

# work★guide

Resources to increase  
productivity, employability,  
and life-long learning.



# TMASF Connects Work Guide

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The *TMASF Connects Work Guide* a comprehensive guide to living and working in San Francisco. Included is tools and information to help you find a job, build a business, and build a career. Whether you are a high school or college student, a recent graduate, an employer, a senior, or just looking for workforce development tips, the *TMASF Connects Work Guide* has it all!

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## Career Assessment & Empowerment

Before you can figure out what job is right for you, you need to figure out who you are. Yes, it's a big question but the more you analyze and assess now, the more happiness and success you'll have down the road. There are thousands of resources to help you dig down to find who you are and what you're passionate about. And with today's economy, job development and support groups that provide huge networking opportunities are popping up all over town. Below is a list of links to help you get started on your journey. Once you've made it through the gates, visit our **commuter section** for travel options around the Bay Area to help you get to your interviews and to work.

<a href="#">About.com</a>	How to Use Self-Assessment Tools to Choose a Career
<a href="#">Free Career Test</a>	Find the right career for you
<a href="#">The Job Hunter's Bible</a>	Everything about finding a job
<a href="#">Career Coaching</a>	A coach for your career
<a href="#">Strong Interest Inventory</a>	Know your talents before making any career change
<a href="#">Jung Typology Test</a>	Personality Testing
<a href="#">Myers-Briggs Assessment</a>	Personality Testing
<a href="#">16 Personalities Test</a>	Popular personality test focused on the "Big Five" traits
<a href="#">Berke Assessment</a>	Employment Personality Test
<a href="#">Who Am I? Quiz</a>	Visual Personality Test
<a href="#">Goleman's EQ Test</a>	Emotional Intelligence Test
<a href="#">IHHP EQ Test</a>	Emotional Intelligence Test
<a href="#">StrengthsFinder</a>	Discover what makes you stand out
<a href="#">Career Workshops</a>	Free resume and career coaching at SF Main Library

### Assess and Build Your Skills

Today's job market requires today's skills. You don't need a Master's, or even a college degree, although if you are considering going back to school, education opens up many doors. But what you will need is a practical approach to your skills – are they realistic to the job within your sights? Your ability to read, write, and communicate clearly is not only crucial; it will give you the edge when it comes to getting the coveted second interview, and ultimately the job offer.

### Reading, Writing, and Communication Skills

<a href="#">Free Spelling</a>	Worksheets – learn, refine, test yourself!
<a href="#">Grammar &amp; Writing</a>	Tests and Tips
<a href="#">Spelling City</a>	More spelling help
<a href="#">Dictionary</a>	Find your words and learn their meaning

**Computer Skills**[Local Technology Help](#)[Free Tutorials](#)[Free Typing Games](#)[Learn the Keyboard](#)[Test Your Typing Speed](#)

Bay Area Network of Computer Resources

Microsoft Word, Excel, PowerPoint

Have fun learning the keyboard!

More keyboarding experience

Important to know

**Cover Letters and Resumes**

There are four essential elements to good resumes and cover letters: be concise, be truthful, be appropriate, and be clear. Let a little of your personality shine through but don't forget that "less is always more". Before you sit down and write your resume and corresponding cover letter, remember that the resume should be factual about you, "the product", and a cover letter should be intriguing enough to open the door.

**Resume Hints:**

*Keep it organized, brief and factual: emphasize appropriate accomplishments, but do not change titles, salary, period of employment, supervisor information.*

*Goals/Objectives are tough to describe in a resume – it's better to have goals clearly in mind and cover this ground in the interview.*

*References should be available on request.*

**Resume Resources**[10 Tips for Stronger Resume Branding](#)[Resume Templates](#)[Indeed.com](#)[About.com](#)[Monster.com](#)[Resume-Resource.com](#)[Purdue OWL: Resume Workshop](#)**Cover Letter Hints:**

*Write respectfully. While it's best to write to a specific person when submitting a cover letter, sometimes this information is hard to find. In cases like this, think broadly: "Dear Selection Panel", "Dear Search Team", or "Dear Interviewing Board" are options. The same applies for emails.*

