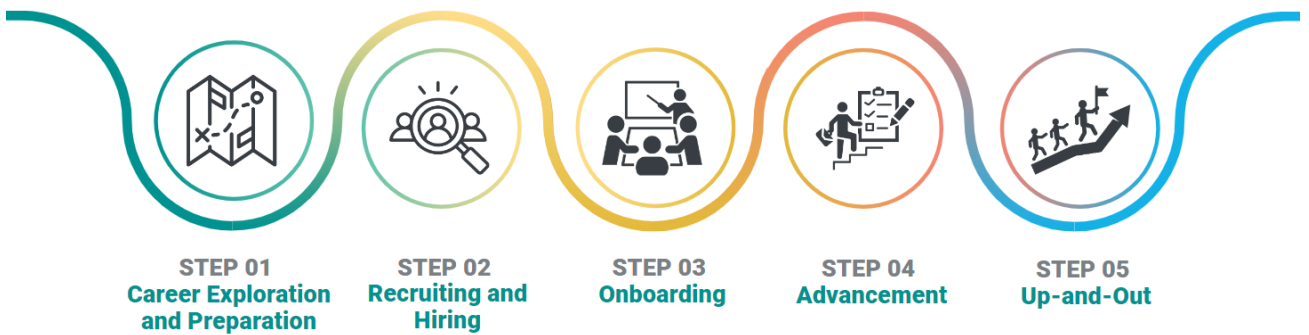


## APPENDIX E

# Career Advancement Guide

Stakeholders from the [Convergence Collaborative on Pathways to Better Jobs](#), an alliance of employers, community-based organizations, workers, policy professionals, and training providers of all types, sought to address the needs of millions in the low- to moderate-income workforce. Our goal was to find ways to better connect workers with opportunities to grow their skills and qualifications and to navigate the on- and off-ramps that will build economic mobility and financial security for their future. This guide is intended to be shared with those that engage directly with workers such as career navigators to provide guidance and resources to help workers maximize each stage of the worker lifecycle.

## Worker Lifecycle



## Who Is This Guide For?

Career navigators, talent development professionals, etc. Anyone who engages directly with workers.

## Endorsements

We support this guide as individuals. Our organizations have not formally endorsed this guide; affiliations are listed for informational purposes.

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### **Rose-Margaret Ekeng-Itua**

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### **Scott Fast**

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### **Roman Jackson**

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### **Beila Leboeuf**

*Walmart*

### **Deeneaus Polk**

*3LEVATE*

### **Priya Ramanathan**

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### **Eddie Santiago**

*Bowery Residents Committee*

### **Lisa Schumacher**

*McDonald's Corporation*

### **Mike Schwartz**

*YWCA of Seattle King  
Snohomish County*

### **Jenna Shrove**

*U.S. Chamber of Commerce*

### **Marie Victor-Wiggins**

*Restaurant Opportunities  
Centers United*

Questions for Jobs Seekers to Consider	Associated Resources & Advice
<p><b>Goals</b></p> <ol style="list-style-type: none"> <li>1. What are my short-, medium-, and long-term goals?               <ol style="list-style-type: none"> <li>a. What are my immediate job search goals?</li> <li>b. How do I set my goals and measure my progress towards achieving them?</li> <li>c. What kind of educational training do I need to achieve my goals?                   <ol style="list-style-type: none"> <li>i. Do I have the skills and resources needed to research and explore different training programs related to my interests and the skills needed to advance?</li> </ol> </li> <li>d. Where can I get that training and how can I complete that training?                   <ol style="list-style-type: none"> <li>i. Can I identify if these programs are available locally and in what format (online courses, vocational training, apprenticeship etc.)?</li> </ol> </li> </ol> </li> </ol>	<p>These resources vary by location. For example, in Colorado you can use <a href="#">My Colorado Journey</a>, which includes outcomes, goals and steps for these goals and connects to tools to explore interests as it relates to careers all the way to how to fund this (workforce centers and higher ed scholarships/grants) and actual job postings.</p> <p>You can also use <a href="#">SMART goals</a> to help guide job seeker goal-setting.</p>
<p><b>Skills</b></p> <ol style="list-style-type: none"> <li>2. Do I have the essential skills needed for success in my next job?</li> <li>3. Do I have the knowledge and access to the tools to analyze which essential skills are most important for the job I seek, and do I know how to communicate that I have these in an interview? If I don't, which organization can help me do that?         <ol style="list-style-type: none"> <li>a. Have I explored resources such as job descriptions, industry associations, companies with internal training programs, whether the position is union supported etc.?</li> </ol> </li> <li>4. What are my existing skills and experience and which career paths are they well suited for? Do I have an interest in those careers? Are there any barriers or something in my background that could keep me from getting the job? If so, what organizations can I contact to help me overcome those barriers?</li> </ol>	<p>Once you know what industry you are interested in, you can view the appropriate industry model in the <a href="#">Competency Model Clearinghouse</a>. Please note that this site is related to <a href="#">Career One Stop</a> which has many of the same tools that workforce centers use, which is one of the organizations that can help job seekers to explore jobs.</p> <p>Another option is to search the job on <a href="#">O*NET Online</a> by using the "Occupation Keyword Search" option. The job details are collected from employers and have a lot of valuable information such as the knowledge, skills, abilities, and expected education related to each job. You can help job seekers to search the internet for both "[job name] competencies" and "[job name] job postings" in your area for the job name they wish to obtain. By looking at the job postings they will get a better understanding of the skills, credentials, and education valued for</p>

those jobs, as well as confirm if many of those jobs exist in their location and how much the job pays.

### Career Path

5. What are the jobs that I'm most interested in and what do the career paths look like in those fields?
6. What are the skills/experience/education needed for those career paths?
7. What kind of compensation and benefits can I expect on that career path? Does that compensation allow me to meet my goals for my family?

02

## What do you do?

What's your main profession?

How many years have you been in this line of work?

What are your top five skills?

What makes you proud of your profession?

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## Where are you now?

What are your main responsibilities in your current role?

What is a typical day or week like?

What are your biggest achievements?

What are your main challenges?

## Why are you here?

What role are you applying for?	
Why are you applying for that role?	
What do you look forward to about being a part of our company?	
How did you learn about this opportunity?	

THANK  
YOU!

That should be all for now. We're excited to get to know you more during your first interview.

**See you soon and good luck!**