



What are WorkFirst Employment Services?

Employment Services are a package of structured activities, usually provided by the Employment Security Department (ESD) that helps parents find and keep jobs. Employment services are a first step toward independence from TANF for most parents, and consist of:

- Employment preparation
- Job Search (Employer contacts)
- When appropriate, a work experience or On-the-Job Training

What is Employment Preparation?

Employment preparation is intended to provide parents tools and activities that immediately help them prepare to look for work. It allows parents the opportunity to acquire the basic skills necessary to make the right job match.

Employment preparation may include:

- A review of the Work Skill Assessment
- Labor market research
- Building an Activity Planner with daily participation activities.
- Working on employment competencies, including:
 - Resume development
 - Completion of a master application
 - Interviewing techniques
 - 60 Second Commercial
 - Attending employment related workshops
- At least weekly progress evaluations.

What is Job Search (Employer contacts)?

When parents have completed Employment Preparation activities and are ready to begin making employer contacts, the following services are provided:

- One-on-one sessions with an employment counselor.
- Employment planning and goal setting.
- Activity Planner reviews and updates (at least weekly).
- Automated job matching services – matching skills to available job openings.
- Access to hiring events where employers are available to meet with job seekers.
- Job development and employer outreach services.
- Support services to help parents go to work; including child care.
- Access to job search resources, including computers, the Internet, telephones, copiers, and fax machines.
- Work experience and/or On-The-Job Training opportunities.
- Referrals to training and education when appropriate.

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For more information about the WorkFirst program, visit www.workfirst.wa.gov