

Resources for Program Candidates

As a candidate of the LA Local Hire Programs, which include the Targeted Local Hire Program and the Bridge to Jobs Program, you have a variety of resources available should you need assistance with job/soft skills training, improving your daily job performance, or need supportive services such as transportation, child care, housing, legal support, and more.

Need assistance with job training or supportive services?

- ❖ Contact your case manager at your Application Site or Referral Agency. They can assist you with:
 - ✓ Employment focused career management and career coaching
 - ✓ Job specific, computer, customer service and life skills training
 - ✓ Assistance with work attire and office etiquette
 - ✓ Wrap around services including: housing, medical, mental health, educational, substance abuse, legal, financial, transportation, child care, food, and more.



Have questions regarding your employee benefits?

- ❖ Visit www.keepinglawell.com or contact the Benefits Division at per.empbenefits@lacity.org
- ❖ They will help you navigate all the resources offered by the City and those available to you through your benefits package. These benefits include:
 - ✓ All your medical, dental, vision, disability, accident, and transportation benefits
 - ✓ A variety of wellness classes
 - ✓ The **Employee Assistance Program (EAP)** which provides you and your family with professional and confidential counseling support, referrals, and more. Visit the program website: per.lacity.org/bens/eap

Contact Us

If you are looking for additional support, please contact LA Local Hire Program Staff at lalocalhire@lacity.org.

A full list of our resourceful partner organizations can also be found on our website: lalocalhire.lacity.org/where-apply

LA Local Hire
lalocalhire.lacity.org

Need assistance with or have questions about your work environment?

- ❖ Speak to your supervisor or contact your department's HR office. They should be able to assist with any issues you may be facing within the office or regarding your work duties and expectations.
- ❖ General tips:
 - ✓ Take notes during trainings with your supervisor
 - ✓ Don't hesitate to ask questions if you are unsure about something
 - ✓ Use your calendar, folders, and reminders to be as organized as possible
 - ✓ Make sure you understand what is expected of you and prioritize your most important tasks to ensure they are completed adequately and on time

Additional Online Training & Development Resources for Employees

- ★ *Cornerstone* is the online training portal for City employees. To access, go to: lacity.csod.com
- ★ City employees also have access to the City Library's training portal, which includes access to a number of resources, including Lynda.com. To access, go to: lapl.org/collections-resources/online-learning.
 - ✓ If you don't have a City library card, sign up for an e-card here with your City email address: lapl.org/city-card
- ★ Visit the City's Employee Resources page: insidela.org/employee-resources