



COOL TOOLS FOR PROVIDING JOB-DRIVEN TRAINING AND ENGAGING EMPLOYERS

Labor Market Information Worksheet

<https://s3.amazonaws.com/static.nicic.gov/Library/028145.pdf>

This worksheet from the U.S. Department of Justice's National Institute of Corrections helps individuals determine whether the job they want is right for them. It walks users through a series of questions about a desired occupation such as: What is the anticipated 10-year growth rate? What are the average annual job openings? Is there a certification required or available? Are there any apprentice opportunities? The worksheet also includes a set of questions to determine whether there are any restrictions for someone with a criminal record; answers can be found using the linked online resources.

Working with Employers: Skills and Strategies for Job Development Success—Participant Workbook

http://www.issuelab.org/resource/working_with_employers_skills_and_strategies_for_job_development_success_participant_workbook

This course offers 10 skill development modules (each 2.5 to 3 hours in length) that can strengthen the effectiveness of frontline staff involved in job development. The textbook [*Job Development Essentials: A Guide for Job Developers \(Second Edition\)*](#) provides all the background reading for the course. [*A Facilitator Guide*](#) provides everything an organization needs to create and implement an intensive training course, including materials for administrators, course facilitators, and guest speakers. Though the organization that developed these materials, Public/Private Ventures, has ceased operations, its publications are archived through the [Foundation Center's IssueLab](#).

Hiring Veterans: A Step-by-Step Toolkit for Employers

<https://www.dol.gov/vets/ahaw/>

This U.S. Department of Labor toolkit is designed to assist and educate employers who have made the proactive decision to include transitioning service members and veterans in their recruitment and hiring initiatives. The toolkit's six-step process includes designing a strategy, creating a welcoming and educated workplace, actively recruiting veterans and military spouses, hiring and accommodating qualified veterans, promoting retention, and using tools and resources.

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