



Staff Support

Key Resources on Job Readiness



I'm looking for the basics. Where can I start?

Program participants may be at different stages of readiness to explore and engage in job training and employment. [The Employment Readiness Assessment](#) is a discussion guide intended to facilitate dialogue between program staff and participants who are interested in new or different employment. The discussion is intended to help to increase staff's understanding of the participant's employment readiness and related needs.

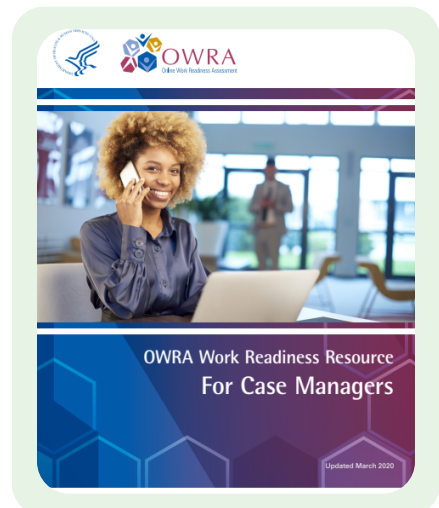
LONG-TERM
SERVICES

I get the basics. What resources can help me increase my support for the survivors we serve?

Work Readiness and Career Exploration

The Online Work Readiness Assessment resource includes a [case management guide](#) along with participant guides across three levels:

1. **Level 1:** Resume writing, interviewing preparation, building a career portfolio and understanding what employers seek look for among candidates;
2. **Level 2:** Identifying employable skills and interests and setting career goals; and
3. **Level 3:** Learning labor market information, exploring jobs and occupations, and understanding job and opportunities.



The [CareerOneStop Toolkit](#) offers a number of resources to assist individuals in making more informed career decisions, including self-guided online assessments that ask about respondents' interests, skills, and values, and can match them to potential careers. The toolkit includes information about careers, skills, jobs, wages, and industries.