**Division of Employment & Training (DET)**

**Why do I need to register for DET services, when all I want is Unemployment Insurance (UI) benefits?**

If Unemployment Insurance (UI) requires you to register with the Division of Employment and Training, you must do so immediately (within 7 calendar days). **Failure to register or participate in any testing or training required by the Division of Employment and Training may result in a denial of unemployment insurance benefits.**

**What happens when I come back to DET to file an Unemployment Insurance (UI) Extension?**

You will be required to update your information in the registration area. At your first UI extension, you will also be required to attend the Labor Exchange Orientation again, because it’s probably been six months since you went through it and our services may have changed. You will also be required to go to update your resume to include the last ten years work history before your UCG form from UI is signed. Without this UI form being signed by DET, it could affect your receiving UI.

If you apply for more U I extensions, you will only be required to update your information in the registration area and any resume update.

**What is Delaware JobLink (DJL) and how can it help me?**

DJL is an online system that allows you to:

* set up a job seeker account (Public and Public Limited is the preferred) when you register with DET. An e-mail address is required when using Public Limited.
* create an online resume
* search for jobs online in the JobLink system as well as numerous other job-search engines and websites via the new “spidering” technology
* receive emails about new job openings – these are delivered to your personal email account
* research career information.

**Are you already registered on DJL?**

You might be if:

* you have received services from DET in the past 5 years, or
* you were a student in the Jobs for Delaware Graduates (JDG) program, or
* you were enrolled in a prior Workforce Investment Act (WIA) or Job training Partnership Act (JTPA) program.

Whether you are unemployed and looking for a job or employed and looking for a better job, the Division of Employment & Training (DET) may have services to assist you.

**HOW DO YOU REGISTER FOR DET SERVICES?**

**You need to know:**

* Your social security number
* The last school grade you completed
* Each employer’s name & address, and your dates of employment for at least the past ten years
* Your work or career objective

**How to register:**

* Check in with the DET desk at any of the four local offices (Fox Valley, Pencader Commons, Dover and Georgetown) locations to receive a username and password for online registration.
* Proceed to the registration computers where it will take you about 20 minutes to input your registration information into *Delaware JobLink.*
* DET employees are available to help you.

**After you register:**

* Attend a group services orientation (held daily) where an employment specialist will inform you of all available services.
* If you seek training, your group services orientation leader will assign you an employment specialist; you will need to call your employment specialist from home to schedule your first appointment.
* If you want to use DET’s job-search services, you will be referred to the resource room for resume and cover letter development.

**But what if I need more assistance:**

If you need more intensive services, one-on-one job-search assistance is available. These services may include:

* Developing an individual employment plan
* Assessing knowledge, skills, abilities, and barriers to employment
* Participation in workshops
* Assistance in the resource room
* Job-search strategies
* Interviewing strategies
* Job referrals
* Training referrals

**For more insight into our services, check out these two websites:**

*Division of Employment & Training:* [www.delawareworks.com/emptrain/welcome.shtml](http://www.delawareworks.com/emptrain/welcome.shtml)

*Delaware JobLink:* <https://joblink.Delaware.gov>