with change.

1. **Understand change.** Educate yourself on the details. Understand why a change is necessary. Talk with others who've gone through change in their lives – and listen.
2. **Involve those around you.** Family and friends are invaluable. When you're unsure about dealing with a change in your life, turn to those close to you for a fresh point of view.
3. **Change is here to stay.** Though we can't always control the circumstances, we can control our perspective. When you are faced with change, ask yourself, "How can I grow from this change?"

Identifying your strengths

What do you like to do? What comes easily to you? All of us have skills that come natural to us. Sometimes these skills are our strengths. Sometimes these skills are not our strengths, but we still like doing them. Some skills are hard skills, such as writing, math, reading, and more. Other skills are soft skills, which harder to quantify, such as problem solving, communication, time management, and more. Oftentimes these skills are transferable between jobs and careers. The table below can help you identify the skills you consider your strengths. Think about what you like to do, or what you do really well. Then circle your top 3. If one or more of your top 3 skills are not listed, write them in the extra space. Identifying your strengths early in your job search can make your job search more productive.

Analyzing	Computer skills	Strategic thinking	Math
Organizing	Problem solving	Budgeting	Photography
Creativity	Music	Training	Writing
Mentoring	Communicating	Time Management	Selling
Leading	Drawing	Working with your hands	Sports
Supervising	Operating machines	Planning	Teaching

Figuring out what is important to you

Everyone has different job preferences. Whether you are just beginning a job search or you have received a job offer, there are many factors to consider when thinking about your future job. These factors may be different now than when you were younger. Figuring out what is important to you now can help you find a job you can enjoy. This section provides a list of factors you may want to consider. After reading through these factors, use the extra space below to describe your ideal job.

1. What type of job are you looking for?

Are you looking to continue a job in the same field as your previous jobs? Or are you looking for a new career? Are you looking for part-time jobs or full-time jobs? How many hours a week are you looking to work? Do you want to be your own boss, or do you enjoy the structure and support of having a supervisor?

2. Where do you want your job to be located?

Do you want to work from home? Do you want an office job? How far are you willing to commute to work? Will you be using public transportation? How important to you is your feeling of safety while at the office? Are you willing to move for a job? What time of day is good for you to work?

3. How much money do you need to earn? What other job benefits are important?

Compensation includes salary and benefits. What is the typical salary for the type of job you want? What other sources of income do you have? How will this money impact your current quality of life and retirement savings? Do those other sources of income impact how much you can negotiate your salary? Do you want job-based health insurance? Do you want paid vacation days? Do you want flexible hours?

4. What is your preferred type of work environment?

Do you want to spend most of your day sitting in an office? Do you to be out-and-about working with clients/customers? Do you work best by yourself? Do you work best as part of team? How important is work-life balance to you? Do you want to feel that you are making a difference? How supported do you want to be?

Based on these considerations, the space below can be used to describe 1) your ideal job and 2) your acceptable job. You may find the two descriptions for these two slightly different. These differences may be worth considering as you continue with your job search.

Addressing your concerns

You may have some concerns along the path to finding a job. You are not alone! Many older adults in the community have also expressed concerns, and this resource guide is here to help you. Some of the most common concerns are addressed below, but if you have other concerns or would like to talk in depth, contact the Employment Specialist at the Orange County Department on Aging (see page 8).

1. I am concerned I won't find a job. Looking for a job today has changed, so it is understandable that you may feel concerned. You have many years of experience. With that experience you have many impressive successes, achievements, and accomplishments. Don't shy away from highlighting your successes. Present yourself with confidence. The skills you used to achieve these successes are transferable to all jobs. Refer to the section "Resources to help find & apply to a job" in the Resources section of this guide for items to help you address this concern.

2. I am concerned about how to apply for jobs. With the internet, the job application process has changed a lot over the years. Now, most companies have online job applications. Moreover, 50% of all jobs are not posted, so how do you learn about those jobs? If you are concerned about applying for jobs online for various reasons, including concern over limited computer experience or concerns over privacy, there are a lot of community resources for you! Refer to the section "Resources to help find & apply to a job" in the Resources section of this guide for items to help you address this concern.

"I've spent hours looking through a lot of these job descriptions and you'd think many of them are very basic, but their requirements are unbelievable...I feel I have to go back either to school or...training just to take these really basic...jobs."

