

## Your WIOA Program

Now that you have attended the Starting Your WIOA Program session – you are ready to begin Your WIOA Program. We have outlined below the items that you need to complete and some of the additional resources available to you during this process. Please remember that should you have any additional questions please reach out to your Career Advisor.

All completed worksheets and tasks will need to be uploaded into your account on the [WorkSource Georgia Portal](#).

### Am I selecting the right industry based on my skills and interests?

- [Skill Matcher Assessment](#): Complete, review results, and upload - Your Full List of Skills
- Skills and Experience Worksheet: Complete and upload
- Resume: Create or Update and upload
- Social Media, Email Address and Voice Mail Audit
- Labor Market Research: Complete and upload

### Does this industry provide me the financial opportunity I need to support my needs?

- Basic Needs Budget: Complete and upload

### Does this school/program help me get the license, certification, or degree that I need for the industry of my choice?

- Training Provider Research: Complete and upload
- Test for Adult Basic Education (TABE): Your career advisor will work with you to set-up a date and time to take the TABE Assessment
- Acceptance into Training Program: Complete and upload
- Technical College or University:
  - Apply for [FASFA](#)
  - Financial Aid Summary: Ask school to provide you with your financial aid summary and upload
- Provelt Assessment: If you are planning on taking a [Specialized Training](#) (IT, Project Management, Lean Six Sigma), you may be required to take an additional assessment

### Career and Development Goals

- Career and Development Goals: Complete and upload

### Additional Documents

- Your Career Advisor will provide you with the materials to complete the following:
  - OCGA Affidavit
  - Authorization to Release Information
  - Fee Schedule
  - Supportive Services
  - Enrollment Agreement

## Resources

- [Starting Your WIOA Program](#)
- [Atworks.org/resources](#)
- [Demand Occupation List](#)
- [Specialized Trainings](#)
- [Practice TABE Materials](#)
- [Self-Sufficiency Budget](#)
- [How to Upload Documents](#)
- [How to Search for Training Providers](#)

# Skills and Experiences

**INSTRUCTIONS:** In the spaces below, please list the skills that you have gained from your previous experiences (jobs, volunteer opportunities, managing a household etc.) You do not need to list 10 for each options but use these as an opportunity to brainstorm the different skills you have obtained to select the right industry and to make updates to your resume.

**CUSTOMER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Technical Skills



Abilities and knowledge needed to perform a specific task

**Examples:** Programming Language, Mechanical Equipment, Tools, Medical Equipment, Project Management, Digital Marketing

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Soft Skills



Personal attributes, personality traits, inherent social cues, and communication abilities

**Examples:** Adaptability, Creative Thinking, Work Ethic, Time Management, Motivation

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Transferable Skills



Abilities you can transfer from one job to another

**Examples:** Communication, Critical Thinking, Multitasking, Teamwork, Creativity, Leadership

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

# Labor Market Research

**INSTRUCTIONS:** This worksheet will help you gather information about the jobs available to you in your industry either now or after you complete training. You will need to complete this worksheet and attach copies of job announcements (3 for jobs now or after training and 1 for a job you want 3 years from now). Resources that will support you as you look for job advertisements include: (1) Online Job Boards (Indeed, Monster etc.), (2) careeronestop.org, and (3) Employ Georgia. Additionally, if you are going to training, you can speak with the training provider or school.



**CUSTOMER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## JOBS I WANT TO APPLY FOR NOW OR AFTER I COMPLETE TRAINING

Job #1	Job #2	Job #3
Title: _____	Title: _____	Title: _____
Company: _____	Company: _____	Company: _____
Experience Requirements: _____	Experience Requirements: _____	Experience Requirements: _____
Education Requirements: _____	Education Requirements: _____	Education Requirements: _____
Wage: \$ _____	Wage: \$ _____	Wage: \$ _____
Rate your current work experience for this job: <input type="checkbox"/> exceeds <input type="checkbox"/> meets <input type="checkbox"/> weak	Rate your current work experience for this job: <input type="checkbox"/> exceeds <input type="checkbox"/> meets <input type="checkbox"/> weak	Rate your current work experience for this job: <input type="checkbox"/> exceeds <input type="checkbox"/> meets <input type="checkbox"/> weak
Rate your current education for this job: <input type="checkbox"/> exceeds <input type="checkbox"/> meets <input type="checkbox"/> weak	Rate your current education for this job: <input type="checkbox"/> exceeds <input type="checkbox"/> meets <input type="checkbox"/> weak	Rate your current education for this job: <input type="checkbox"/> exceeds <input type="checkbox"/> meets <input type="checkbox"/> weak

