



JOB SEARCH

Targeting Success—Job Search

OVERVIEW:

The Job Search software is designed to help individuals develop goals, create resumes, learn job search strategies, find available jobs and master interviewing skills.

2 VERSIONS FOR DIFFERENT AUDIENCES:

There are two different versions of the software. One is for individuals transitioning to work while the other is for individuals transitioning from incarceration to re-entry into the workforce. The re-entry version varies throughout the curriculum and includes video from ex-offenders.

THE APPROACH:

There are 8 independent courses which operate on a single pc or network. They share the following commonalities:

- Introduction/Overview
- Pre/Post Testing
- Audio and Video Scenarios
- Portfolio Development
- Step-by-step instructions
- Expert Interviews
- Motivational hands-on activities

THE PORTFOLIO:

As the individuals are going through the program, they are prompted to fill in information on various worksheets. These worksheets can be purchased in a bound book format or printed from the program CD. Upon completion, individuals will have a hard-copy of the information discussed in the program. This information can be used as a review when preparing for a job interview.

AWARD WINNING PROGRAM:

The Correctional Education Association awarded the "Al Maresh Award" for an exemplary computer-assisted instructional program in a correctional setting. Because of the success of this program it has now been adopted in numerous other correctional settings. Reaction from both the instructors ("Appropriate for all ages and backgrounds") and students ("It helped me plan my life and set goals") were positive.

TBS offers 4 companion courses on "Money Management Basics." Please visit asktbs.com, and look for Financial Literacy.

The Job Search curriculum consists of 8 computer-assisted, self-paced, and step-by-step instructional programs designed to assist individuals in the job transition and job search process.

Free Demo

To request demo software, call 888-783-2283 and request a demonstration CD (standard or re-entry version). This CD contains the full curriculum for all courses and will be available to you to use for 5 days from the day it is installed.



Video Commentary & Instruction



Interactive Screens

Job Search Curriculum

GOAL SETTING

- Definition of a Goal
- Types of Goals
- Goal Conflicts

AT THE CONCLUSION OF THIS LESSON, PARTICIPANTS WILL...

APPROX. TIME: 2 HOURS

1. understand how goals shape the life decisions that they make and the three different types of goals that they should establish: personal, career and financial.
2. have an understanding of the need for time dimensions and resolution of goal conflicts in their life plan and use these concepts in the development of their individual plan.
3. have a viable life plan consisting of personal, career and financial goals and will have them available for future use and revision within their Targeting Success Student Portfolio.

DEVELOPING YOUR RESUME

- What is a Resume?
- Parts of a Resume
- Creating a Brand
- Resume Formats

APPROX. TIME: 2 HOURS

1. understand how resumes are used and evaluated by employers.
2. have an understanding of how to construct and format a resume that will present their employment information in a positive manner.
3. compiled all the necessary information to produce a quality resume in their Targeting Success Student Portfolio.

BUILDING YOUR RESUME

- Common Mistake
- Constructing Your Resume
- Resume Builder

APPROX. TIME: 1-2 HOURS

1. understand how resumes are used and evaluated by employers and how mistakes within them can damage the applicant's job prospects.
2. develop and print a minimum of three different resume formats for their personal employment search: chronological, functional and combination resume formats. Students will keep copies of these in their Targeting Success Student Portfolio and will save the resumes in Microsoft Word format.

THE JOB SEARCH

- Classified Ads
- Networking
- Placement services
- Cold Calling

APPROX. TIME: 1-2 HOURS

1. understand how to conduct a comprehensive job search for employment.
2. have mastered basic job search strategies and be able to apply them in their personal employment search.
3. have compiled all the necessary information to engage in an effective job search in their Targeting Success Student Portfolio.

COVER LETTER AND JOB APPLICATION

- Cover Letter
- Job Application
- Application and Land Mines

APPROX. TIME: 1-2 HOURS

1. understand how to construct an employment cover letter and complete a quality job application.
2. have developed the ability to present themselves in a positive manner to prospective employers.
3. have compiled all the necessary information to use a cover letter and complete job applications in an effective job search in their Targeting Success Student Portfolio.

INTERVIEW SKILLS (PART 1)

- Preparing for the Interview
- The Interview
- After the Interview

APPROX. TIME: 1-2 HOURS

1. understand how to prepare for the interview situation and to ensure that employers view them in a positive light.
2. be able to conduct an effective job interview and follow-up with the prospective employer in order to have the best possible chance for employment.
3. have compiled all the necessary information to use in preparing for interviews in their portfolio.

INTERVIEWING (PART 2)

- First Impression
- Six Interview Questions
- Last Impression

APPROX. TIME: 1-2 HOURS

1. have viewed positive and negative interview techniques and be able to model appropriate interview behavior.
2. be able to conduct an effective job interview with a prospective employer in order to have the best possible chance for employment.
3. have compiled all the necessary information to use in preparing for interviews in their portfolio.

COMMUNITY NETWORKING

- Farewell Video
- Community Resource Contact Info

APPROX. TIME: 1 HOUR

1. understand the resources available for assistance.
2. have a complete life plan that if followed will assist them in becoming successful with both their careers and financial goals.



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