



A proud partner of the **americanjobcenter** network

Re: Durational Limit - 1 Year

Dear

Participants in the Wisconsin Senior Employment (WISE) program may be enrolled for up to four years. This letter is to remind you that your durational limit in the WISE program ends on

Final Pay Period

You may work hours at your WISE host agency placement site up to and including your final day in the program. WISE work hours are not permitted after that date.

Job Search

The WISE program helps seniors find meaningful employment. If you wish to continue working toward this goal, we will need to actively work together to pursue employment before your exit date, as you are required by law to leave the WISE program at that time.

Most people find jobs through networking. Making networking a top priority now can significantly increase your chances of finding a job. Please review the tips on the back of this letter to help you succeed in finding a job by networking with people you know.

References

Should you need a reference, remember to list Employ Milwaukee, Inc. as your employer and your Host Agency worksite supervisor as your supervisor.

Sincerely,

WISE Program Representative

CC: Host Agency Supervisor

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

1322 North 8th Street
Milwaukee, WI 53205
Phone: (414) 270-1700
Wisconsin Relay: 7-1-1
employmilwaukee.org

Networking Tips to Find a Job

You likely know more people than you realize—including friends, relatives, coworkers, and community members—who can support your job search. Use the tips below to tap into the power of networking and move closer to landing a job.

Network Every Day

- Stay connected to community organizations, professional groups, and social networks.
- Make a habit of building connections daily—consistent networking leads to success.
- Reach out regularly to people you have met throughout different areas of your life. This can be a rewarding way to reconnect, strengthen relationships, and create valuable job leads.

Write Down Your Contacts

Take time now to create a complete list of everyone you know, along with their contact information, such as phone numbers and email addresses. This list is often much larger than expected. Include people you haven't spoken to in a while—most will be happy to hear from you and help if they can. Consider contacts from all areas of your life, including:

- Your host agency
- Local job centers or workforce development offices
- Relatives (including adult children)
- Local senior centers or community organizations
- Previous employers, supervisors, and coworkers
- Health care providers (doctors, dentists, pharmacists, etc.)
- Your house of worship or faith-based organizations
- Long-time friends and neighbors

Assess Your Skills

Be prepared to clearly explain your skills, strengths, and experience. Knowing what you have to offer helps others understand how they can assist you or who they might connect you with.

Prepare or Update Your Résumé

Ensure your résumé is current and accurately reflects your skills and experience. Share your updated résumé with your network so they can pass it on to their own contacts when opportunities arise.

Reach Out and Follow Up

Contact each person on your network list and let them know you are actively searching for a job. You can reach out by phone, email, or in person.

- Ask for advice, referrals, or leads—not necessarily a job.
- Most people enjoy helping others, so don't hesitate to ask.
- Follow up to thank them for their time and keep them informed about your job search progress. Staying in touch strengthens relationships and keeps you top of mind.



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Form Date:
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