

Veterans Program

Veterans' services for those eligible and active Project HIRED clients include:

Career Assessment and Career Exploration

Career assessments are generally paper/pencil or online evaluations that help veterans identify their career interests and work goals. **Career exploration** refers to researching and collecting information about specific careers, such as job outlook, training requirements, working conditions, and typical salaries. Used together, career assessment and career exploration helps you identify the gap between where you currently are in your career and where you want to be.

Training Services

Clients of Project HIRED receive **free 24/7 access to hundreds of Internet-based courses** that can be completed just about anywhere in the world.

Examples of available Courses:

- **Business:** Accounting, customer service skills, interpersonal communication, interviewing skills as well as professional development and other topics such as business ethics, sexual harassment sensitivity, and leadership.
- **Technical:** Information technology, Six Sigma, quality assurance, and the latest desktop technologies.
- **Desktop Skills:** Word, Excel, PowerPoint, Oracle software and other popular in-demand applications.

Workshops and Networking

We offer a multi-part workshop series that covers a wide range of job readiness topics such as how to sell your skills and knowledge correctly, your disabilities rights, and effective interviewing skills.

We also offer a weekly Job Club, which is a networking environment for our clients to meet each other, members of the employer community, and representatives of support organizations. At Job Club you can gain additional knowledge about jobs, employment trends, or specific companies.

Job Search and Placement

Project HIRED provides resume writing services. Personalized resume assistance is available if needed. Our career coaches can also help you with development of the job search, interviewing, and salary negotiations skills you need to obtain the job you want.

The Project HIRED [Computer Resource Center](#) also provides access to the Internet and job search information, such as local and online job search sites, job openings, and job placement organizations.

If you are a disabled veteran seeking employment or an employer looking for highly talented and skilled workers with the expertise our military veterans bring to the workforce contact our Program Director at 408-557-0880 or by email:

programdirector@projecthired.org