- Orange County resident

3. I am concerned about interviews and networking. Are you concerned about questions that you will be asked during an interview? Are you concerned about networking? Has your network shrunk as more of your colleagues retire? Do you use LinkedIn? How public should you go? There are many resources in the community that can help you answer these questions! Refer to the section on "Resources for networking and interviewing" in the Resources section of this guide for items to help you address this concern. Remember, 50% of all jobs are not posted.

"I agree that networking is very helpful and critical. But I do think for some seniors...that pool shrinks as you, as your friends are all retired. It doesn't mean it's eliminated. It's definitely narrower than when I was employed."

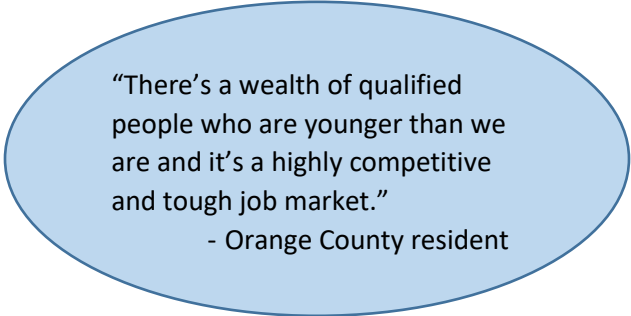
- Orange County resident

4. I am concerned about how I will get to my job. If transportation to your job is a concern, there may be resources that you can use to overcome this concern. Refer to the section on "Resources for Transportation" in the Resources section of this guide for items to help you address this concern.

Addressing Discrimination

Discrimination exists in today's society. Discrimination can come in all forms, including discrimination based on age, gender, race, disability, religion, and more. It is important that you understand each of these and develop your own strategies and plans to effectively address any that may arise during your job search.

Age Discrimination: Are you wondering if employers will think you are too old? This is what age discrimination can look and feel like, and it is a concern of many older adults. If you are one of these adults, know that you are not alone. In a 2016 survey of 119 Orange County older adults, 84% indicated that they believed it would be difficult to find a new job after age 55. The 1967 Age Discrimination and Employment Act (ADEA) protects applicants and employees who are 40 years of age or older from employment discrimination based on age. Under the ADEA, age discrimination is illegal. Employers cannot mention age or say that a certain age is preferred in job ads, set age limits for training programs, retaliate against you if you file charges of age discrimination, or force you to retire at a certain age (except for a few narrow exceptions). However, age discrimination is still very real. Currently, employers are still legally able to ask your age and graduation date on your application or during your interview. You can choose to remove this identifying information from your online profiles or deflect the questions during an interview; however, there is nothing stopping an employer from asking. Addressing age discrimination can be challenging, but throughout this process, remember that you are in charge of your job search and career. You have more experience than younger workers. Use this expertise and your accomplishments to your advantage during your job search. Additionally, the Orange County Department on Aging is here to support you and help you address this concern. Several resources are also included in the Age Discrimination resource section of this guide. If you want further help, the Employment Specialist would be happy to discuss this topic with you.



“There’s a wealth of qualified people who are younger than we are and it’s a highly competitive and tough job market.”

- Orange County resident

Routes to finding employment

There are various routes you can take to finding employment. A traditional way to find a job use to be through submitting job applications. Today, networking is viewed as one of the most successful ways to finding employment. Other than submitting job applications and networking, there are two other main routes to employment. These are 1) internships and 2) volunteering. This Resource Guide will not discuss these final two routes to employment in much detail. However, both internships and volunteering can help you find employment by connecting you with potential employers, providing the opportunity to build skills, and providing you the opportunity to develop relationships with employers that may result in a job offer.

Employment Resources

This section provides a listing of resources in Orange County, the Triangle, and online that you may helpful in your job search. Resources are divided into various sections, including: Resources to help find & apply to a job, Resources for networking and interviewing, Resources for transportation, and other resources.

Our hope is that these resources provide a foundation for you to begin your job search. This resource list is non-exhaustive and ever-changing. You may know of other resources that are not listed in this Guide.

