

April 26, 2011

EFM TIP: New Wagner-Peyser Core Service Codes in the Employ Florida Marketplace (EFM)

The purpose of this EFM TIP is to inform Regional Workforce Board staff (RWBs) and other interested parties of new core service activity codes that are now available in EFM. The service codes listed below are available for immediate use. Examples of the activities associated with each new service code are provided below.

Code 153 * Computer Skills Workshop:**

- Instructions on how to use various computer applications
- Basic keyboarding skills, how to use e-mail, use of the Microsoft Office Suite
- May be used to record varying levels of comprehension (basic to advanced)

Code 154 * Social Networking Workshop:**

- Use of social networking sites to search for employment and networking opportunities
- Proper conduct while using these applications, including contacting employers and networking with other job seekers
- May be used to record varying levels of comprehension (basic to advanced)

Code 155 * Interviewing Skills Workshop:**

- Guidelines and best practices on successful participation in an interview
- Appropriate attire, frequently asked questions, mock interviews

Code 156 *Soft Skills Workshop:**

- Identification and discussion of key soft skills that are useful in the workplace
Soft skills include interpersonal communication in the workplace, professionalism and work ethic, critical thinking and problem solving, teamwork, creating a self image, reputation maintenance

Code 157 * Financial Management Workshop:**

- Providing customers with information on personal finances such as: Basic financial terminology, assessing debt, Consumer Credit Counseling services, building a budget, money management; saving; retirement planning
- May include financial management seminars hosted by partner organizations

NOTE: Code 126 * Tax Credit Information**

Please note that code 126 *** Tax Credit Certification has been changed to Tax Credit Information because our system no longer provides the certification for tax credit issuance.