*Do not list every task you've completed. Broad descriptions are better because they lead to a discussion of your transferable skills.*

*A brief statement talking about your ability to learn new things and acquire new skills is INVALUABLE.*

**Cover Letter Resources**

[12 Tips for the Entry Level Cover Letter Writer](#)

[Three Excellent Cover Letter Examples](#)

[Harvard Business Review: How to Write a Cover Letter](#)

[Don't Make These Cover Letter Mistakes Again](#)

[Cover Letter Advice and Samples](#)

[Sample Cover Letters](#)

[University of Wisconsin Writing Center: Writing a Cover Letter](#)

**Image Resources and Social Skills**

[Dress for Success](#)

[Wardrobe for Opportunity](#)

[The Women's Alliance](#)

[About.com/Human Resources](#)

[Building a Wardrobe for Work](#)

[The Perfect Hair and Makeup to Nail Your Interview](#)

[Appropriate Dress for the Interview](#)

[How to Apply Makeup for Work](#)

[Makeup Tips for Work](#)

[Lens Crafters](#)

[Pearle Vision](#)

[10 Rules of Interview Etiquette](#)

[Howtointerview.com](#)

[Job Interviewing Do's and Don'ts](#)

[7 Killer Questions to Ask at Your Next Interview](#)

[How You Should Answer the 10 Most Common Interview Questions](#)

[30 Behavioral Interview Questions You Should Be Ready to Answer](#)

[The Interview Prep Cheat Sheet](#)

[Questions You Should Ask During the Job Interview](#)

**Informational Interviews**

[How It Can Help You Get A Job](#)

[Georgetown University: The Basics](#)

[How to Request an Informational Interview by Email](#)



## Major Career Changes

### Self-Improvement

[Build Your Personal Brand \(And Your Career\)](#)

[Learn to Be More Engaging](#)

[9 Different TED Talks for 9 Kinds of People](#)

[Being an Introvert Has Its Advantages](#)

[Honing In On A Job: Six Degrees Of Separation...](#)

[Top Ten Tips: How to Keep Your Job in Today's Economy](#)

[Ten Commandments of Keeping Your Job](#)

[Don't Quit Your Job](#)

[Making Ethics a Priority in Your Workplace](#)

[A Woman's Guide to Making More Money](#)

[Advancing Women](#)

[Are Women Better Entrepreneurs?](#)

[Two Partners in Women Friendly Companies: You and The Company](#)

[Finding the Ideal Workplace](#)

[How to Become Your Dream Career](#)

### Returning to Work

[TED Talk: Carol Fishman](#)

[Breastfeeding and Returning to Work](#)

[How to Rejoin the Workforce after Raising Kids](#)

[Returning to Work: A Career Crossroads](#)

### Moving On

[Resigning from your Job Gracefully](#)

[Employment Development Department: Filing for Unemployment](#)

[Reasons to Quit Your Job](#)

[Time to Move On? 10 Steps to a Successful Career Change](#)

[Surviving a Layoff](#)

[How to Deal with Getting Laid Off](#)

### Retirement

[AARP](#)

[Medicaid](#)

[Medi-cal](#)

[Retirement Resources](#)

[CNN Money Retirement Calculator](#)

[401 Help Center Pre-Retirement Checklists](#)

[Top Retirements](#)

[Retirement Living](#)

## Job Hunting

San Francisco is a big city with big opportunities. TMA SF Connects is here to open a big window for the job seeker and reveal a wide variety of job banks and databases. We provide lots of links to a general group of jobs, resources and placement programs, plus plenty of places to post your resume. There are also job links with special considerations for youth, students, gender, language, and religion. Everyone is looking for the right person and you just might be the one. There are so many opportunities out there, there's more than one that's right for you.