Resources to help find & apply to a job

Orange County Department on Aging (OCDOA)

Free employment resources are offered at both Orange County senior centers, including:

- **Employment Specialist:** The Employment Specialist provides one-on-one assistance, answering questions and providing you with any support needed, at any point during your job search. Schedule a free 30 minute appointment with the Specialist, Mike Komives, by calling the OC Aging Transitions Helpline at 919-968-2087 or emailing Mike directly at skomives@orangecountync.gov.
- **Mature Job Seeker Courses:** These monthly, free courses offer tips for a more productive job search. Classes are open to the public and held the first week of the month (Seymour Center: first Friday, Passmore Center: first Wednesday).
- **Seymour Tech:** The Seymour Center offers various technology courses, ranging from Computer Fundamentals to courses on Skype and computer security. Courses are either free or have a small fee. Please refer to the Senior Times to find course dates and pricing.

Locations

Robert & Pearl Seymour Center
2551 Homestead Road
Chapel Hill, NC 27516
919-968-2070

Jerry M. Passmore Center
103 Meadowlands Drive
Hillsborough, NC 27278
919-245-2015

Website: <http://www.orangecountync.gov/departments/aging/>

Orange County Public Libraries

The County libraries offers free services that may be of assistance during your job search. Some services are free and open to the public, while others require an Orange County Public Library card. Library cards are free to anyone living in Orange, Durham, Alamance, Person, or Chatham counties.

- **Computer and wireless internet access:** Free access to library computers and internet is available at all library locations. At the Main Library in Hillsborough, you may also check out laptops for use at the library.
- **Wi-Fi to Go:** If you do not have internet at home, hotspots are available for checkout for 3-week periods. Hotspots are wireless access points offering internet to your devices.
- **Computer classes:** Free computer classes are offered at the Cybrary in Carrboro. Check the library calendar for the schedule.
- **Meeting spaces:** The Main Library in Hillsborough has meeting spaces for 1-99 people. Rooms can be reserved for free by calling 919-254-2536.
- **Printing, faxing, and scanning:** These services are offered for a nominal fee. Services include black and white printing (\$0.15/page), color printing (\$0.25/page), fax services (\$1.00/page), and scanning (free).

[see next page for library locations]

Locations

Main Library	Cybrary	Carrboro Branch Library
137 W. Margaret Lane	100 N. Greensboro Street	900 Old Fayetteville Road
Hillsborough, NC 27278	Carrboro, NC 27510	Chapel Hill, NC 27514
919-245-2525	919-918-7387	919-969-3006

Website: <http://www.orangecountync.gov/departments/library/>

Chapel Hill Public Library

The Chapel Hill Library provides various services that may be of assistance during your job search. Library cards are available at no cost to people who live in Orange County and people who pay property taxes to Chapel Hill or Orange County. If you do not meet any of these criteria and want to check out materials, a library card can be purchased for \$65 per year.

- **Computer and wireless internet access:** Free access to library computers and internet.
- **Weekly tech help:** Attend weekly drop-in tech help with devices, apps, and more.
- **Computer classes:** Free computer classes on various topics including the Microsoft Office Suite, Gmail Basics, Online Security and Privacy, and Job Searching and Resumes are offered regularly. Check the library calendar for more information. Registration for classes is sometimes required.

Location

Chapel Hill Public Library
100 Library Drive
Chapel Hill, NC 27514
919-968-2777

Website: <https://chapelhillpubliclibrary.org/>

OrangeWorks Employment and Training Center

This is an Orange County Skills Development Center. Visit the OrangeWorks location in Hillsborough to use their wide range of employment and training services.

- **Resume preparation:** Staff at OrangeWorks provide resume assistance.
- **Career development and skills training:** Services include job search assistance, interviewing skills, computer training, and more.

Location

113 Mayo Street
Hillsborough, NC 27278

NCWorks Career Center of Orange County **(formerly the Employment Security Commission)**

The Orange County NCWorks Career Center, as well as their website, offers a wide range of employment and training services including:

- **Resume preparation:** Staff at the center and the NCWorks website provide resume assistance. To access this resource online, you will need to create an online account.
- **Career development and skills training:** Contact the Career Center to learn about upcoming training events.
- **Career Fairs:** NCWorks shares information about upcoming local career fairs.

