Employment/ Post-Employment Services Resource List

The following resources offer ideas for employment/ post-employment services for your program. These resources are not meant as things that programs must follow; these resources are ideas in case extra support is needed. Some offer ready to use tools or information that program staff can share with participants either by walking through them in person, setting up workshops, or directing participants to independently.

Ready to use tools that programs can use with participants
- Career OneStop Career Videos – The videos give career explorers, students, and job searchers a portrait of life in hundreds of careers (click on Health Sciences to view health occupation videos). The videos bring to life the responsibilities, work settings, and employment trends for a broad range of occupations with updated information and context for career explorers navigating today's employment world.
- Career OneStop Resumes and Applications - Guides (step-by-step how to's), templates, and tips for resumes, cover Letters, applications, portfolios, work samples, and references.
- Career OneStop Interview - Steps for getting ready for the interview (what to prepare), interview tips, example interview questions, and writing thank-you notes.
- E-Learning Soft Skills Training - 14 eLearning (video) modules on Lifelong Soft Skills that provide a universally accessible soft skills training resource for basic and foundational skills for the workplace. The 14 modules are grouped into four topics including communication, critical thinking, collaboration, and creativity. This was developed by the Michigan Workforce Program, but anyone can use them.

Tools that could be adapted to your program
- Skills to Pay the Bills is a curriculum, developed by Department of Labor, focused on teaching "soft" or workforce readiness skills to youth, including youth with disabilities. This is meant to be used by workforce development professionals. The basic structure of the program is comprised of modular, hands-on, engaging activities that focus on six key skill areas: communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism.
    o This is geared towards youth, but could be adapted to HPOG programs and all age ranges.
- Follow-up Services Guidebook – A Handbook for creating Retention (Follow-Up) services for youth after exiting a program. The document also provides guidance on developing a follow-up system and contains useful tools and sample forms.
    o This was developed as part of a youth program in WIA from Minnesota, but has good ideas as a starting point that could be adapted to HPOG programs and all age ranges.
- Career Development Retention Guide – This is a curriculum for use with youth workforce programs to help participants retain jobs. It is divided into two segments: probationary - first three months and post probationary - next three months.
    o This was developed from a youth program, but it has great tools for job coaches in working with participants with jobs. It could be adapted to HPOG programs and all age ranges.
- Career Toolkit – Tools for Building & Sustaining an Allied Health Career Coaching Effort – This Web-based tool kit, developed by the Baltimore Alliance for Careers in Healthcare (BACH), is available to assist any health care provider who seeks a proactive role in developing and

sustaining a stable workforce through employee training and support. The self-help resource takes BACH's coaching methods and puts them into a format that is quick to navigate and easy to adapt to the needs of almost any health care setting. The At-A-Glance page provides basic elements that a provider will need to initiate a career coaching program, with links to valuable resources. The In-Depth view outlines six categories of coaching duties and breaks them down into individual tasks that are required of each coach, as well as knowledge and skill sets necessary to make a successful coach. Overall, the tool kit is designed so that users can conveniently download pages and incorporate as much or as little of the model into their own program.

- o HPOG programs could utilize this information for their own career coaches or use this model to work with employers to integrate HPOG into employer career development initiatives.

Suggested Reading

- [Framework for Thinking about Job Search Assistance](#) - How can federal programs support low-income and low-skilled individuals to find and keep employment? This brief describes an overarching framework for thinking about job search assistance programs, including an overview of service delivery methods, key program components, and the steps that make up the job search process. (Written by Abt. Associates under contract to OPRE)
- [Job Club Promising Practice](#) – This document, developed for Department of Labor grantees, examines promising practices for job clubs and gives several useful tips to ensure that group sessions meet their intended purpose.
- *Health Careers Collaborative of Greater Cincinnati Promising Practice – Pg. 20* of the larger [Promising Practices](#) Abstract. Addresses assessing fit for healthcare, employer and outcome driven programs, employer based job coaches, and measuring ROI for employers. Prepared for the American Recovery and Reinvestment Act High Growth and Emerging Industries (ARRA HGEI) grant programs, housed at the U.S. Department of Labor's Employment & Training Administration (ETA).
- [Career Guide to investing in frontline Healthcare Workers](#), developed by CareerSTAT, provides health care employers with strategies and a framework for investing in skills and careers of frontline workers to increase business impact and provide workers with opportunities for advancement and growth.
  - o This outlines the value of employers investing in their employees. HPOG programs can use this information to talk to employers about how HPOG can fit into that picture and at the same time help ensure HPOG post-employment strategies address participant needs as they transition to their job schedules, and effectively evaluate employer support towards raising the competency level of their employees.