

JOB READINESS COURSE SYLLABUS

Prerequisites: Class participants must have a resume or completed a resume worksheet, prior to entry into the first day of class. It is also a course requirement that all attendees possess an e-mail address to be used for professional contact, i.e. first and last name, not partyhardy@xmail.com. Enclosed is a step by step instruction sheet to create an e-mail account.

Course Description: This 2-day class (Mondays 9:00 am – 1:00 pm & Wednesdays 9:00 a.m. - 12:30 p.m.) provides an introduction to work incentives in the State of Ohio and what prospective employers are looking for in job candidates. In order to maximize the individual's job search potential, attendees will have the opportunity to register and subsequently upload a resume to Ohio Means Jobs.

This seminar will not provide time within the classroom structure for job searching, as the expectation is such that all attendees should already be doing that outside the parameters of the classroom setting. However, with the skills imparted from the 2 sessions, job search techniques should be further refined and outreach expanded.

Transferable skills will be uniquely identified for each registrant, along with the presentation of the 4 different styles of resumes, and then ultimately reviewed, synthesized, and implemented in resume production attuned to each individual's situation. Before the culmination of the course, class participants will interact in a one-on-one resume critique session with a staff employment consultant.

Further discussion will include simple cover letters, references, and application review. Networking and interviewing strategies will be explored in great detail and in a variety of role-play models. The final stage of the class will engage attendees in mock interviews with various Ohio Means Jobs partner agency representatives. It is an expectation of the class that students will come dressed in interview –appropriate attire.