Location

NC Works Career Center
503 W Franklin Street
Chapel Hill, NC 27516
919-245-4335

Website: <https://www.ncworks.gov>

Durham Technical Community College

Durham Tech provides skills assessment, employment skills training, and career development through their Workforce Development courses.

- **Workforce Development:** These courses are offered in short sessions and equip you with the knowledge and skills to apply for, keep, and advance in your job. Courses are offered at both Durham Tech campuses. Review their website (provided below) for the course listings. Fees for courses are waived (free) if you are unemployed or underemployed.

Locations

Main Campus
1637 East Lawson Street
Durham, NC 27703
919-536-7200

Orange County Campus
525 College Park Road
Hillsborough, NC 27278
919-536-7238

Website: <https://www.durhamtech.edu/noncredit/workforce.htm>

Dress for Success

This organization serves under-employed and unemployed women in the Triangle by providing the following resources:

- **Women's Suiting:** Obtain a referral to visit the store and the staff will work with you to help you choose an interview outfit and provide guidance and support for the upcoming interview, network of support, professional attire, and development tools.

- **Career Centers:** The centers can help women continue their job search, seek professional development, and enhance their skills or explore career opportunities.
- **Going Places Network:** This 10-week job acquisition class supports women as they address obstacles to securing employment. The class offers skill acquisition, mock interview practice, and networking opportunities. Refer to the Dress for Success website for further information.

Location

Northgate Mall
1720 Guess Road, Suite 14
Durham, NC 27701
919-286-2128

Raleigh Location
1812 Tillery Place, Suite 105
Raleigh, NC 27604
919-286-2128

Website: <https://trianglenc.dressforsuccess.org/>

SuitedNSuccess

This organization provides interview-quality, professional business clothing at no charge to economically disadvantage men.

- **Men’s Suiting:** Obtain a referral to visit the store. SuitedNSuccess does not take “walk-in” clients. Referrals can be from several agency partners, including NCWorks. Refer to the below website for more information. Once you receive a referral, various clothing items available include: shirts, slacks, suits, shoes, accessories, and socks.
- **Professional development:** Offers continuing professional and personal development opportunities monthly.

Location

SuitedNSuccess is mobile and does not have a set location.

Service areas include Durham and the Triangle area.

Email them at: mtaylor@suitedsuccess.org

Write them at: P.O Box 13030, Durham, NC 27709

Website: <http://www.suitedsuccess.org>

Community Empowerment Fund (CEF)

CEF is a UNC student-powered non-profit focused on enabling and sustaining transitions, with a focus on transitions out of homelessness and poverty. However, the services CEF provides is open to the public, and they provide several employment resources.

- **Volunteer Advocates:** The CEF volunteer advocates, comprised of UNC students, assist you towards reaching your goals. You will be paired with 2 volunteers that can work one-on-one with you to assist you towards reaching your goals, whether those goals are financial, employment, or others.

- **Opportunity Classes:** CEF offers a free education program covering everything from personal finance to job readiness. Classes meet weekly and consist of 12-week curriculum.
- **Laptop Savings:** CEF offers members the ability to purchase affordable, refurbished laptop computers through their partner nonprofit, the Kramden Institute. In order to qualify you must be a part of CEF’s Safe Savings Account. Refer to their website for further information.

Locations

Chapel Hill Location
 208 N. Columbia St. Suite 100
 Chapel Hill, NC 27514
 919-200-0233 (for English)
 919-213-0233 (for Spanish)

Durham Location
 1206B W. Chapel Hill St.
 Durham, NC 27701
 919-797-9233 (for English)
 919-323-3699 (for Spanish)

Website: <https://communityempowermentfund.org/>

Websites for Job Information

The table on the following 2 pages provide a list of various websites that post job openings, as well as websites to provide salary and occupational job outlook information. These are only a short listing of websites. There are other websites that you may like to review. When looking for where to begin your search online, consider the following:

- **Are you looking to keep your job search broad?** Consider using general job search websites such as Indeed to begin your search. Likewise, NCWorks, NC Job Network and beyond can provide general searches across NC.
- **Do you want to work in federal, state, or local government?** Consider using the government and county websites.
- **Do you know the organization you would like to work?** Consider reviewing their website to see if they have job postings.