## Job Position Considerations

- 1** If this is a new industry for you, are you finding jobs available to you in your commuting distance?  
 yes  no
- 2** Of the three positions listed above, which one has the longest commute? Please list out how many miles it is from your house and what form of transportation you would use?  
\_\_\_\_\_  
\_\_\_\_\_
- 3** When you look at the characteristics you want out of the next job in your career, do these companies provide those items (salary, benefits, job security, like what the organization does etc)?  
 yes  no
- 4** What skills from your previous experiences (Technical, Soft & Transferable), will make you a competitive candidate for these positions?  
\_\_\_\_\_  
\_\_\_\_\_
- 5** Will any of these jobs help you prepare for the longer-term job?  
 yes  no

## NEXT POSITION IN THE INDUSTRIES CAREER PATHWAY (3 YEARS FROM NOW)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Wage: \$ \_\_\_\_\_

Experience Requirements:  
\_\_\_\_\_

Education Requirements:  
\_\_\_\_\_

Will you need any additional education, training or certifications to obtain this position? If so, please list them:  
\_\_\_\_\_  
\_\_\_\_\_

What are some of the skills and experience that you will need to gain to be a candidate for this position?  
\_\_\_\_\_  
\_\_\_\_\_

Are there multiple listings at different companies for this position, that are in your commuting area?  
 yes  no

# Monthly Expense Summary

**INSTRUCTIONS:** As you are selecting an industry to work in, it is important to make sure that it provides you with the opportunity to support you and your family's needs either now or in the future. To do this, we ask you complete this Monthly Expense Summary and calculate your monthly and hourly wages and your annual earnings. This exercise is meant to be a tool to help you estimate and research the financial opportunity that you need an industry to provide. You do not need to have exact numbers; estimates will work.



**CUSTOMER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Number of Adults in Home: \_\_\_\_\_

Number of Children in Home: \_\_\_\_\_

Monthly Expense	Amount
<b>Housing</b> — Rent/Mortgage, Utilities (Water, Gas, Electric and Trash)	
<b>Childcare</b>	
<b>Food</b>	
<b>Health</b>	
<b>Transportation</b>	
<b>Miscellaneous</b> — Medication, Cell Phone, Internet, etc.	
<b>Monthly Basic Needs Wage</b> (Housing + Childcare + Food + Health + Transportation + Miscellaneous)	
<b>Hourly Basic Needs Wage</b> (Monthly Basic Needs Wage / 160 Hours)	
<b>Annual Basic Needs Earnings</b> (Monthly Basic Needs Wage * 12)	

**1** What are some other expenses that are not listed in the monthly expense summary (examples: personal loans, credit cards etc.)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2** Does the industry and job you are researching provide you with the opportunity to meet or exceed your monthly expense summary?

yes  no

If no, will that opportunity be available to you as you grow in the industry's career pathway?

yes  no

**3** If you are planning to attend training, is there anything about your budget that will change that would prevent you from being able to complete the training (transportation to training, expanded childcare, etc.)?

yes  no

Please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Training Provider Research

**INSTRUCTIONS:** This worksheet will help you gather information about the training program you want to attend. To help you decide which program is best for you, complete a column for each of the available providers that you are considering. Try to use as many resources as possible including: (1) resource materials in or from the one-stop-center, (2) visits to the prospective programs, (3) interviews with current students, graduates, instructors, or administrators and (4) the school website.

