



CareerWork\$ Ready is a free, online job readiness training created in response to the need to help job seekers reenter the workforce during the COVID-19 pandemic health crisis. CareerWork\$ Ready is designed to help job seekers access critical job opportunities currently available and to prepare for the jobs that will return during the economic recovery. The program consists of a 3-week course offered completely on-line using Zoom and Google Classroom, focused on job readiness skills, 30-second commercials, revamping resumes, networking, interviewing, communication skills, online applications, Microsoft Office skills, and soft skills needed to land a job.

CareerWork\$ Ready is taught by two experienced workforce development instructors and supported by two experienced career navigators. Classes run four days/week for 2 hours a day, with homework assignments and separately scheduled career planning and navigation meetings. Students need to have a computer to access the class and the YWCA has been able to provide low cost laptops to those who need them, by leveraging a separate grant.

CareerWork\$ Ready is designed for any industry and also incorporates updated job search strategies for the pandemic crisis including:

- how to identify industries still hiring and growth industries post-COVID-19
- job searching online, using a smart phone to job search productively, and effective use of e-mail
- establishing interim “survival job” goals
- updating your profile and networking online using LinkedIn and other tools
- creating a list of dependable strengths using the Dependable Strengths facilitation process
- best practices for video interviews and how to highlight your success in working remotely
- mock interviews on Zoom with CareerWork\$ Ready volunteers
- self-care, mental health, and work-life balance
- labor market rights, salary negotiation, and much more.

In addition to instruction, CareerWork\$ Ready also includes one-on-one career coaching and navigation with experienced career navigators, breakout rooms on various career development topics, and weekly Zoom “office hours” with instructors and career navigators. CareerWork\$ Ready also utilizes online tools like Jobscan resume scanning software, SkilTrak skill assessment, and Big Interview tutorials.

CareerWork\$ Ready also provides access to Coursera vocational training and career development courses free of charge, through a partnership with the Workforce Development Council.

CareerWork\$ Ready includes a monthly job fair with multiple employers in a wide range of industries (health care, finance, manufacturing, retail, tech etc.) which is available to all current and previous program graduates. Even during the current pandemic economic recession, CareerWork\$ Ready has paid off for participants, with dozens of graduates obtaining jobs in various industries.

CareerWork\$ Ready is available to any individual free of charge. In order to participate, prospective students need to commit to full participation, including attending all online classes and completing assignments. Participants will also need access to a computer, laptop tablet or smartphone and internet connectivity. If someone who wants to participate doesn't have a suitable device and/or Wi-Fi, YWCA may be able to help address that need.

To sign up for the program, call [206.823.5753](tel:206.823.5753) or e-mail: [careerworksready@ywcaworks.org](mailto:careerworksready@ywcaworks.org)

For more information about the program, call 206.457.2215 or e-mail: [mrappel@ywcaworks.org](mailto:mrappel@ywcaworks.org)