### Social Networking

[LinkedIn](#)

[Perfect Your LinkedIn Profile](#)

[22 Top Tips to Make Your LinkedIn Profile Shine](#)

[10 LinkedIn Tips for Students and New Grads](#)

[The Ultimate Guide for Creating the Best LinkedIn Profile](#)

[VisualCV](#)

[AngelList](#)

[Opportunity](#)

### Job Banks

[California Job Journal](#)

[Career Builder](#)

[Careers.org](#)

[Craigslist – SF Bay Area](#)

[Dice](#)

[Employment Guide](#)

[Goodwill](#)

[Indeed](#)

[Job.com](#)

[Job Hunt](#)

[The Job Network](#)

[SFHSA](#)

[LinkedIn](#)

[Monster](#)

[One Stop San Francisco](#)

[Recruiter Network](#)

[San Francisco City and County Employment](#)

[Simply Hired](#)

[Spherion](#)

[State of California](#)

[TopTechJobs](#)

[United States of America](#)

**San Francisco Resources**

[Arriba Juntos](#)

[Center on Juvenile and Criminal Justice](#)

[Community Housing Partnership](#)

[Episcopal Community Services Adult Education Center](#)

[Faces SF](#)

[The Family School](#)

[Glide Memorial Church](#)

[Goodwill Industries, Inc.](#)

[Hospitality House](#)

[Human Services Agency of SF - Personal Assisted Employment Services \(PAES\)](#)

[Instituto Laboral de le RAZA](#)

[Mission Hiring Hall/SOMECE](#)

[San Fran Jobs](#)

[St. Anthony's](#)

[St. Joseph's Family Center, Catholic Charities CYO](#)

[Swords to Plowshares](#)

[Toolworks, Inc.](#)

[Year Up](#)

**Youth-Based Resources**

[California Institute of Integral Studies Career Development Office](#)

[City College of San Francisco Career Connection](#)

[Golden Gate University Office of Career Planning](#)

[Jamestown Community Center](#)

[San Francisco Conservation Corps](#)

[San Francisco State University Career Center](#)

[San Francisco Youth Employment Coalition \(SFYEC\)](#)

[San Francisco Youth Jobs +](#)

[SF YouthWorks - High School Internships](#)

[Techbridge](#)

[University of San Francisco Career Center](#)

[University of California, San Francisco Office of Career Development](#)

**Special Needs Training & Placement**

[California Department of Rehabilitation](#)

[DisabilityInfo](#)

[U.S. Office of Personnel Management](#)

**Senior Opportunities**

[AARP](#)

[Retirement Jobs](#)

[Seniors for Jobs](#)

[Senior Job Bank](#)



**Specialized & Non-Profit Job Opportunities**

[AIA Career Center](#)

[American Institute of Certified Public Accountants](#)

[American Institute of Graphic Art](#)

[American Insurance Association](#)

[ASAE Association Career Center](#)

[ASAE Career Headquarters](#)

[CalCPA Education](#)

[CalSAE's Career Center](#)

[Careers: AIGA](#)

[Idealist](#)

[International Association of Business Communications](#)

[International Trial Attorney's Association](#)

[Jewish Vocational Services](#)

[Non-Profit Career Network](#)

[Opportunity Knocks](#)

[Professional Businesswomen of California](#)

[San Francisco: AIGA](#)

[San Francisco Department of Human Resources](#)

[Society of Human Resource Management](#)

[Western Independent Bankers](#)

**Veteran Resources**

[Recruit Military](#)

[Resume Engine](#)

[MilitaryHire](#)

[VetJobs](#)

[Military.com](#)

[VA Careers](#)

[California Department of Veterans Affairs](#)

[United States Department of Veterans Affairs](#)

[Hire Veterans](#)

[Feds Hire Vets](#)

[Employer Toolkit for Hiring Veterans](#)

[Veteran's Job Search Guide](#)

[My Next Move Page for Veterans](#)

[Education and Career Counseling](#)

[Vets Job Search Tool](#)

### Workforce Development and Job Search Articles

[San Francisco Office of Economic and Workforce Development](#)

[Bay Work](#)

[East Bay Works](#)

[Bay Area Coalition for Employment Development](#)

[Here's Your Key to the Executive Suite Position](#)

[Innovation Can Help Job Seekers](#)

[9 Tips for a Stealthy – but Successful – Job Search](#)

[Where to Get a Computer If You Don't Have One](#)

### On the Job

You have put a lot of time and effort into your job search and getting the job. The most effective employee utilizes certain skills to make transitioning into the working world smoother while maintaining balance between work and life. Whether it's your first job or your second or third career, these tips and tools will help you to reach your full potential.