As you continue your job search, be aware of potential scams. You should not pay anyone for information on a job, for your resume to be reviewed, for software to use, etc. unless you know it is a trusted resource. Additionally, do not provide confidential information such as bank account information or complete a credit report during your job search. You can use the Better Business Bureau (www.bbb.org), or other sites such as www.glassdoor.com to determine if the employer is a trusted, reputable employer. If you are concerned about privacy, you can create a separate email account to use during your job search and/or create a separate phone number through various avenues, such as Google Voice.

Continue to the next page for a listing of job search websites.

Websites for Job Postings

Website Name	Website Address	Information
General Job Search		
Indeed	www.indeed.com	Job listings and resume posting
Monster	www.monster.com	Job listings and resume posting
Glassdoor	www.glassdoor.com	Includes job listings with company reviews from former/current employees and salary estimates.
Flex Jobs	www.flexjobs.com	Tool for people looking for flexible job environments, such as telecommunicating, part-time, etc. Must pay a fee to use the website.
US Government Jobs		
Federal jobs	www.usajobs.com	US Government's listing of civil service job opportunities with federal agencies
Jobs in North Carolina		
NCWorks	www.ncworks.gov	Private sector jobs in NC; requires registering with NC Employment Security Commission.
NC State Government	www.nc.gov/jobs	Jobs with NC government agencies
NC Department of Public Schools	www.ncpublicschools.org	Jobs with NC public schools
Orange County	www.orangencgov.com	Orange County government job listings
Durham County	www.durhamnc.gov	Durham County government job listings
Wake County	www.wakegov	Wake County government job listings
Duke University	www.hr.duke.edu	Duke job listings
NC State University	www.jobs.ncsu.edu	NC State job listings
UNC Chapel Hill	www.hr.unc.edu	UNC Chapel Hill job listings
Triangle Jobs	www.trianglejobs.com	Listing of NC jobs, sponsored by the News & Observer
NC Job Network	www.northcarolinajobnetwork.com	State job listings, salary search, job fairs, career tips
Jobs for Veterans		
VA Careers	www.vacareers.va.gov	for employment help, go to benefits.va.gov
Veterans2work	www.veterans2work.org	
Job Opportunities for Disabled Veterans	www.jofdav.com	job postings for disabled American veterans
Jobs for Disabled Persons		
Disabled Person	www.disabledperson.com	job postings and other information for disabled persons.

Websites for Salary and Job Information

Website Name	Website Address	Information
Glassdoor	www.glassdoor.com	Includes company reviews from former/current employees and salary estimates.
US Department of Labor	www.dol.gov	Statistics on salaries and wages. Also includes information for veterans, and people with disabilities.
My Next Move	www.mynextmove.org	Provides an interactive tool for job seekers and students to learn more about their career options, salary, and more.
Salary.com	www.salary.com	Website with salary calculator, salary comparison, and compensation data.
Salary Expert	www.salaryexpert.com	Includes salary and cost of living data.
US Bureau of Labor Statistics: Occupational Outlook	www.bls.gov/oco	The US Bureau of Labor Statistics occupational outlook for various careers.

Resources for Networking and Interviewing

The following is a list of only a few groups around the Triangle that have formed specifically for the purpose of finding a new job. Some are faith based, but allow anyone to participate.

To Avoid Future Unemployment (TAFU)

TAFU is an ongoing networking group open to both employed and job-seeking professionals in all industries. The group meets at Café Carolina in Cary, 137 Weston Parkway on the first and third Thursday of each month at 7:30-8:30am. There is no website for this group.

Jobs Network of St. Thomas More Catholic Church

This bimonthly networking group meets at 8:30AM on the 2nd and 4th Saturdays of each month, excluding November (Thanksgiving) and December (Christmas), at the Parish Center in St. Thomas More Catholic Church in Chapel Hill. Participants give an elevator speech, exchange contacts, provide leads, offer suggestions, etc. These events are free and open to the public. Contact: mike@mikekomives.com if interested. Meeting location is at 940 Carmichael Street, Chapel Hill, NC, 27514.

Website: www.stmchapelhill.org/jobs-network-ministry

Colonial JobSeekers

This faith based networking group, based at Colonial Baptist Church in Cary, serves the unemployed and underemployed. Meetings occur on every Monday from 8:30-11am, except for various holidays (refer to their website for information). Networking and coffee begins at 8am. Meeting location is at 6051 Tryon Road, Cary, NC 27511.

