**Associate Resource Center**

Express understands how stressful job searching and interviewing can be. We are here to help you succeed, starting with this resource center where you’ll find helpful information and links to assist you with:

* PREPARING FOR YOUR INTERVIEW WITH EXPRESS
* PREPARING FOR A JOB SEARCH
* PREPARING FOR THE COMMUTE

**PREPARING FOR YOUR INTERVIEW WITH EXPRESS**

One important thing you can do to prepare for your interview is to have the necessary documentation ready to bring with you.

* **Proof of Work Eligibility**

You’ll need a driver’s license, state photo ID card, birth certificate, social security card, passport, or another form of identification.

*Can’t find your Social Security card? No problem!*

* Visit [socialsecurity.gov](http://www.socialsecurity.gov) or call 1-800-772-1213 ( TTY 1-800-325-0778)

*Need a driver’s license or photo ID? Contact the Dept. of Motor Vehicles (DMV):*

* Visit [dmv.pa.gov](http://www.dmv.pa.gov/Pages/default.aspx)  or call 1-800-932-4600 (TTY 1 -800- 228-0676)
* **Business and/or Co-worker References** with their current contact information
* **Work history or resume**

*(any items that folks typically forget that we can remind them of here?)*

**SECURING BACKGROUND CHECKS AND CLEARANCES**

Once you have interviewed with Express, we want to make sure you are cleared for the job you are searching for. Here are a list of agencies that provide background checks and clearance documentation:

* **PA Criminal Record Check**
* Visit Epatch online at [epatch.state.pa.us/Home.jsp](https://epatch.state.pa.us/Home.jsp) or call 1-888-783-7972
* Receive within 2 weeks
* **PA Child Abuse History Clearance**
* Visit Compass online at [compass.state.pa.us/cwis/public/home](https://www.compass.state.pa.us/cwis/public/home)
* **FBI Criminal History Check /Fingerprint**
* Visit Applicant Fingerprinting Online Services at [pa.congentid.com](http://www.pa.congentid.com) or call 1-888-439-2486
* [E-patch criminal check](https://epatch.state.pa.us/)   <https://epatch.state.pa.us/>

**PREPARING FOR THE COMMUTE**

After all the hard work you put into getting a job, you’ll want to be sure to consistently arrive on time and safely. The information below should ensure a good commute!

* **Bus and light rail (the T) routes, schedules, passes, and fare information**
* Visit Port Authority online at [portauthority.org](http://www.portauthority.org/)
* Visit ConnectCard online at [connectcard.org](http://www.connectcard.org/)
* **Driving directions**

Map out your route a few days in advance. This will help you to identify any high-traffic roads, construction zones, and alternative routes before you get on the road.

* Visit Google Maps at [google.com/maps](https://www.google.com/maps) or download the mobile app.
* **Traffic updates and alerts**

Avoid the stress of getting stuck in traffic by giving yourself some extra time for your commute and by tuning in (in advance) for traffic updates online or via smartphone.

* Visit WTAE traffic alerts online at [wtae.com/traffic](http://www.wtae.com/traffic) or download a reliable traffic mobile app such as WTAE Traffic or [Waze](https://www.waze.com/).
* **Weather updates and alerts**

Inclement weather can slow you down. Check the weather forecast in advance and stay tuned to weather updates.

* Visit WTAE weather alerts online at [wtae.com/weather/alerts](http://www.wtae.com/weather/alerts) or download a reliable weather app such as [Pittsburgh’s Action Weather](http://www.wtae.com/article/get-the-free-pittsburgh-s-action-weather-app-now/7402754) or Weather.