

# STEPS TO EMPLOYMENT PLAN (STEP)

Individual: \_\_\_\_\_

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

## ORIENTATION AND REGISTRATION FOR EMPLOYMENT



STATUS	STEPS TO COMPLETE
	COMPLETE REGISTRATION IN VIRGINIA WORKFORCE CONNECTION: <a href="http://WWW.VAWC.VIRGINIA.GOV">WWW.VAWC.VIRGINIA.GOV</a>
	ENSURE YOU ENTER ACCURATE SKILLS AND ACCOMPLISHMENTS IN PROFILE & BACKGROUND
	BUILD RESUME AND SET UP SEARCH PREFERENCES IN VAWC
	ATTEND ORIENTATION (GROUP SESSION, OR 1:1 WITH STAFF MEMBER)

## POLISH YOUR ONLINE IMAGE



STATUS	STEPS TO COMPLETE
	Establish Appropriate Email Account. (Professional Address?)
	REVIEW AND UPDATE YOUR VOICEMAIL GREETING
	REVIEW AND UPDATE SOCIAL MEDIA PROFILE
	Establish a LinkedIn Profile (If you do not already have one)

## ESTABLISH, UPDATE & REFINE RESUME



STATUS	STEPS TO COMPLETE
	SIGN UP AND ATTEND A RESUME WORKSHOP
	CREATE A RESUME USING RESUME PRO
	GET RESUME CRITIQUED BY WORKFORCE STAFF
	POST YOUR UPDATED RESUME ONLINE THROUGH TALENT MARKET

## CONDUCT A JOB SEARCH



STATUS	STEPS TO COMPLETE
	CONDUCT A JOB SEARCH THRU VAWC; IDENTIFY SOLID MATCHES
	UTILIZE RESCARE ACADEMY TO OPTIMIZE INTERVIEW SUCCESS
	LOOK FOR JOB FAIR OPPORTUNITIES AND ATTEND PREPARED WITH RESUME
	NETWORK WITH FAMILY, FRIENDS, FORMER COLLEAGUES...EVERYONE YOU KNOW

## APPLY FOR JOBS



STATUS	STEPS TO COMPLETE
	FOLLOW INSTRUCTIONS AND APPLY (MAY REQUIRE STAFF REFERRAL FIRST)
	Complete Online Application (If Required). Be sure to complete all Fields/Steps
	TAILOR YOUR RESUME TO THE POSITION, HIGHLIGHTING RELEVANT EXPERIENCE

# STEPS TO EMPLOYMENT PLAN (STEP)

## FOLLOW UP



STATUS	STEPS TO COMPLETE
	BE PREPARED FOR INTERVIEWS! ATTEND AN INTERVIEWING WORKSHOP
	Review Other Good Tips and Advice thru Rescare Academy (Online, No Cost)
	FOLLOW UP ON APPLICATIONS
	SEND THANK YOU NOTES (EMAIL OR PERSONALIZED NOTES ARE ACCEPTABLE)

## GET A JOB! (AND LET US KNOW)



STATUS	STEPS TO COMPLETE
	REMEMBER: EMPLOYERS HIRE BECAUSE THEY NEED HELP, NOT BECAUSE YOU NEED A JOB
	BE TRUTHFUL ABOUT BACKGROUND ISSUES, IF ANY
	ACCEPT THE POSITION AND GET DETAILS ON START, PRE-HIRE ACTIVITIES, PAY, ETC
	BE ON TIME, PROPERLY DRESSED AND READY TO WORK
	LET US KNOW VIA EMAIL, TELEPHONE OR STOP BY OUR CENTER

**NEED HELP? ASK OUR TEAM MEMBERS AT ANY TIME. WE ARE HERE TO HELP YOU. PLEASE INDICATE AREAS THAT YOU WOULD LIKE MORE ASSISTANCE:**

SELECT	I NEED ADDITIONAL HELP WITH ONE OR MORE OF THE FOLLOWING
	COMPLETING REGISTRATION IN VIRGINIA WORKFORCE CONNECTION: <a href="http://WWW.VAWC.VIRGINIA.GOV">WWW.VAWC.VIRGINIA.GOV</a>
	CREATING AN EMAIL ACCOUNT
	COMPLETING MY RESUME
	FINDING JOBS THAT MATCH MY SKILLS AND EXPERIENCE GETTING SELECTED FOR JOB INTERVIEWS
	COMPLETING ONLINE JOB APPLICATIONS
	DETERMINING THE APPROPRIATE CLOTHES THAT WILL GIVE THE RIGHT IMPRESSION AND SET ME ABOVE THE REST
	ANSWERING QUESTIONS ABOUT MY HISTORY AND BACKGROUND
	COMMUNICATING MY STRENGTHS AND WEAKNESSES IN A POSITIVE WAY
	GETTING SELECTED FOR JOB INTERVIEWS
	GETTING PAST THE FIRST INTERVIEW
	KEEPING A JOB
	ADVANCING IN MY CAREER
	UPGRADING MY SKILLS AND QUALIFICATIONS
	OTHER:
	OTHER:



CAPITAL REGION