

## Your Pathway to Employment!

- Customized employment path (4 phases)
- Choose where you will begin
- Identify your **GOALS** to get a job
- Attend needed Workshops and Training
- Partner with our Employment Specialists
- Get your job!

### Phase 1 Focus Your Job Search

- Where the Jobs Are !
  - Research
  - Transferable Skills
  - Training Needs?
  - Go to Job Hunter series
- NCRC
  - Enroll in KeyTrain
  - Practice KeyTrain
  - Register for WorkKeys test
- Go to Job Hunter series
- Career Cruising Lab
  - Career Match Maker
  - My Skills
  - Learning Styles
  - Go to Job Hunter series

Questions? Call 532-3120

### Phase 2 Assemble Your Marketing Materials

- Skills and Abilities
  - Select job posting
  - 60 Sec. Commercial
  - Go to Applications
- Applications
  - Master application
  - Red flags? How will you address them?
  - Go to Effective Resumes
- Effective Resumes
  - Targeted resume & cover letter drafts
  - Need WinWay lab?
  - Go to Job Search Strategies

Questions? Call 532-3120

### Phase 3 Promote Yourself to Employers

- Job Search Strategies
  - Identify potential employers and/or occupations with go2worksource.com
  - Establish social media presence
  - Create Weekly Plan of Action
  - Go to Interviewing Techniques

Questions? Call 532-3120

### Phase 4 Ace Your Interview

Getting the Job!

- Interviewing
  - Interview Streaming - set up account on www.scc.interviewstream.com and schedule appointment
  - Research questions, prepare answers
  - Practice, Practice Practice
  - Mock Interviews
  - Meet with an Employment Specialist to learn about additional workshops, if desired

Questions? Call 532-3120

## My Job Club

Club Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Time: \_\_\_\_\_

## GOALS:

As you complete your next steps, make an appointment to check in with your Employment Specialist:

Name \_\_\_\_\_

Number \_\_\_\_\_

I will focus my job search in the following area:

- Targeted Resume
- Cover Letter
- Master Application
- 60 Second Commercial

Employers Contacted:

- Interviewing practices

I will get a job by:

## Workshops

- Where the Jobs Are!
- Skills and Abilities
- Resumes
- Cover letters
- Applications
- Interviewing
- Meet the Employers
- Job Search Strategies
- NCRC

## Tools

- Job Clubs
- Key Train Assessments
- WorkKeys Testing for the National Career Readiness Certificate (NCRC)
- WinWay Resume
- Local Labor Market Information  
[www.esd.wa.gov/employmentdata](http://www.esd.wa.gov/employmentdata)
- Career Cruising  
[www.careercruising.com](http://www.careercruising.com)
- Go2WorkSource.com

This is not a complete list of workshops or tools available. For a complete listing, please check the WorkSource Spokane calendar for availability, days and times.

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Spokane, WA 99202

Phone: 509-532-3000  
TTY: 509-532-3084  
[www.workspokane.org](http://www.workspokane.org)  
[www.go2worksource.com](http://www.go2worksource.com)

## Community Resources

### YWCA (509) 326-1190

- **Our Sisters Closet** a free clothing boutique for women in need.
- **Women's Opportunity Center** Job Readiness program and computer lab

### Goodwill (509) 838-4246

- Clothing, Employment assistance, computer lab

### The Salvation Army (509) 325-6821

- Shelter, housing assistance, clothing, life skills classes, food bank

### SNAP (509) 534-5874

- Housing, homeless daycare, heating assistance, money management, food bank

### CHAS (509) 444-8200

- Medical, dental, pharmacy, mental health serving people with no insurance, private insurance or Medicare/Medicaid.

### Spokane Valley Partners (509) 927-1153

- Clothing bank, food bank, emergency assistance

### RideShare (509) 325-6048

[www.rideshareonline.com](http://www.rideshareonline.com)

- [Commuter Assistance](#) RideshareOnline.com assists commuters by providing free carpool, vanpool and bicycle ride matching services, bus/rail options



# My Pathway to Employment!



Name: \_\_\_\_\_

"WorkSource is an equal-opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to people with disabilities."

TTY 509-532-3084