



YOUR EMPLOYMENT SOLUTIONS



# AWARD-WINNING STAFFING

We know your life journey is unique and sometimes challenging. So we've created this power-packed resource guide just for you. It includes links to tools that can help to polish your skills, skyrocket your career, and allow you to conquer those personal goals.

Whether you're a seasoned pro or new to the game, this guide is your one-stop shop for success. So, roll up your sleeves, dive in, and let's get ready to level up your game! Your Employment Solutions does not endorse any of these organizations and/or providers; this resource list is provided as a courtesy.

## JOB SEARCH TOOLS & RESOURCES

### DWS SMART START GUIDE



Use this [step-by-step guide](#) to find a job that's right for you.

Assessments, check lists, worksheets and examples guide you through choosing a career, preparing a resume, applying for jobs, networking and interviewing.

### DWS JOB SEARCH TOOLS

<https://jobs.utah.gov/jobseeker/>

Find tons of resources, tools, worksheets and forms to help you in your job search journey, from figuring out what kind of job you want, all the way through the interview process.



## IMPROVE CONFIDENCE & COMMUNICATION SKILLS

### ONLINE COMMUNICATION CLASS

<https://www.coursera.org/learn/communication>

Free online course providing foundational insights into the fundamentals of communication.



### BRAIN TRAINING MOBILE APP



<https://elevateapp.com/>

Elevate is an award-winning brain training tool designed to build communication and analytical skills.

### COMMUNICATION SKILLS PODCAST

<https://theartofcharm.com/podcast/>

Elite-level insight from the best in science, psychology and self-development. Gain skills to win at life, love and work.



### COMMUNICATION CLUB

<https://www.toastmasters.org/>

Practice the skills you need to communicate with confidence and excellence in a fun club environment.



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## ENGLISH AS A SECOND LANGUAGE

### ONLINE ENGLISH CLASS

<https://www.usalearns.org/#learnEnglish>

Free English classes on speaking, listening, vocabulary, pronunciation, reading, writing and grammar.



### DUOLINGO MOBILE APP

<https://www.duolingo.com/>

Quick, bite-sized lessons, you'll earn points and unlock new levels while gaining real-world communication skills.



## COMPUTER & TECHNICAL SKILLS

### DWS LEARNING CENTER

<https://jobs.utah.gov/jobseeker/learning.html>

Free resources for typing, basic, and advanced computer skills and software.



### DUOLINGO MOBILE APP

<https://edu.gcfglobal.org/>

Learn and develop the skills needed to advance in work and life.



## FINANCIAL MANAGEMENT

### 360 FINANCIAL LITERACY

<https://www.360financialliteracy.org/>

Free program of the nation's certified public accountants to help understand personal finances through every stage of life.



### KEY BANK FINANCIAL WELLNESS

<https://www.key.com/personal/financial-wellness/>

Financial tips about taking small steps that keep you moving in the right direction for security and well-being.



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## BUSINESS & ENTREPRENEURSHIP

### ENTREPRENEUR ACADEMY

<https://utahsbdc.org/entrepreneur-academy/>

A clearinghouse of resources designed to help Utah small businesses succeed.



### UTAH BUSINESS TRAINING

<https://www.utah.gov/business/training.html>

Resources for various types of training, including marketing and finance workshops, ESL classes, and other training programs.



## LIGHT INDUSTRIAL SKILLS

### OSHA E-TOOLS

<https://www.osha.gov/etools/powerd-industrial-trucks>

Forklift information published by the US Department of Labor.



### FORKLIFT SYSTEMS YOUTUBE

<https://www.youtube.com/@ForkliftSystems>

Training and how-to videos of forklifts and material handling equipment.



## GED & CONTINUING EDUCATION

### UTAH CONNECTION ACADEMY

<https://learn.connectionsacademy.com/utah/>

Flexible, online public school with no tuition.



### ADULT BASIC EDUCATION

<https://www.careeronestop.org/FindTraining/Types/adult-basic-education.aspx>

Learning program, created by the U.S. Department of Education.



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## ADDITIONAL RESOURCES

### BACKGROUND ISSUES

<https://www.cleanslateutah.org/>

Clean Slate Utah is working to ensure that Utahns don't miss out on opportunities because of their past.



### VISION SERVICES

<https://friendsforsight.org/>

Free vision services to save sight and change lives.



### MENTAL HEALTH

**Mental Health Tips:**

[https://www.apa.org/topics/mental-health/tips-  
psychologists-use](https://www.apa.org/topics/mental-health/tips-psychologists-use)

**Mental Health Tests:**

<https://screening.mhanational.org/screening-tools/>

**Mental Health Coalition**

[https://www.thementalhealthcoalition.org/wp-content/  
uploads/2020/07/BIPOC-Mental-Health-Resources.pdf](https://www.thementalhealthcoalition.org/wp-content/uploads/2020/07/BIPOC-Mental-Health-Resources.pdf)

### OTHER ORGANIZATIONS

**Urban Indian Center of Salt Lake:**

<https://uicsl.org/>

**Wasatch Latino Coalition:**

<https://wasatchlatinocoalition.org/resources-recursos/>

**Black Emotional & Mental Health Collective:**

<https://beam.community/>

**Asian Mental Health Collective:**

<https://www.asianmhc.org/>

**Identity & Cultural Dimension:**

[https://www.nami.org/Your-Journey/Identity-and-  
Cultural-Dimensions](https://www.nami.org/Your-Journey/Identity-and-Cultural-Dimensions)

**LGBTQ+:**

<https://www.queercommunityallies.org/resources/>

### LIFE EMERGENCIES

If you feel that you, a family member, need help right away, please contact the numbers below for immediate assistance.

**Life Threatening:** 911

**National Suicide Prevention:** 800-273-TALK (8255)

**Crisis Text Line:** Text "HOME" to 741741

**Suicide & Crisis Lifeline:** Call or Text 988

**Utah WarmLine:** 833-SPEAKUT (833-773-2588)

**SafeUT Crisis Chat & Tipline:** 833-372-3388

**SAMHSA National Helpline:** 800-662-HELP (4357)