[Survive Your First Day of Work](#)

[10 Tips for Your First Day of Work](#)

[Your First Job: Making a Good Impression](#)

[Tips on How to Keep the Job](#)

[Stay Relevant in a Career](#)

[Email Etiquette](#)

[Grammarly](#)

[10 Ways to Maximize Your Workday](#)

### Commuting

TMASF Connects offers extensive commute resources – our mission is to help commuters explore their trip options and provide alternatives to driving alone to work. Check out the [TMASF Connects Commute Guide](#) for tips for getting around the Bay Area and other commuting resources.

**Telecommuting and Flextime**[Definition](#)[Telecommuting Policy and Program](#)[Advantages and Drawbacks of Telecommuting](#)[Statistics: Cost and Benefits](#)[Telecommuting Myths](#)[A Guide to Commute Alternatives](#)[Flexible Work Options Guide](#)[Flextime Schedule Variations](#)[MIT Flextime Program](#)[Employer Best Practices for Workers with Caregiving Responsibilities](#)[Samples of Schedule Change Request Forms](#)**Image and Etiquette**[How to Apply Makeup for Work](#)[Makeup Tips for Work](#)[Lens Crafters](#)[Pearle Vision](#)[Building a Wardrobe for Work](#)[Dress for Success](#)[Wardrobe for Opportunity](#)[The Women's Alliance](#)[Business Etiquette- More Than Just Eating with the Right Fork](#)[Toward a More Civil Work Place- Avoiding Offensive Behavior on the Job](#)[How to Resolve a Conflict at Work](#)[Can't We All Just Get Along](#)[Giving At the Office without Going Broke](#)[Why Do Sick People Go To Work? Unhealthy Fear](#)[Skills You Need](#)[9 Ways to Make a Good Impression at Work](#)[How to Work with a Boss Whose Viewpoints Differ from Yours](#)[Business Etiquette Do's and Don'ts](#)**The Rules**[Cal/OSHA Division of Occupational Safety and Health](#)[California Labor & Workforce Development Agency](#)[California Department of Industrial Relations](#)[EmployeeIssues.com – Resources about job safety, benefits, rights and much more](#)[Nolo Employee Rights](#)[U.S. Department of Labor](#)

## Managing Success

### You've Earned It- Now Manage It

[America Saves Week](#)

[Automatic Data Processing, Inc.](#)

[Feed the Pig – Savings Tips and Resources for every Stage of Life](#)

[IRS Tax Info for Individuals](#)

[Money Instructor – Budget Planning and Lessons](#)

[Salary Paycheck Calculator](#)

[Turbotax](#)

[Understanding Withholdings](#)

[Understanding your Benefits – Working with a Disability in California](#)

[Understanding your Tax Bracket](#)

[A Dozen Tax Tips for College Students](#)

[Tax Lessons for College Students](#)

[Salary Index](#)

[Salary Negotiation](#)

[Why Women Don't Negotiate Their Job Offers](#)

### Work-Life Balance

[Manage Your Work, Manage Your Life](#)

[WebMD 5 Tips for Better Work-Life Balance](#)

[Work-Life Balance Calculator](#)

[Stress Management: How to Reduce, Prevent, and Cope with Stress](#)

[Stress Management Resources from MindTools](#)

[How to Leave Your Problems at Work](#)

[Work-Life Balance: Ways to Restore Harmony and Reduce Stress](#)

[EPA: Benefits for the Commute](#)

[Advantages and Disadvantages in the Workplace](#)

[Integrating Work and Family Life](#)

### Workplace Productivity & Morale

[The Incalculable Value of Finding a Job You Love](#)

[How to Increase Worker Morale](#)

[Downtime Central](#)

[Employee Motivation](#)

## Networking

Word of mouth is the most valuable tool you have when looking for a job or looking for your next job: find people who are hiring, find people who know people, get advice, make new friends with people in the same business as you are. Great opportunities come from building relationships. Refer to the links and interest groups below for ways to get started.

