

# MY WORK READY

Step by step career planning and exploration

**My Work Ready is a virtual career guidance application that helps job seekers assess, train, explore, reflect, and prepare for their future.**

My Work Ready allows job seekers to quickly identify strengths and areas of need related to professional and foundational workplace skills.

Job seekers also complete reflective activities that help them identify their interests, values, and financial literacy and see how these relate to potential occupations.

The result is a detailed, personalized Career Plan with curated recommended occupations and suggested next steps to help the job seeker land their next job.

My Work Ready guides the job seeker through a series of steps on a clear and deliberate path to their next job. Participants can easily track their progress and update their personal information at any time.

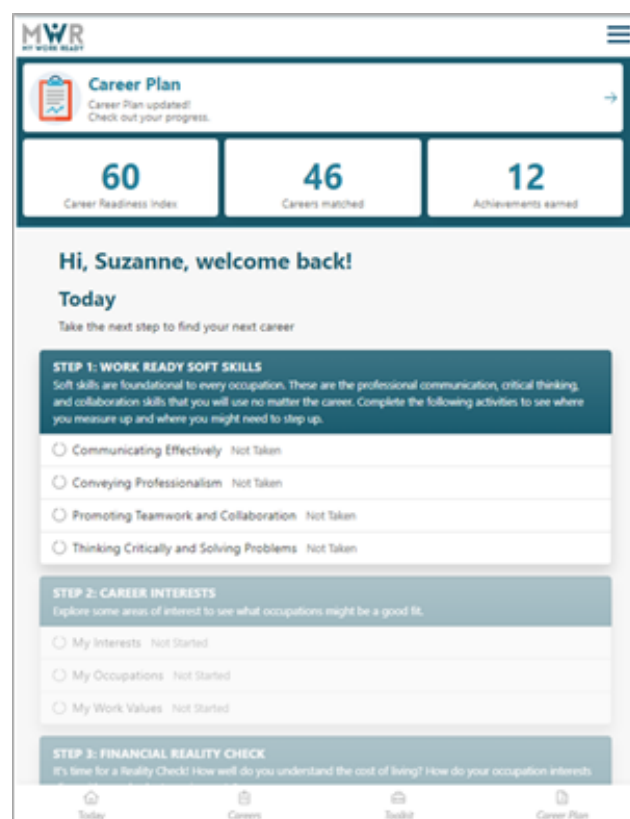
## My Work Ready allows job seekers to:

- Gauge their current interests and employability skills.
- Improve their professional and foundational workplace skills.
- Explore occupations that are a good fit for their interests, skills, abilities, education, budget, and region.
- Search for jobs in their region that are aligned with their career plan.
- Improve their financial literacy.
- Prepare resumés and cover letters.
- Learn on the go via smartphone, tablet, laptop, or desktop.
- Easily share progress and results with career coaches.

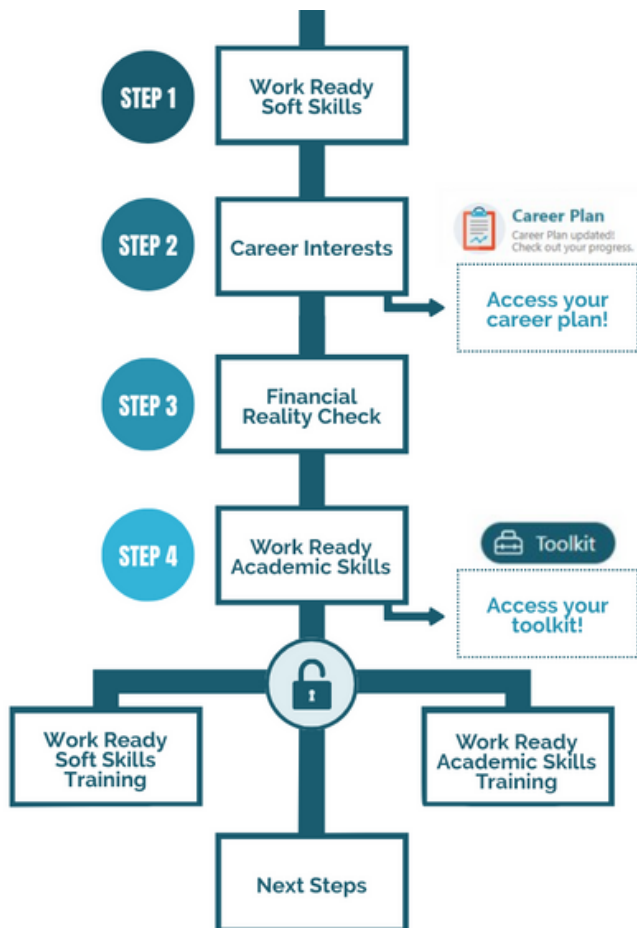
**Job seekers can easily track their progress and collect Achievement Badges as they complete activities.**



**MWR**  
MY WORK READY



# MY WORK READY GUIDES THE JOB SEEKER THROUGH A SERIES OF STEPS ON A CLEAR PATH TO THEIR NEXT JOB.



## STEP 1: Work Ready Soft Skills

How are your communication, professional, problem-solving, and collaboration skills? Complete four quick diagnostics and receive a score on 20 individual essential soft skills objectives to help you gauge where you're a soft skills expert and where you may need to improve.

## STEP 2: Career Interests

What are your interests and work values? Complete three brief surveys to identify your areas of interest, values, and other factors that are most important to you in the workplace. Once this step is complete, view your career matches and Career Plan to see your curated occupation recommendations.

## STEP 3: Financial Reality Check

How well do you manage your budget to live within your means? What careers match your financial needs? Play with the interactive Financial Reality Check to find out and adjust your outcomes as needed.

## STEP 4: Work Ready Academic Skills

Do you have strong foundational math, reading, and data interpretation skills? Complete three quizzes to determine your achievement level in each area. Achievement levels range from 1-5 and align to the US Department of Labor's O\*NET Job Zones to help determine your readiness to pursue certain careers.

**After completing steps 1-4, job seekers can explore career matches and their customized Career Plan to see occupation recommendations.**

## Comprehensive Career Plan

The Career Plan is the culminating report that summarizes the job seeker's activity results, presents recommended occupations based on those results and offers suggestions for next steps in the participant's journey to their next job. The Career Plan updates as the participant completes or revisits activities.

## Occupation Recommendations

As participants complete the steps, they receive a personalized list of potential occupations powered by WIN's Occupation Recommendation Engine, which uses a proprietary algorithm to recommend occupations that are a best fit for participants based on their interests, job preferences, education, and activity results.

## About WIN Learning

Since 1996, WIN's integrated approach to career readiness has given more than 10 million learners worldwide the tools, confidence, and skills necessary to excel. Our e-learning solutions include academic and employability skills courseware, assessments, and credentials as an important foundation for creating a more effective and efficient system to prepare learners and job seekers for career and life success.



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