<b>CUSTOMER:</b> _____	Provider: _____	Provider: _____
<b>DATE:</b> _____	Program: _____	Program: _____
1. When do the classes start?		
2. When is the application deadline?		
3. What are the program's entry requirements (feel free to attach school/program information)?		
4. Is this training a match for your learning style?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
5. Do you have the technology available for any class needs (computer, internet, email etc.)?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
6. Does our training program require you to practice various skills using equipment?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
7. How long does it take to complete?	_____ weeks/months/years	_____ weeks/months/years
8. What class schedule are you looking to attend?	<input type="checkbox"/> Weekdays <input type="checkbox"/> Combination <input type="checkbox"/> Evenings of Offerings <input type="checkbox"/> Weekend	<input type="checkbox"/> Weekdays <input type="checkbox"/> Combination <input type="checkbox"/> Evenings of Offerings <input type="checkbox"/> Weekend
9. Does this program, offer the schedule that you need? (weekday, evening, weekday, or flexible)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
10. How much does it cost to attend the program?	\$ _____ tuition and fees per # _____ semesters \$ _____ <b>total cost</b> <b>Other costs:</b> \$ _____ books \$ _____ supplies \$ _____ tools \$ _____ uniforms \$ _____ testing & licensing exams	\$ _____ tuition and fees per # _____ semesters \$ _____ <b>total cost</b> <b>Other costs:</b> \$ _____ books \$ _____ supplies \$ _____ tools \$ _____ uniforms \$ _____ testing & licensing exams
11. If you are attending at Technical College or University, are there other sources of financial aid available?	<input type="checkbox"/> Pell <input type="checkbox"/> Veteran Resources <input type="checkbox"/> HOPE <input type="checkbox"/> Senior Waiver <input type="checkbox"/> Other	<input type="checkbox"/> Pell <input type="checkbox"/> Veteran Resources <input type="checkbox"/> HOPE <input type="checkbox"/> Senior Waiver <input type="checkbox"/> Other
12. What degrees or certificates do students receive upon program completion?		
13. What percentage of students earn a credential or certification?	_____ % Credential Earned	_____ % Credential Earned
14. Does this training provider require you to take classes on resume building or interviewing strategies?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
15. What job placement assistance is provided by the school?	<input type="checkbox"/> Placement staff <input type="checkbox"/> Job Order Leads <input type="checkbox"/> Internships/Clinical Rotations <input type="checkbox"/> None	<input type="checkbox"/> Placement staff <input type="checkbox"/> Job Order Leads <input type="checkbox"/> Internships/Clinical Rotations <input type="checkbox"/> None
16. How far is the program from your home?	_____ miles / _____ minutes (each way)	_____ miles / _____ minutes (each way)
17. Will your car or transportation/ride plan get you to and from school reliably?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
18. If no, what is your alternative?		
19. Will you need to change your childcare arrangements if you attend this program?	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

# Career and Development Goals

**INSTRUCTIONS:** As you conclude your research, we would like for you to develop 4 goals. Three of those goals should be short-term goals (something you want to achieve in the next year (Employment, Training & Other) and one long-term goal (something you want to do 3 years from now).”

Please remember to set goals that will challenge you and to set a date/time that you want to achieve each goal.

**CUSTOMER:** .....

**DATE:** .....

## SHORT TERM GOAL #1



If you are applying for training, please write a goal that includes information about the training you are planning to attend. If you are receiving careers services or work-based learning, follow the instructions for Short-Term Goal #3.

How does this goal help you achieve your long-term goal?

What additional supports do you need to achieve this goal?

## SHORT TERM GOAL #2

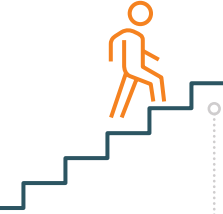


Please write a short-term career goal, that includes the position and income you would like to earn.

How does this goal help you achieve your long-term goal?

What additional supports do you need to achieve this goal?

## SHORT TERM GOAL #3



Please write a short-term goal that will be a steppingstone to help you achieve your long-term goal (budget, moving, vehicle, etc.).

What additional supports might you need to achieve this goal?

What additional supports might you need to achieve this?

## LONG TERM GOAL

Please write a long-term career goal (3 years from now) that includes the position title and income you would like to earn.

What additional skills/experiences or training do you need to achieve this goal?

What additional supports do you need to achieve this goal?