

Inside this Resource Guide:

Section 1: Client Screening & Assessment

Module 1: Tool Instruction	1-2
Service Delivery Checklist *	1-3
Feelings About Going Back to Work *	1-4
How Are You Feeling? *	1-5
Job Search Self-Assessment *	1-7
Resources I Need *	1-9
My Technology Action Plan *	1-10
GCF Learn Free *	1-11
Online Assessments *	1-12
Affirmation Process & Sample Quotes	1-14
Create 10 Affirmations *	1-15
Definite Main Purpose Statement *	1-16
Vision Board Resources	1-17
Quick Coach Call Prep Sheet *	1-18
Program Commitment Agreement *	1-19

Section 2: Transferable Skills

Module 2: Tool Instructions.....	2-2
Your Skills & Abilities *	2-3
Types of Jobs *	2-11
Personal Values Defined	2-15
Personal Values Checklist *	2-16
Transferable Skills Worksheet *	2-17
Transferable Skills Questions	2-29
O*Net Instructions	2-31
Brand <i>YOU!</i> *	2-35
Inspirational Work Quotes	2-36

Section 3: Cover Letter & Resume Development

Module 3: Tool Instructions.....	3-2
Cover Letter Do's & Don'ts	3-4

Inside this Resource Guide:

Cover Letter Resources	3-5
Cover Letter Sample	3-6
Cover Letter Template *	3-7
Cover Letter Checklist *	3-9
Resume Types	3-10
Resume Sample—Chronological	3-11
Resume Sample—Functional	3-12
Resume Sample—Combination	3-13
Resume Writing Template *	3-14
Resume Formatting Tips	3-16
Resume—Headline	3-18
Create Your Own Headline *	3-21
Resume-Summary of Qualifications	3-22
Summary/Profile Template *	3-27
Resume—Professional Experience	3-28
Resume—Education	3-30
References	3-31
Gaps in Employment History	3-33
Age Discrimination	3-35
Plan of Action *	3-36

Section 4: Online & Offline Job Search Strategies

Module 4: Tool Instructions	4-2
Job Search Methods *	4-4
Job Search Methods Worksheet *	4-6
Job Search Password Journal *	4-7
Job Search Log *	4-8
Job Search Activity Calendar—Sample	4-9
Job Search Activity Calendar—Template *	4-10
Yellow Page Company Listings	4-11
Company Research Script	4-12
Company Research Form *	4-13
Build Your Network *	4-14

Inside this Resource Guide:

Section 5: Interview & Disclosure

Module 5: Tool Instructions.....	5-2
Four Phase Interview Strategies	5-4
Four Phase Interview Questions	5-6
Salary & Benefit Negotiation Tips	5-7
Disability Disclosure Tips	5-9
Disability Disclosure Worksheet *	5-10
Reasonable Accommodation Process	5-11
Reasonable Accommodation Resources	5-12
Reasonable Accommodation Request Form *	5-13
Identifying Concerns with Gaps in Employment	5-14
Gaps in Employment Worksheet *	5-15
Questions Employers Can & Can't Ask	5-16
Authorization for Release of Information–Employer *	5-17
Interview Tools–Program Support Letter	5-18
Interview Tools–Working Interview Contract *	5-19
Employer Work Incentives	5-21
Interviewing Skills Checklist *	5-22

Section 6: Retention & Career Advancement

Module 6: Tool Instructions.....	6-2
Retention Self-Assessment *	6-4
Retention Agreement–Sample *	6-10
SSI/SSDI Program Comparison	6-12
SSI/SSDI Resource Information	6-13
Time Management Tool	6-14
How to Create a Job Club	6-15
How to Write SMART Goals	6-19
Career Advancement Action Plan *	6-20
Self-Employment Assessment *	6-21
Home-Based Businesses	6-23
Craigslist & Elance	6-24
Self-Employment Resources	6-25