

*For those seeking employment...*



# Pathway to Employment

*Getting ready to work!*



## Why work is important

Work provides an income and benefits. It can also connect you to your community and help you to meet new people. Work allows you to learn new skills, build self-confidence and feel good about yourself.

## What you can do now to get ready for work

### Explore:

There are plenty of things you can do **now** to get ready for work. First, think about businesses where you could see yourself working. Then, visit some of those places and watch what the employees do.

Maybe you could arrange to talk to the manager to ask questions about the job such as: tasks you could perform, training you would need, work hours, pay and benefits.

Tell your family, friends, neighbors, and anyone that supports you, that you are interested in a job.

It is important to ask people for help. They can tell you about their job and what they do; and they may know of job openings.

### Plan Ahead:

Think about transportation. Do you need to learn a bus route? Can you only work during bus hours? Will you drive, walk or share a ride with a co-worker? Knowing what days and times you can work will help you to decide on a job.

Get information about résumés and references. Not sure how to do that? Visit your nearest Career Center.

Their staff can help you to write your résumé, find out about employers in your area or take a computer class.

Do you have a state id? You will need one in order to be hired. Are you receiving benefits? It is crucial to speak to a benefits counselor to understand how work income will affect your benefits.

### **What you can do now:**

- 0 Get 2 forms of ID**
- 0 Write a résumé**
- 0 Explore your work interests**

***There are a number of things you can do to get ready for work.  
Talk to your case worker when you are ready to take the next steps!***

For more information please visit:  
[www.employmentforme.org](http://www.employmentforme.org)



# Pathway to Employment

Getting ready to work: Worksheet

List businesses where you could see yourself working:

What would your job be at those businesses?

List the days and times you can work:

List the people who could help you:



List the people who could give you a reference:

Visit a CareerCenter and begin working on your résumé!  
Talk to people who can assist you.

