

TERO Job Skills Bank

The Job Skills Bank was created to provide:

- a resource to contractors to showcase the local Native American workforce
- an assessment to identify training needs to develop individual employable skills

TERO Client responsibilities:

- Continually update your job skills profile
- Register weekly your availability by personally visiting the TERO Office (no phone calls, please)
- Attend training TERO sponsored workshops to enhance your employable skills
- Have valid telephone and message system so we may successfully contact you
- Be prepared to interview for an employment possibility
- Be prepared for hiring: have current ID, SS card, driver's license, etc.
- Be dependable: on time for interviews, workshops, and job sites
- Be respectful: no foul language or obscene gestures
- Be ready for drug/alcohol screening

TERO responsibilities:

- To communicate to the client all job and training opportunities
- To assist the client in job application preparation and resume development
- To provide site for computer
- To promote

Once a individual is in the Job Skills Bank, they must check in once a week at the TERO Office and register that they are able to work and what type of work they are seeking. There is no need to come in every day. No phone calls will be accepted.

TERO does referrals from the Job Skills Bank based upon the request from contractors or employers needing workers.

Once an individual is sent out to meet with the potential employer, it is up to that individual to be ready for an immediate interview and carry all necessary identification with them (Social Security card/Drivers License or CA ID). If the employer feels that the individuals do not have enough experience or fails an interview or does not have the proper identification, he may request more individuals out of the Job Skills Bank until the position is filled. Failure of an interview could mean, being late or not ready to work at the time needed.

Once a individual is hired, it is up to him or her to make sure what there pay rate and payday is. The Bishop Tribe Does have an adopted Pay Scale posted at the TERO Office, this is the minimum of what employers must pay of work being performed on the reservation.

A couple of important items to remember:

- TERO is not an employer and individuals should not use the referrals as there only source of income. Individuals should always seek out other employments opportunities. The TERO staff will help on reviewing employment application or reviewing resumes. An appointment must be made with the TERO Office to assist you on these items or any other special needs you may have.