

## **Filing for/Understanding Unemployment Benefits**

- **Unemployment Benefits At A Glance** [English, Spanish, and Vietnamese]  
(<http://www.twc.state.tx.us/ui/bnfts/b-35e.pdf>)  
This brochure - which is available to Workforce Solutions offices - provides this basic information:
  - Information needed to file a claim
  - On-going UI eligibility requirements
  - Choosing payment options
  - Requesting benefit payment
  - Miscellaneous claims information
  
- **Benefit Payments: Choose Direct Deposit of TWC Debit Card** [English and Spanish]  
(<http://www.twc.state.tx.us/ui/benefitpaymentbro.pdf>)  
This brochure - which is available to Workforce Solutions offices - provides detailed information about the different benefit payment options available to claimants.
  
- **Apply for Benefits Tutorial** [English]  
(<http://www.twc.state.tx.us/ui/bnfts/benefits-tutorial.pdf>)  
This 28-page tutorial provides detailed instructions for individuals who wish file a claim using TWC's Internet application "Apply for Benefits."
  
- **Prepare for an Appeal** [English]  
([http://www.twc.state.tx.us/ui/appl/claimants\\_intro.html](http://www.twc.state.tx.us/ui/appl/claimants_intro.html))  
This on-line tutorial provides detailed information about the appeals process, including recorded hearing samples and tools to keep track of telephone conversations, evidence, and witnesses associated with an appeal.



## Tips for Job Seeker Registration

The more information provided during registration the better.

As the job seeker enters information, WorkInTexas.com builds a resumé and job match profile behind the scenes, which is displayed to the job seeker at the end of the registration process.

The resumé can then be used by the job seeker and is also made available online to employers.

- It's important to include the following:
  - Good contact information, such as phone numbers and an email address, so that employers and/or staff can easily get in touch with the job seeker.
  - A complete work history describing all work experience.
  - Education information, especially post-secondary, such as the school attended, degree achieved and major.
  - Work related certifications, licenses, and/or training.
- Any section of the resumé can be updated at any time by clicking on the **My Portfolio** tab.
- The **Resumé Preferences** page allows job seekers to select what information they want to display to employers on their resume
- A **Resumé Advisor** feature is also available; it analyzes information entered by the job seeker and then provides tips on how to improve the resumé.

## Tips for Job Matches

- Advise job seekers to log onto WorkInTexas.com each day, and from their home page:
  - Run a job match by clicking the **View Your Current Matches** link.
  - Check for **Job Match Alerts** generated by staff.
- Job matching information can be updated at any time by going to the **Job Matching** section on the **My Portfolio** page. From here job seekers can also:
  - Create additional pay and location preferences
  - Add more occupational experience
  - Enter keywords to match on specialized skills, experience, or training
- A **Job Match Advisor** feature is available; it shows how to increase the potential for job matches.
- Use the **Comparison** page to compare the job seeker's qualifications to a job posting's requirements.

## **Labor Market Information & Career Tools**

- **Counselor's Packet**

- 1-800-822-PLAN or 1-800-822-7526
- [www.lmci.state.tx.us](http://www.lmci.state.tx.us)

- **Texas CARES**

This online tool helps individuals learn about and understand the job market and available job opportunities, the qualifications required and desired for those opportunities, and where they can update their skills and education in order to get those jobs.

- <http://www.texascaresonline.com/>
- <http://www.texascaresonline.com/wowmenu.asp>
  - Self-Assessment –Figure out what you want to do and what you're good at.
  - Skills Transferability (Related Occupations) – Learn what other jobs for which your skills might be a good match.
  - Occupation Info – Learn about specific occupations, including written descriptions and short narrative videos.
  - Top 25 (Hot Shots) – Get information on career fields that are growing, declining, targeted, highest paying, etc, and then look at jobs currently available in those fields right now posted in WorkInTexas.com.