
Overview: Registering with

WorkOne:

Assess Your Skills Increase Your Skills

Find the Best Job to Match Those Skills

All WorkOne Centers are open Monday through Friday from 8:00am to 4:30pm. The Centers are busiest on Monday and Tuesday and lunchtimes are very busy, as well. If you would like to avoid a wait, visit your nearest WorkOne Center later in the week and early in the day.

WorkOne staff will be unavailable for one-on-one time until after 10:00am on all Thursday mornings due to Staff Development time from 8:00am to 10:00am.

Unfortunately, you may experience 1-2 hour wait times... sometimes. Because we have no control over how many people come in on a particular day, we do not know how long each visit will take, and we do our best to ensure people are seen in a timely fashion.

Things to bring: pencil, paper, calendar, resume, reading materials, social security card, and photo identification.

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1. On your first visit to a WorkOne Center in Eastern Indiana, you will meet a WorkOne Greeter. This WorkOne professional will ask you a few quick questions to determine what brought you to WorkOne and then introduce you to a WorkOne Career Advisor to begin your assessment.
2. Your WorkOne Career Advisor will verify your name, social security number, date of birth, and check to see if you have current information on file.
3. Your WorkOne Career Advisor will explain that another 45-60 minutes of your time will be required to finish the enrollment & assessment portion of the WorkOne registration process.
4. Your Career Advisor will then setup a customer account for you in KeyTrain: the WorkOne self-assessment tool that is completed on a computer. Your Career Advisor will print your logon instructions and direct you to the assessment computers and get you started.
5. Once your assessment is complete, you will again meet with your Career Advisor to review your assessment and you will receive a print-out of a copy of your newly created WorkOne client file.
6. In your skills review, your WorkOne Career Advisor will ask you questions similar to the following:
 - What brought you to WorkOne?
 - What are your goals?
 - What is your work history?
 - What are the barriers to skills and employment?
 - What is your education level?
7. This concludes your WorkOne registration. Your WorkOne Career Advisor will refer you to the Employment or Skills team. These WorkOne Teams will provide you with a plan to help you achieve your employment and educational goal(s).

You are ready to begin taking advantage of everything WorkOne has to offer! You have assessed your skills, now it's time to increase your skills and find the best job to match those skills.