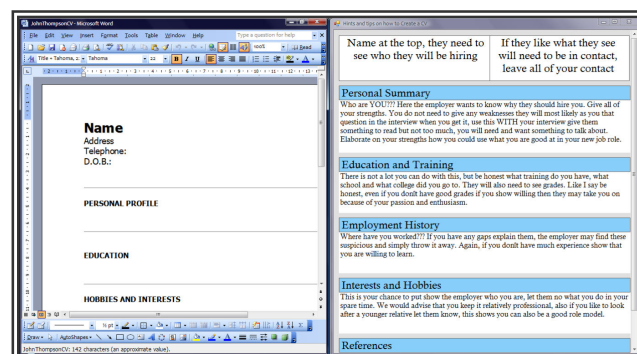


# Employability Software from DoorWays

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This is a software package aimed to assist people in career choices. Guidance is offered through identifying realistic goals and strategies in order to find employment. It may be used by any organisations who are working to increase people's work readiness.

- Operates on stand alone PCs or residing on a network
- Guidance document in choosing a career
- Writing cover letters
- Setup an email account
- Work options
- Job search
- Copy/ print/ email documents
- Reduces one to one client/ advisor time
- Empowers client in their choices
- May be branded with your Logo
- Includes video: how to/ how not to attend an interview
- Admin can monitor usage by accessing log file



The system is easy to use, as the client logs in for the first time; a folder is created in their name containing document templates to complete. An employment profile is offered in a prompt/ question format to guide the client in choosing a career path. Help files are provided on a split screen for ease of use as a CV and cover letter are created. The job search screen links to 12 websites and a link to an email provider guide the client through simple steps to create an email account. Client files may be printed, copied or emailed; upon closing the programme, each file is stored securely for the next time the client logs on.

At all points in this programme the employment advisor is encouraged to guide the client and oversee the process.

An activities log is kept of client name/ registration, Log-on, Job search, CV & cover letter. This is stored in CSV format which may be read, printed or imported into a spread sheet or data base.

**DoorWays** Youth Project  
2 Station Buildings  
Saltburn TS12 1AQ

01287 625305

www.door-ways.co.uk