[University of California Berkeley - Definition of Networking](#)

[Tips to network](#)

[10 Tips for Successful Business Networking](#)

[How to Network: 12 Tips for Shy People](#)

[Bay Area Job Seekers and Professionals Looking to Network](#)

[Chinatown Merchant's Association](#)

[NetParty – Business and Social Networking for Young Professionals](#)

[San Francisco Business Times Events Calendar](#)

[San Francisco Chamber of Commerce Events](#)

[San Francisco Hispanic Chamber of Commerce](#)

[South of Market Business Association](#)

[Business Networking](#)

## Students

It's never too early to start thinking about college and your future career! San Francisco has a myriad of internship and educational opportunities to encourage local youth to learn and grow in the City. TMASF Connects provides resources to help you learn about financial assistance, scholarships, education, local job opportunities, and more. If you are a current college student, we have links for your post-graduate job search. No matter what stage you are in your education, we have resources for you!

### TMASF Connects Scholarship Program

During 2011, TMASF Connects Work program began working with San Francisco Unified School District (SFUSD) to promote their summer internship programs to the businesses residing in our member buildings. The TMASF Connects Scholarship is open to San Francisco Unified School District (SFUSD) or other CTE program students who meet an overall 2.75 GPA requirement, have been accepted to post-secondary training or education program, and ideally (but not required) have completed an internship in one of our member buildings. To learn more, please refer to our [2017 TMASF Connects Scholarship Package](#).

On behalf of the TMASF Connects Board of Directors and Work Committee Members, we are excited to announce this year's scholarship recipients from the Class of 2017, presented at the SFUSD AoHTFS Graduation Ceremony hosted at the Fairmont Hotel on May 1, 2017.

*Please see the photo compilation [here](#).*

***TMASF Connects Tools to Achievement Award***

Joline Chang, Sammy Chea, Annie Huang, Keeley Lei, Leslie Lei, Amy Liu, Tyler Luo, Gustavo Rojas, Syita Samhi, Jessica Zhu

*All from George Washington High School*

***TMASF Connects Honor Roll Scholarship***

Maureen Duru, *George Washington High School*

Emily Liang, *Galileo Academy of Science and Technology*

John Lim, *George Washington High School*

Raymond Lin, *George Washington High School*

Bitota Mpolo, *George Washington High School*

Summer Yim, *Galileo Academy of Science and Technology*

***Albert J. Maher Scholarship***

Maki Miyouchi, *George Washington High School*

***Bonnie S. Pybus Scholarship***

Carla Calamateo, *George Washington High School*

***TMASF Connects Fellow Scholarship***

Xinyi Chen, *UC Berkeley*

**Loans, Grants, Scholarships, Assistance****Financial Aid Guides**

[Federal Education Tax Benefits Guides](#)

[Federal Funding Programs](#)

[FinAid: Calculators](#)

[FinAid: The SmartStudent Guide to Financial Aid](#)

[FAFSA \(Free Application for Federal Student Aid\)](#)

[Financial Aid Calculators](#)

[College Affordability Guide](#)

[Free Education Guide](#)

[ED2GO Financial Assistance](#)

[Student Financial Aid Search Engine: Find & Apply for Financial Aid to Pay for College](#)

[The 10 Best Colleges with Free Tuition in 2017](#)

**Loan Programs**

[Sallie Mae](#)

[Navient](#)

[Federal Student Aid](#)

[SunTrust](#)

[The U.S. Dept. of Education](#)

[Union Federal Private Student Loan](#)



**Scholarships**

[Scholarships.com](#)

[ScholarshipExperts.com](#)

