



## Cleveland– Cuyahoga County

A proud partner of the  
American Job Center network

**The Center is closed to the public.**

### **How do I connect with job seeking services?**

- Complete a profile at [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) **AND** a local application at [www.omjcc.us](http://www.omjcc.us)
- Upload a resume
- A OMJ|CC Representative will contact you via telephone and email within two business days (often times MUCH sooner).
- If you cannot complete the profile and application **OR** you need assistance writing a resume in order to complete this step, please call **216-978-1375** and a OMJ|CC Representative will call you within two business days.
- If you have a more immediate need, you can call **216-978-1375** and leave your full name and contact information, and a representative will call you as soon as possible.

### **What do we mean by remote services?**

**Remote access to services includes communicating with OMJ|CC staff via:**

⇒ Telephone

⇒ Email

**Remote job seeker services include:**

- Participating in Basic Intake and Eligibility Determination to begin your job search and training application.
- Providing documentation through email or visual phone calls to verify your age, U.S. Citizenship Status, Selective Service Registration (and Family Income when applicable).
- Signing documentation using electronic documents provided to you via email (you can use your computer, tablet or smartphone, and if you do not have one of these tools, the representative will discuss options with you)
- Participating in Initial Assessment
- Participating in job seeking skill assistance, job matching, job referral, connect with open job orders and hiring employers, and other services you and your OMJ|CC Representative determine appropriate for your employment and/or training needs.