

JFS CAREER RESOURCE CENTER (CRC) FAQ

Do I always have to schedule an appointment in advance?

Yes. We have limited space, so it's important that we reserve a computer for you. Please email Elyse Kalmans at: ekalmans@jfshouston.org to schedule a CRC appointment. Priority will be given to JFS Employment Services clients.

May I use the computers for personal use?

No. These computers were donated to us to be used strictly for professional job searches and job skills trainings ONLY. Please refrain from watching TV, going on dating sites, checking Facebook, chatting with friends, playing games, etc.

How long may I use the CRC?

The time allotted is two hours. Please be courteous of others' who have scheduled appointments to use the CRC before, during, and after you by showing up on time and not staying past your scheduled time. This way, we can ensure that everyone has space in the CRC.

How long does it take to complete the tutorials?

Being that all the software tutorials are self-paced, the completion time will vary from person to person. There is no time limit.

May I save my files to the computer?

To protect your privacy and confidentiality, we ask that you not save anything directly on the computer's hard drive (e.g. Desktop, My Documents, etc.). Please bring your own USB flash drive to save any files.

May I eat and/or drink in the CRC?

No. Due to the sensitive nature of the equipment in the CRC and the tight countertop space, we ask that you not eat or drink in the CRC. Please feel free to use the break room when it is available (Closed 12-1:30pm, M-F). You may also take breaks outside, weather permitting. There is a table with chairs outside on the front patio, downstairs, near the front door.

May I use the phone?

Please only use the phone to call the JFS staff or in the case of an emergency.

Who do I contact if I need help or if I have a question?

Please contact:

1. Elyse Kalmans (Rm. 209, turn left, go around the corner and down the hall, office is on the right-hand side)
2. Laura Alter (Rm. 207, turn left, go around the corner and down the hall, office is across from the water fountains)

☞ *Thank you for adhering to these guidelines. We sincerely appreciate your cooperation!* ☞