[California Student Aid Commission](#)

[The Hispanic Scholarship Fund](#)

[Asian & Pacific Islander American Scholarship Fund](#)

[NAACP Scholarships](#)

[The American Political Science Association Minority Scholarships](#)

[PGE Scholarship Opportunities](#)

[Coca-Cola Scholars Foundation](#)

[Microsoft Scholarships](#)

[General Electric \(GE\)/Lulac Scholarship](#)

[The Jackie Robinson Foundation Scholarship](#)

[Bank of America Grants & Scholarships](#)

[Ronald McDonald House Charities Scholarships](#)

[Gates Millennium Scholars Program](#)

[Tylenol Future Care Scholarship](#)

[Dr. Phil Foundation](#)

[Geneseo Migrant Center Scholarships for Migrant Students](#)

[Print and Graphics Scholarship Foundation Scholarships](#)

[Society of Women Engineers Scholarship Program](#)

[ENTELEC's Wayne V. Black Scholarship](#)

[VFW Auxiliary's Young American Patriotic Art Contest](#)

[NOAA's Ernest F. Hollings Undergraduate Scholarship](#)

[Jeannette Rankin Women's Scholarship Fund](#)

[Diabetes Scholars Foundation](#)

[Common Knowledge Scholarship Competition](#)

[The Realty Medics Scholarship](#)

[African American Students Scholarship Guide](#)

**Students and Taxes**

[A Dozen Tax Tips for College Students](#)

[Four Tax Breaks College Students and Recent Grads Shouldn't Miss](#)

[ECSE Student Loan Tax Incentives](#)

[Education Tax Toolkit](#)

[IRS: Students and Tax Forms](#)

[Publication 970 \(2008\), Tax Benefits for Education](#)

[Understanding Taxes](#)

## Education and Vocational Training

### The SATs

[CollegeBoard](#)

[SAT Practice](#)

[SAT Prep](#)

[Test Prep and Tutoring in San Francisco](#)

[Ivy Bound Test Prep](#)

[CommonApp](#)

[Varsity Tutors – Practice Tests](#)

### Online and Local Colleges and Universities - Continuing Education

[California Institute of Integral Studies](#)

[City College of San Francisco](#)

[Golden Gate University](#)

[San Francisco State University](#)

[University of San Francisco](#)

[University of California, San Francisco](#)

[Degrees Finder](#)

[Online Masters Programs](#)

[PhD's Education Index](#)

[About.com – College Admissions](#)

[About.com – Choosing a School](#)

[CyberDegrees.org – Cyber Security Programs](#)

[OnlineU](#)

[Cyber Security Education](#)

[Search Online College Programs and Degrees](#)

[Computer Science Online](#)

[Best Online Associate Degree Programs](#)

### Vocational Schools

[All-State Career](#)

[American Institute of Graphic Artists](#)

[Carrington College](#)

[Everest College](#)

[eLearners.com](#)

[International Association of Business Communications](#)

[ITT Tech](#)

[Technical School Guide](#)

[Best Vocational and Trade Schools in California](#)

[Fire Science Degree Programs](#)

### Other Resources

[GPA Calculator](#)

## Internships and Job Placement

[2016 Employer Application for SFUSD CTE Internship Program](#)

[Looksharp](#)

[Bay Area Star](#)

[NBC Bay Area Internships](#)

[KOED Internships](#)

[Bay Area Legal Aid](#)

[CBS Internship Opportunities](#)

[Bay Area Art Grind](#)

[San Francisco Zoo](#)

[Congresswoman Nancy Pelosi Internship Program](#)

[San Francisco Museum of Modern Art](#)

[Office of the Mayor, San Francisco](#)

[City and Council of San Francisco](#)

[Yerba Buena Center for the Arts](#)

[San Francisco 49ers](#)

[San Francisco Giants](#)

[Greenpeace](#)

[Macy's](#)

[San Francisco Chronicle](#)

[Online LPN to RN](#)

[California Center for College and Career \(ConnectED\)](#)

[Sustainable Careers](#)

