



AARP Foundation's WorkSearch Assessment System is a unique, easy-to-use tool that helps you select the right job based on your interests, pertinent experience, and skills.

The system can help you:

- ✓ identify job choices based on your interests, personal characteristics, skills, and experience;
- ✓ quickly assess if you have the right skills for your job choice;
- ✓ access online training programs* to fill skill gaps;
- ✓ earn Job Skill Certificates that show employers you have the required abilities for the job;
- ✓ link to job openings in your area; and
- ✓ create a plan of action that will help you meet your training and job goals.

**You may even qualify for paid training if you meet age and income eligibility requirements and we have the right location in your community.*

To get started today:

- ✓ Contact your nearest AARP Foundation SCSEP office,
- ✓ Call the number below to speak to an AARP Foundation representative, or
- ✓ Go to <http://aarpmp.org/WorkSearch>.

Enroll now!

Call 866-664-5365 and press #1.

The AARP Foundation is AARP's affiliated charity. Foundation programs provide security, protection and empowerment for older persons in need. The Foundation's *WorkSearch* and Senior Community Service Employment Programs help older workers receive the job training and placement they need to rejoin the workforce. SCSEP is funded primarily by the US Department of Labor through a competitive grant process.

Additional Foundation programs provide information, education and services to ensure that people over 50 lead lives of independence, dignity and purpose. Foundation programs are funded by grants, tax-deductible contributions and AARP.



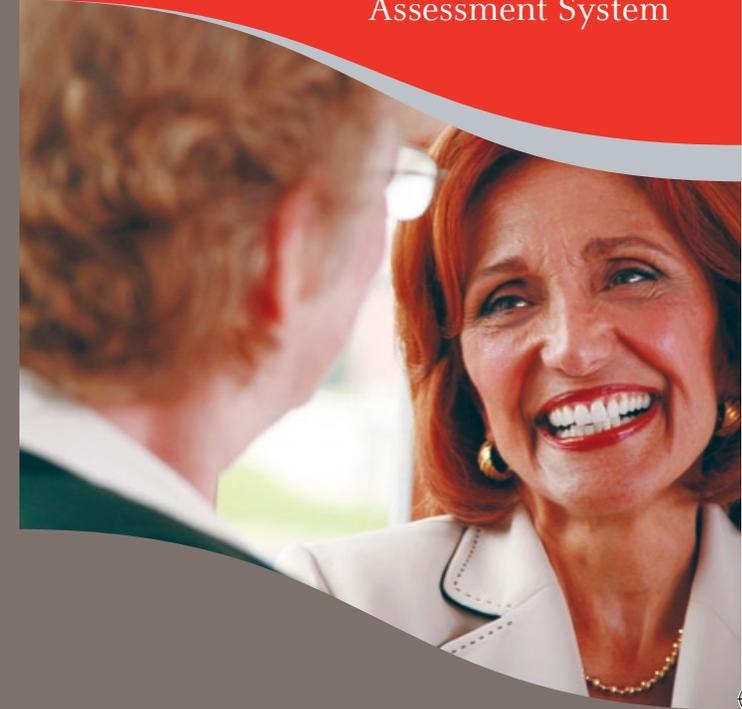
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AARP Foundation WorkSearch Assessment System



**Trying to find the right job
to fit your life now?**

Considering a career change?

**Recently relocated to a new area
and need to find work soon?**

Sometimes finding just the right job can be a challenge. The AARP Foundation is here to help.

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Before you begin your job search.

