

## **Job Seeker Assistance**



It is important to have a plan if you want to land that dream job. Think of it as taking a journey, with important stops along the way. With the right preparation, ambition and attitude, you might find yourself in a better job than you had before. Career Coaches are available to assist in resume preparation, career guidance, and specialized job search tailored to local labor market information. A variety of workshops are also presented monthly that enable job-seekers to hone in on specific skills needed in the workforce. The following programs are available free of charge for every job-seeker.

### **Roadmaps to Success:**

This employment focused curriculum is the basis for a comprehensive job readiness/job search facilitator led series of workshops focused on assisting job seekers to reach their highest level of economic self-sufficiency. As workforce services has continued to change especially over the last few decades, ResCare Workforce Services has continued its unwavering commitment to stay ahead of the changing landscape of best practices in employment and training to ensure that job seekers and employers are implementing “just in time” solutions necessary to continue to be leaders in this industry. It is a dynamic program that moves seamlessly through the essential components of employment success: Job Consideration (assessing skills, interests, values); Job Readiness (learning about the labor market, setting goals, managing time); Job Search (applications, résumés, networking, and interviewing); *and* Job Retention and Advancement (i.e., communication, teamwork, conflict management, money management, customer service, and more).

### **ResCare Academy:**

ResCare Academy is a free online training platform available 24 hours a day that uses the following resources to help make job seekers more competitive in their search for employment:

- GED Preparation Curriculum
- 4000+ Career Enhancement Courses
- Training for over 100 industries
- Courses that help upgrade math, English, reading and writing skills
- Professionally-respected certificates for every course completed
- Nationally-recognized credentials for successful users

### **Traitify Work Assessment:**

Traitify is a modern and simple alternative to traditional personality assessments. Marrying psychology and technology, this two-minute, mobile-friendly personality assessment helps users explore potential career paths. Results are immediately delivered with a detailed breakdown of career personality, as well as smart, personalized career matches.

- Personality data is tied directly to the Department of Labor's O\*Net career database. Users can filter results for best match and minimum education and highlight relevant career details including salary, employment growth, experience level, and even a visual overlapping of a user's personality to an ideal candidate for that career.
- After completing the scientifically backed assessment, personality data is immediately ready for discussions with students and job seekers. Users are able to dive into a detailed breakdown of personality types and traits and explore additional details such as complementing and conflicting types, as well as the best work environments for their unique personality.

### **WIN Career Readiness Courseware (CRC):**

This free program provides learners with a placement test to identify current readiness levels in a variety of modules, and to identify further training and education along their career path. Learners are automatically placed in the level most appropriate to their needs.

Addressing relevance in education, CRC is aligned to skill levels based on the realities of the current job market and can be accessed at up to seven different skill levels for nine unique topics.

Based on placement test performance, an individual enters the learning module at a level appropriate for their skills and then progresses at their own pace.

Learners show mastery of content by passing post-tests at the end of each module by earning eBadges and eventually certificates of completion. CRC measures the following skills:

- Reading for information
- Applied Mathematics
- Locating Information
- Business Writing
- Writing
- Teamwork
- Observation
- Listening
- Applied Technology
- Workplace Observation

### **WIN Soft Skills:**

Soft Skills helps learners develop and demonstrate attitudinal and behavioral skills that are essential to success in the workplace and school. These competencies are a key component of WIN's comprehensive approach to preparing learners for success and providing future employers with workplace-ready candidates.

The WIN Soft Skills courseware consists of four modules: Conveying Professionalism, Communicating Effectively, Promoting Teamwork and Collaboration, and Thinking Critically and Problem Solving.

Soft Skills offers a blended learning solution. Each fully narrated online module includes a pre-test, course instructional content, and a post-test to measure learning gains. Offline activities are included for group collaborations providing practice and application of material.

### **Focus Career:**

There are innumerable ways to land a job. You can attend job fairs. You can search through online job sites or newspaper help-wanted sections. You can engage in good, old-fashioned networking with business contacts, former classmates, friends, relatives, neighbors, members of your church and so on. Talk to everyone you know about your availability – you never know who might have a good job lead.

But the truth is, there's no better place to search for jobs than right here. Our search engine offers one of the most comprehensive databases of available jobs anywhere in the state. We can even help you find a job outside Kentucky if that fits into your plans. Not only can you search for jobs through our free Focus Career website, you can apply for them here as well. Focus Career allows job-seekers to:

- Build a professional resume
- Find job leads that match your skills
- Explore career options and career pathways
- Research a specific program of study, career, or employer
- See degrees, certificates, and skills in demand for your area

**To access Focus Career:** <https://focuscareer.ky.gov>

**For more information please call 270-687-7297**