[CELTA Job Placement in San Francisco](#)

[NACE \(National Association of Colleges and Employers\)](#)

[ED2GO Career Training Center](#)

[Live Career: College Student, Recent College Grad Career Resources](#)

[AfterCollege.com](#)

[FirstJob.com](#)

[GradStaff.com](#)

[LinkedIn: The Student Job Hunting Handbook Series](#)

[California Institute of Integral Studies – Center for Career & Community Engagement](#)

[City College of San Francisco \(CCSF\) Career Connection](#)

[Golden Gate University \(GGU\) – Office of Career Planning](#)

[San Francisco State University Career Center](#)

[University of San Francisco Career Center](#)

[University of California, San Francisco – Office of Career & Professional Development](#)

## Employers

One of the greatest resources in San Francisco is its workforce and TMA SF Connects works to bring this workforce together. Our goal is to offer San Francisco residents a single resource for everything work-related: from finding the right job to finding the right employees for your company, from improving yourself to improving your bottom line, from understanding your paycheck to understanding your taxes, and beyond. In this section, we provide a myriad of resources from starting a business to hiring employees and beyond. Our goal is to provide a place where business owners find useful links to help keep the wheels of business turning.

### Local, State, and Federal Resources

#### Local Links for Business Owners

San Francisco wants your business. And the City offers unique opportunities, credits and incentives to attract your business. Below are links to help you learn about “only-in- San Francisco” opportunities for business and how to take advantage of the City’s unique offerings.

[San Francisco Office of Economic and Workforce Development](#)

[Workforce Investment San Francisco \(WISF\)](#)

[Starting a Business in San Francisco](#)

[SF Labor Standards & Laws](#)

[Prevailing Wage Standards](#)

[San Francisco Center for Economic Development](#)

[SF Works](#)

#### State Links for Business Owners

Welcome to California. Business leaders in the Golden State need to have a voice, and a roadmap to the issues that affect them – important matters such as health care, workers’ compensation and business taxes. They need to know what and how policies and legislation affect businesses large and small, what products and services are available, all applicable labor laws and much more. Below is a list of helpful links to encourage business in California.

[California’s Employment Development Department \(EDD\)](#)

[California Labor Agency](#)

[California Chamber of Commerce](#)

[HRCalifornia](#)

[CA Business Portal](#)

[CalGOLD](#)

## Federal links

The [United States](#) operates some of the world's largest and most comprehensive websites. Despite this fact, most are relatively easy to navigate. These federal links offer information on almost every aspect of business and are geared toward big business leaders and small business owners alike. Learn about energy issues, agricultural, environmental, defense, science and technology, international trade, taxes, economic and demographic data, financial assistance, business plans, selling to the government and much, much more.

Everything you need on the business continuum – how to start a business, how to grow a business and how to close a business. Information, regulations, and guidelines – it's all here. The official business link to the [US Government Business](#) includes:

[Home based businesses](#)

[Minority-Owned businesses](#)

[Self Employment](#)

[Startups](#)

[Veteran-Owned Businesses](#)

[Women-Owned Businesses](#)

[US Census Bureau](#) census data can be useful for most business applications.

[US Chamber of Commerce](#) provides a national view of employment and business.

## Human Resources

[HR Hero](#)

[US Department of Labor Statistics](#)

[Employee Benefit Research Institute](#)

[State of California Department of Industrial Relations](#)

[Society of Human Resource Management](#)

[International Foundation of Employee Benefit Plans](#)

## Employer Reference Materials

This section covers labor trends and workforce data, and legal and business resources, designed for employer reference.