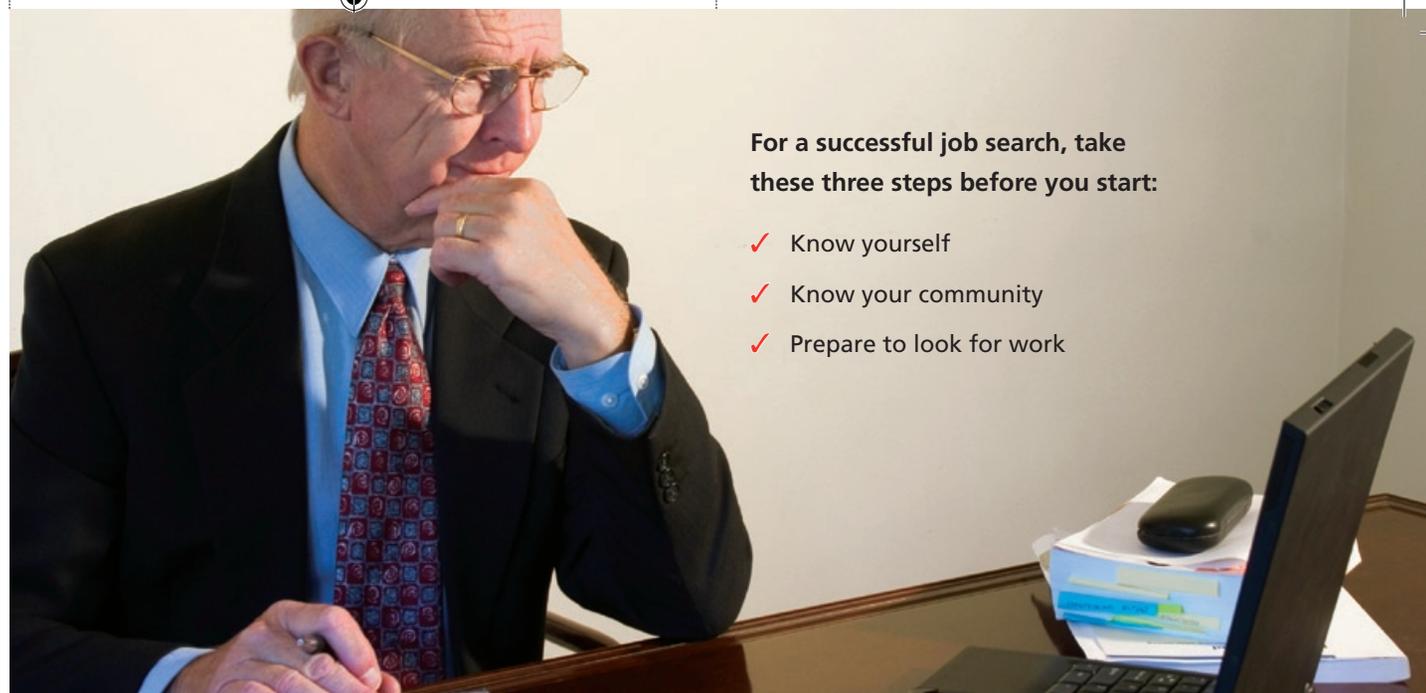
Job hunting can be intimidating at any age — especially if you haven't been in the job market for a long time. If you have a plan, however, you're much more likely to succeed.

Know Yourself

Finding a good job match is easier if you know what you like to do. Consider what you liked and didn't like about past jobs. Also, what experiences have you gained through work or life?

Think about your life now. What type of work might fit with your schedule and other responsibilities? What do you do well? What do you most enjoy doing now, either for work or as a hobby? Are there barriers to your getting a job, such as outdated skills or lack of transportation?

Based on this information, the **WorkSearch** Assessment System will identify the job options most suitable for you. If you already know what type of job you want, use the system to search job listings in your area right away!



For a successful job search, take these three steps before you start:

- ✓ Know yourself
- ✓ Know your community
- ✓ Prepare to look for work

Know your Community

Whether you're new to an area or have lived there for years, it's important to know what types of jobs are available. Then consider those jobs and how they match with your personal interests and skills.

It's also important to know what types of training opportunities there might be in your area. Community colleges, vocational schools, training providers and even the online **WorkSearch** training tools can help you gain the skills you need to compete for today's jobs.

The quick multiple-choice assessments in **WorkSearch** can help provide immediate feedback regarding your job readiness and identify potential skill gaps. This could be helpful in determining where you might get the additional training you need to land the right job.

Prepare to Look for Work

Regardless of what type of work you're looking for, it's important to begin to gather information about your past work experience so that you can develop a resumé or successfully complete a job application. Today's employers are interested in your skills — not just your previous work experience. They want to know what you can do for them now and in the future. So, provide information that shows how you can help an employer now.

On resumes, applications or during interviews, emphasize the positive aspects of your age and experience, including:

- ✓ Maturity, judgment, perspective, increasing responsibility, consistent success
- ✓ Ability to learn the job quickly
- ✓ Flexibility to adapt to new ideas

Also include previous training or knowledge you might have of any computer software and other technology.