

**Career Services & Training**

**GOAL:** To help job seekers prepare for, find and keep employment.

**OJBECTIVE:** Job seekers will learn job preparation, job readiness and job search skills to find gainful and meaningful employment. Also participate in training and educational interests.

**JOB SUCCESS SKILLS – Four Simple Steps**

**PREPARE FOR THE JOB – *USE JOB READY SKILLS***

1. Assess skills and abilities for jobs of interest.
2. Resolve any barriers to employment
3. Complete Certified Job Ready Course.
4. Have a completed resume and cover letter.

**LOOK FOR THE JOB – *USE JOB SEEKING SKILLS***

1. Use Job Search Planning guide, tools and resources.
2. Complete Weekly Job Search Plan.
3. Complete Daily Job Search Tracking Form.

**GET THE JOB – *USE JOB FINDING SKILLS***

1. Be consistent in your weekly job search.
2. Be patient and know the job you are seeking is seeking you.
3. Complete the Job Placement Verification Form.

**KEEP THE JOB! – *USE JOB KEEPING SKILLS***

1. Focus on work/recovery balance. Address any concerns or issues.
2. Use time management and organizational skills.
3. Demonstrate appropriate work behavior and maintain professional boundaries.