Website: <http://www.jobseekers.colonial.org/>

RTP180°

On the third Thursday of every month, The Frontier, in the RTP, offers a speaker series with speakers from the local universities, local companies, and the community speak about various topics. Tickets are free, but seating is limited. All 300 seats are usually claimed. Networking can occur before and after the speaker's address.

Website: www.rtp.org/program/rtp-180/

NCBiotech Jobs Network

This monthly networking event is for life science professionals interesting in networking and exploring job opportunities in NC. Events are held on the last Monday of the month from 12-2:30pm at the NCBiotech campus located in the Research Triangle Park. The events are free and open to the public. Lunch is not provided, but light refreshments are served.

Website: www.ncbiotech.org/networking/exchange-groups/ncbiotech-jobs-network

Websites for Networking

Below is a listing of a few websites that are good for providing networking opportunities.

Website Name	Website Address	Information
LinkedIn	linkedin.com	An online social media network for professionals.
Triangle Networking Group	www.trianglenetworkinggroup.com	Networking group for people in the Triangle.
Military Officers of America Association	www.moaa.org	Largest association for U. S. military officers.

Resources for Transportation

Orange County Department on Aging

Free transportation assistance is provided to gain an understanding of Chapel Hill Transit, Orange Public Transportation, and Triangle Transit, and other items related to transportation.

- **Transportation Specialist**, Lisa Berley. Contact Lisa with transportation questions through the Transportation Help Line: 919 -717 -1853.

- **Transportation Information:** Visit the Transportation Information Table from 10 – 11:30am on at Passmore Center on the first Wednesday of each month and at the Seymour Center on the first Tuesday of each month.
- **Transportation courses:** Courses taught include Bus Riding 101, Bus Riding Made Easier Through Technology, and more. Review the Senior Times for date and time.
- **Orange County Department on Aging (OCDOA) website:** For an additional overview of public transit options that are discussed below, visit the OCDOA website and click on the Transportation tab in the menu options. The website has direct links to the transit systems. Website: <http://www.orangecountync.gov/departments/aging/>

Chapel Hill Transit (CHT)

Buses serve the towns of Chapel Hill and Carrboro, as well as a route between Hillsborough and Chapel Hill (Route 420). Transit is free to the public, except for the Route 420 to Hillsborough.

- **EZ Rider:** Provides a paratransit service for eligible riders who have physical or mental impairments and a Senior Shuttle that takes all seniors to shopping areas, the library, and Seymour Center in the Chapel Hill/Carrboro area.

Orange Public Transportation (OPT)

Buses serve the Hillsborough area, Chapel Hill, and Cedar Grove. Additionally, routes serve the Senior Centers. OPT currently operates two midday/off peak fixed-route services Monday-Friday. Orange Public Transportation also provides paratransit transportation services to eligible individuals with disabilities that prevent them from accessing the bus stops.

GoTriangle

Regional bus service around the Triangle region offering regular and discount fares. Refer to their website for more information. Or call the GoTriangle Regional Transit Information Center to easily plan your trip using information from all transportation agencies; 919-485-7433.

- **GoTriangle ACCESS:** A regional curb-to-curb paratransit service for eligible residents of Wake, Durham, and Orange counties.

Other Options

- **Uber:** Uber is an on-demand car service (similar to a taxi) that can be used at any time to request a ride. In order to use Uber, you must create an online account at www.uber.com. Once you have an account, use the Uber smartphone app to request a car. If you don't have a smartphone, you can still request a ride by visiting their mobile website: m.uber.com
- **Lyft:** Lyft is a different company than Uber, but offers the same types of services. In order to use Lyft will need to create an online account at www.lyft.com. Request a car through the Lyft smartphone app or through your desktop computer at <http://ride.lyft.com>.

Other Resources

Entrepreneurship Resources

Are you interested in starting your own business? Have you started a business and need additional guidance? These are some resources in the community that you may find helpful.

