

Catawba Indian Nation Talent Bank

*Sam Beck, Catawba Indian Nation Executive Committee Member
Jean Matthews, Vocational/Workforce Development Coordinator*



In these tough economic times we need to utilize every resource available to find employment. That is why the Job Placement & Training (JP&T) department has been working on implementing a new talent bank database system.

What exactly is a Talent Bank? A talent bank system is a computer database program which contains

information provided by a client on their work experience, specific skills and educational information. Our goal is to provide job seekers at various career levels with access to job leads, recruiters and other hiring officials.

How does it work? The Vocational Coordinator is actively developing partnerships with employers in the community by researching who is hiring and what qualifications are required to fill their vacant positions. Once we know what a company is looking for, we can then search our talent bank database system to identify potential matches. Finally, we attempt to make the connection for the job seeker with the hiring company. Depending on the company, we can

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This survey contains confidential information.
Created November 2011

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either submit a resume directly to the hiring department or in some instances, coordinate an interview between the job seeker and the hiring company.

Will I be guaranteed a job? No, a job is not guaranteed nor is an interview. Although it is possible to get an interview and even become employed because we make every effort to establish a connection between the client and the hiring company.

What is the benefit to participating? The benefit is that you are not alone in your job search. Once we know what you can and are willing to do, we can actively aid you in your efforts to obtain employment. As we develop more partnerships within the business community we will learn of more new job openings. We, in turn, will quickly pass that information on to our clients.

Who can participate? Any tribal member or tribal household member can complete the talent bank survey. The Vocational Coordinator will enter the information provided into the talent bank database system. However, any program that requires federal funding to be allocated to a client is reserved for tribal members only. That includes training certificates, GED funding and customized on-the-job training programs.

How can I participate? Below is a survey that allows us to identify your specific skills and experiences along with any unique skills employers are looking for. Once you decide to participate you must complete the survey and return it to the Vocational Coordinator.

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Do I have to participate? No, however the survey is also designed to gather relevant information needed to apply for and receive more government grants. Even if you are not actively looking for work, you can still help others by providing your information.

If I complete this survey do I still need a resume or complete a job application when applying for an open position? YES! Most companies will require that both a job application and a resume be submitted for any possible open positions they are trying to fill. This is true for any available positions both on and off the reservation. The Talent Bank Survey contains confidential data for us to better help with your unique situation, but the information is not shared with any potential employers. If a match is discovered between a client and a potential employer, a) we will notify the company that we have found a qualified tribal member, and b) we will contact the tribal member to submit a resume and/or complete a job application.

If you have any questions, regarding this new program please don't hesitate to contact either Jean Matthews the CIN Vocational Coordinator or Sam Beck the CIN Executive Committee Liaison.

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