

## Recruitment Events and Training, Employment Services and Program Criteria

### About Community2Work® (C2W)

To address the unique challenges the job market poses for both job seekers and organizations, we serve as a community partner helping UPMC and its affiliates diversify staffing. Through customized coaching and training this innovative program helps you gain skills, connect to resources, and learn strategies to build a successful career. We help those starting a career, transferring into other fields, or improving their interviewing skills, and match them with a career path.

*Community2Work® gets candidates prepared and pre-screened for employment at UPMC.*

### Recruitment Events and Training



#### Recruitment Events

Our events are held in convenient neighborhood locations such as community organizations, churches, libraries, recreation centers, and schools. We also invite you to visit our table at community events and job fairs, with or without a resume to learn more about the positions and application process.

#### Workshops and Job Readiness Training Events

Register for a workshop or session in our training series to build a resume and get help finding employment. We cover all aspects of the job application process such as interviewing skills, resume preparation, personal marketing, employer expectations for timeliness and attendance, workplace decorum, and the like.



#### Pre-Screening Events

If you have a resume and are not new to the workforce join us if you are looking to be pre-screened for employment to increase your chances to interview with UPMC. To identify viable prospects and provide assistance with completing applications, we conduct pre-interviews and assessments at the events.

### Employment Services

#### Coaching

Coaching sessions are available to you with experts who can highlight your talents, skills, and work experience. We also assist with job readiness. Our processes take you from a prospect for employment to a candidate for the right position.

#### Job Matching and Direct Referrals

Connect with the staff to ensure your employment history, passion, and education matches open positions. Then let us make the direct referral to the Talent Acquisition team at UPMC for you so we can help track your progress.

#### Case Management

Let us work collaboratively to get you into the UPMC pipeline by providing you with a clear plan of action to reduce barriers. Together with the right resources and partners you can improve your financial health and a career.

#### Interview Days and Networking

Meet face-to-face with one or all of the recruiters, talent acquisition team and hiring managers. Come dressed for success and ready to interview. You may leave with a job offer right on the spot!

## Here's How it Works

Start by scheduling with us or attending one of our monthly events.

### Job Readiness

During a job readiness event, you'll get assistance with interviewing skills, employer expectations, and navigating through the job application process. This will prepare you for the next steps for UPMC employment.

If you don't have a resume and need help, join us for a job readiness session.

If you already have a resume and not new to the workforce, join us for the pre-screening.

### Pre-Screening

Once you've completed one of the other steps, attend a pre-screening event with your resume and cover letter. You may have a chance to interview or participate in job matching for non-clinical job opportunities at UPMC.

## Program Criteria

### Target Audience

This innovative program is designed to help recipients with job readiness assistance. We identify candidates based on need for assistance or support through the job application process.

Recipients of Temporary Assistance for Needy Families (TANF) are strongly encouraged to participate in our program, as well as any individual who meets the government's definition of "low-income."

We help individuals to overcome barriers to employment, gain skills, connect to resources, and learn strategies to build successful careers.

Optional workshops, coaching, and one-on-one training sessions are also available for individuals in the program who would benefit.

### Documents for Coaching and Resume Building

1. Job History
2. List of References
3. List of Skills
4. Relevant Training and/or Certifications
5. Transcripts from all Colleges, Junior Colleges, or Trade Schools Attended
6. Resume
7. Cover Letter (if applicable)



## How to Qualify for the Program

### Eligibility Requirements

1. Be at least 18 years of age or have a work permit
2. Resident of the greater Pittsburgh region and legally permitted to work in the U.S.
3. A TANF recipient or a person who meets the government definition of "low-income"
4. A high school graduate or GED recipient

### Eligibility Confirmation Documents Needed

1. Proof of Income
2. Proof of TANF (award letter)
3. Driver's License or State ID
4. If under 18, or if under work restrictions, a work permit
5. High School Diploma or GED

If eligibility requirements are met, we may be able to provide you support and recruiting incentives. Obtaining such support does not guarantee that a candidate will be hired.

Contact us today to learn more about the C2W program and register to attend one of our monthly events!



412-407-2494 | [workforce@davisconsultsolutions.com](mailto:workforce@davisconsultsolutions.com) | [www.davisconsultsolutions.com](http://www.davisconsultsolutions.com)

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