- **SCORE: Free Small Business Advice:** SCORE is a nonprofit association dedicated to helping small businesses get off the ground, grow, and achieve their goals through education and mentorship. Formerly known as Senior Corps of Retired Executives, SCORE provides free, confidential volunteer mentors who share their expertise, free business tools, templates, and tips online, and inexpensive or free business workshops/webinars.
Website: www.chapelhilldurham.score.org
Location: 321 West Rosemary Street, Chapel Hill 27516
- **Taking Care of Business Forum:** These monthly forums, hosted by SCORE and the Chapel Hill/Carrboro Chambers of Commerce, meet monthly from 11:30-1pm on the first Wednesday of each month. To find the topic of the month, go online to the Chapel Hill/Carrboro Chambers of Commerce website.
Website: www.carolinachamber.org/tcb
Location: Refer to the website
- **Non-Profit Roundtable Meeting:** A networking and education event for non-profits, hosted by the Chapel Hill/Carrboro Chambers of Commerce.. Held from 11:30=1pm or 4-5:30pm on the second Wednesday of every month.
Website: www.carolinachamber.org/non-profit-resources
Location: Refer to the website
- **Small Business Center at Durham Tech (SBC):** This center provides business owners with information they need for success, including – but no limited to – advice on marketing, sales, bookkeeping, and financial management. The SPC offers the following services at little or no cost:
 - Training and technical assistance in starting your business.
 - Business skill seminars, workshops, and courses.
 - Confidential counseling to help you develop your business plan or address your business needs.
 - Resource and referral services
 - A Resource center with small business publications and literature.**Website:** <https://www.durhamtech.edu/sbc/index.htm>
Location: SOUTHBank Building, 400 West Main Street, Durham, NC 27701

Age Discrimination Resources

- **Orange County Department on Aging (OCDOA):** The Mature Job Seekers courses at OCDOA (see page 8) has select courses on how to address age discrimination. To find the subject for each monthly Job Seeker course refer to the Senior Times or the OCDOA website. In addition, the Employment Specialist at the OCDOA can discuss this topic with you one-on-one, provide tips on how to address age discrimination, and point you to legal resources if needed.
- **AARP Employer Pledge Program:** The AARP Employer Pledge Program is a national effort to help employers solve their current and future staffing challenges and direct job seekers to employers that value and hire experienced workers. Working with AARP, participating organizations have signed a pledge that they: 1) believe in equal opportunity for all workers, regardless of age, 2) believe that 50+ workers should have a level playing field in their ability to compete for and obtain jobs, 3) recognize the value of experienced workers, and 4) recruit across diverse age groups and consider all applicants on an equal basis. Review the website for further information.
Website: <https://www.aarp.org/work/job-search/employer-pledge-companies/>
- **Legal resources:** If you are seeking legal information to address a case of age discrimination, there are various potential resources in the community. One source is listed below. The OCDOA Employment Specialist can also provide information.

Legal Aid of North Carolina
Website: <http://www.legalaidnc.org/>

Tips for your Job Search

Below are a few tips that can be helpful to consider throughout your job search.

Interview Tips:

- Arrive 10-15 minutes before your interview.
- Plan for travel time and traffic.
- Go to the bathroom before the interview.
- Ask about parking prior to the interview. Sometimes you may need a parking pass.
- Leave your cell phone in the car.
- Try the power stance before an interview.
- For telephone interviews be sure to be in a quiet room, with no distractions, no hard glassware (use plastic cups), and no ice water. You do not want distracting noise passing over the phone.
- If you use Skype, test out the camera early. Wear appropriate clothes. Put angle of computer straight.
- Smile, relax, look confident.
- When dressing for an interview, it is also okay to be at or above the office dress code. When in doubt, go above the office dress code.
- After an interview, send an email thank you or a written thank you note to all of the people who interviewed you.

Networking Tips:

- Business cards can provide an easy way to share contact information during a networking event without needing a pen or paper. If you want a business card, vistaprint.com provides free business card templates for public use.

General Tips:

- Think ahead on how you can market yourself to your potential employer. Including your wisdom and experience, what else sets you apart?
- Employers love stories and numbers. Think about how can you define your successes through these avenues.
- Show excitement about your job, even if it's not your ideal job.
- It is often easier to get a job when you have a job. Be open to the possibility of taking a less than ideal job for a certain period of time, as a springboard to a more ideal job.

