

Resources for Job Readiness

We've collected the resources below to support those who want to run **learning circles** focused on job readiness. **Learning circles** are free, facilitated study groups for people to meet and learn about a topic together. Learning circle facilitators don't need to be topic experts, but they should have an idea of *what* and *how* the group will learn about the topic. These resources are designed to help you figure out the *what* and *how* of job readiness. [Learn more about facilitating a learning circle here.](#)

[Click here](#) for a printable version of this list.

Defining Job Readiness

Job Readiness (aka “work readiness” or “job preparedness training”) has varying definitions across institutions. We're defining it as *getting the job*: skills and strategies to effectively search for employment, build a resume, and improve interview skills. (For resources on building baseline digital skills or job upskilling, check out these topic guides: [Digital Literacy](#) & Upskilling [coming soon])

[embed] <https://answergarden.ch/1549335>

Q: What motivates learners to learn about job readiness?

When planning your programs, asking yourself about your learners' motivations is a great place to start. How would you answer this question for yourself? Add your thoughts to the word cloud above!

Facilitator Prep Resources

Tips for educating yourself and facilitating this topic



- **[Remote Job Readiness Resources: Tips and Materials for Clients with Online Access](#)**

COVID-mindful list of strategies about facilitating learning online, paired with a list of interactive e-Learning resources, short videos, and more

- **[Work Readiness Standards and Benchmarks from ACT.org \(PDF\)](#)**

A 2013 academic report from ACT—a leader in college and career readiness solutions—about factors and skills for measuring K—Career success

- **Google's Job Readiness Resources**

Google has built a strong library of Job Readiness offerings across multiple platforms:

- [Learn Digital with Google: Career Development Courses](#)
 - [Develop your Career Plan](#)
- [Grow with Google](#): programs for jobs, careers or businesses.
 - [Jobs on Google Search](#)
- Google for Education
 - [Lessons for Adult Learners: Career Readiness](#)
 - [Veterans Transitioning to Civilian Careers](#)
 - [Resume writing for Veterans](#) (PDF)

- **[CareerOneStop](#)**

Sponsored by the U.S. Department of Labor, this site offers a vast range of information to help prepare for or accompany a learning circle. [Organized by demographic](#), these detailed websites include assistance navigating government support systems, job search tips, and resources for job readiness.



Courses & Learning Materials

Free and adaptable online curriculum

Tried-And-True Courses We Like (see [Job Skills](#))



- **[Land your next job by Google Digital Unlocked](#)** (see [Facilitator Guide](#))
 - covers how to create a great CV and cover letter, developing an online presence, interviewing skills, and personal management
 - Video tutorials with text transcripts
 - quizzes available at the end of sections to reinforce learning
 - multiple modules available so the experience can be customized by only choosing relevant sections
- **[Interviewing Skills by Saylor Academy](#)**
 - text-based course with some graphics (no videos)
 - covers pre-interview prep, interviewing skills, and financial negotiation
 - includes a syllabus with outlined learning objectives and timing for completing each section
 - graded final exam with free certificate available

More Courses

- **[GCFLearnFree Work & Career Resources \(English, Spanish, Portugese\)](#)**

Free self-paced lessons (tutorials, videos, and games) covering a wide range of topics including career planning, job searching, and interviewing. GCF also offers free [Teacher Guides](#) to support effective use of their content.
- **[Skills 2 Succeed Academy](#)**

36 bite-sized interactive training modules to guide jobseekers from choosing the right career and finding a job to achieving success in the workplace. Learners can register with the code **04ZZ04** or your organization can [set up its own access code](#) to get additional teaching and training resources.
- **[OpenClassrooms: Career Coaching](#)**

A range of high-quality free courses comprised of text and video that cover topics like building a job search strategy, exploring digital jobs, and networking. This may be a good supplemental or planning resource because

account registration is required, and free accounts are limited to watching 5 videos per week.

Strategies in Practice

Experienced facilitators' advice for a successful program

Learning circle case studies

- [Job Skills in St. Paul, MN](#)

Questions for reflection and planning:

- **Demographic:** Who are the learners you aim to support? What specific needs, strengths, and weaknesses should you consider in creating learning opportunities for them?
 - Example: Veterans, recent graduates, seniors
- **Context:** Where and how will this education take place? What barriers exist to making this accessible to your learners?
 - All online work models may require more digital literacy support. (See [Digital Literacy](#) Topic Guide)
 - Patrons can take the free [Career Search Skills digital assessment](#) by Northstar Digital Literacy to help you identify their knowledge level in advance of the learning circle
- **Autonomy:** How do we engage learners in this process to make sure their unique personal outcomes and goals are being met?
 - Sense of urgency: while some patrons may be looking to change an existing job, others may not have a job and may feel less patient with the process depending on their situation.
 - Job interests and experience will vary with every group of participants. Make sure to allow some time for individuals to briefly share about their personal interests so that they feel connected to the process, and encourage realistic goal setting (and reevaluation) multiple times throughout the course.



- If possible make sure there are tangible takeaways from each meeting (e.g. a resume, mock interviews with notes).



Parking Lot:

- **[LearningExpress Library: Career Prep](#)**

A collection of ebooks, tutorials, articles and prep tests covering a wide range of careers and disciplines. These resources are limited to libraries or institutions that have a membership.

Topics covered in this resource include:

1. Improve Your Job Search, Interviewing, and Networking Skills
2. Change Careers
3. Conduct a Successful Job Search
4. Create Great Resumes and Cover Letters
5. Interview with Confidence
6. Accept a Job and Negotiate Your Salary
7. Learn Important Social Networking Skills

- **[College and Career Readiness Guide \(PDF\)](#)**

Resource created by [Workforce GPS](#) which is sponsored by the Employment and Training Administration of the U.S. Department of Labor. This document includes background information on career and college readiness as well as lists of frequent resources and state and local resources.

- Knowledge of Virtual Meeting platforms/software:

- [Zoom](#) GCF Learn Free Tutorial also available as a PDF
- [Google Meet](#) Google Meet Support pages
- [Microsoft Teams](#) Microsoft Teams Support pages