## Labor Information

[California Labor Agency](#)

[California's Employment Development Department](#)

[Labor Market Data](#)

[Prevailing Wage Standards](#)

[Quick Facts](#)

[SF Labor Standards](#)

[US Census Bureau](#)

**Business and Legal Resources**

[California Chamber of Commerce](#)

[Employer Best Practices for Workers with Caregiving Responsibilities](#)

[HR California](#)

[HR Hero](#)

[San Francisco Center for Economic Development](#)

[Certification and Referral Services](#)

[SBA: Home-based businesses](#)

[International Foundation of Employee Benefit Plans](#)

[LEED](#)

[Legal Zoom](#)

[Mayor's Office of Workforce Development](#)

[Minority-Owned Businesses](#)

[National Council on Aging](#)

[Nolo](#)

[Non Profit Organizations](#)

[Pre-Qualified Lawyer Referrals](#)

[San Francisco Bar Association](#)

[Self-Employment](#)

[SF Chamber of Commerce](#)

[SF Works](#)

[Startups](#)

[US Department of Labor Statistics](#)

[USGBC](#)

[US Small Business Administration](#)

[Veteran-Owned Businesses](#)

[Women-Owned Businesses](#)

**Hiring Resources**

San Francisco offers a myriad of civic organizations, religious groups and specialized training programs that work together to keep San Francisco's unique pool of local talent working locally. We're proud to be part of that effort and to provide a place where job seekers find the map to the perfect job and where business owners find useful links to help keep the wheels of business turning.

Hiring the right people is a crucial step in building a better business. San Francisco offers many social, civic, faith-based government and private agencies/associations dedicated to promoting local talent. Check out the links provided on the following page.



## Hiring Resources

<a href="#">SFHSA</a>	Human Services Agency of San Francisco
<a href="#">Arriba Juntos</a>	Promoting economic self-sufficiency
<a href="#">The Family School</a>	Promoting self-sufficiency through family support, education, etc.
<a href="#">Mission Hiring Hall</a>	Meeting the immediate and long-term employment needs of SF
<a href="#">Goodwill</a>	Helping businesses fill entry to mid-level positions
<a href="#">ILaboral</a>	Instituto Laboral de la Raza
<a href="#">SF Chamber</a>	San Francisco Chamber of Commerce
<a href="#">SFCC</a>	San Francisco Conservation Corps
<a href="#">City Build</a>	Construction industry job training
<a href="#">SFCDMA</a>	SF Council of District Merchants Associations
<a href="#">Tech Bridge</a>	promoting girls excellence in science, technology, and engineering
<a href="#">Toolworks</a>	Cost-free placement services in warehousing, janitorial, etc.
<a href="#">AND</a>	Asian Neighborhood Design- helping to reduce poverty
<a href="#">NCOA</a>	National Council on Aging- employment of our older workers
<a href="#">Jobs for Youth</a>	Job opportunities and training programs for youth
<a href="#">RSNC</a>	Rehabilitation Services of Northern California
<a href="#">CCSF</a>	Career Connection Job
<a href="#">NCN</a>	National Council of Non-Profits
<a href="#">AARP</a>	Promoting employment opportunities for older workers
<a href="#">ASAE</a>	Association Career HQ

## Hiring Graduates

They've worked hard, they've graduated and now they are ready to work harder for you. If you're looking for entry-level or specialized jobs, students are a great resource. Below we have listed colleges in the City which allow employers to post jobs on their career sites.

<a href="#">CCSF</a>	City College of San Francisco Career Connection
<a href="#">SFSU</a>	San Francisco State University Career Center
<a href="#">USF</a>	University of San Francisco Career Center
<a href="#">UCSF</a>	University of California, SF Office of Career Development
<a href="#">GGU</a>	Golden Gate University Office of Career Planning
<a href="#">CIIS</a>	California Institute of Integral Studies Career Development Office

## Hiring Seniors

<a href="#">AARP</a>
<a href="#">Retirement Jobs</a>
<a href="#">Seniors for Jobs</a>
<a href="#">Senior Job Bank</a>

**Hiring Veterans**

[Recruit Military](#)

[Resume Engine](#)

[MilitaryHire](#)

[VetJobs](#)

[Military.com](#)

[VA Careers](#)

[California Department of Veterans Affairs](#)

[United States Department of Veterans Affairs](#)

[Hire Veterans](#)

[Feds Hire Vets](#)

[Employer Toolkit for Hiring Veterans](#)