

Also available from Educational Testing Service

*"How to Get College Credit for What You Have Learned as a Homemaker and Volunteer"*

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First Class Mail

Project HAVE Skills  
Educational Testing Service  
Princeton, NJ 08541

# Announcing . . .

## **H**OMEMAKING **A**ND **V**OLUNTEER **E**XPERIENCE

## . . . Skills

Materials to help women, counselors, and employers identify and evaluate the job-related skills women learn through homemaking, volunteer work, and community service.

Developed by Educational Testing Service under grant from the Women's Educational Equity Act Program, U.S. Department of Education.

## Are you. . .

- ✓ a woman who wants to reenter the job market?
- ✓ a career or employment counselor whose work involves linking people and jobs?
- ✓ an employer or personnel administrator looking for experienced workers for your business or industry?

HAVE Skills will help you!

## What is HAVE Skills?

HAVE Skills is a program which has identified the skills women learn through homemaking and volunteer work. It links these skills to paid jobs. Materials have been developed to help women who are returning to paid employment and the counselors and personnel administrators working with these women.

## What materials are available?

HAVE Skills has produced a women's workbook, a counselor's guide, and an employer's guide. Each contains the "I Can" lists for identifying skills and charts or tables relating these skills to paid jobs.

### Contents of the HAVE Skills books

#### *HAVE Skills Women's Workbook*

- Chapter 1—Introduction
- Chapter 2—Questions Asked by Women  
Returning to Paid Work
- Chapter 3—Reviewing Your Experience
- Chapter 4—Identifying Your Skills
- Chapter 5—Matching Your Skills to Jobs
- Chapter 6—Learning About Jobs
- Chapter 7—Your Job Search

#### *HAVE Skills Counselor's Guide*

- Introduction
- Session 1—How Can I Get a Job When All I've Done is Homemaking and Volunteer Work?
- Session 2—Reviewing My Experiences
- Session 3—Grouping Related Experiences
- Session 4—Things I Can Do
- Session 5—Finding Groups of Occupations That Use My Skills
- Session 6—Selecting Occupations to Explore
- Session 7—What Are My Job Needs and Values?
- Session 8—Exploring Occupations
- Session 9—How Do I Find a Job?
- Session 10—Resume Writing and Job Search Planning
- Session 11—Interviewing
- Session 12—Wrap-Up and Evaluation

#### *HAVE Skills Employer's Guide*

- Chapter 1—Introduction
- Chapter 2—Development of the HAVE Skills Assessment Survey
- Chapter 3—Development and Use of the HAVE Skills Chart
- Chapter 4—Developing a Process to Identify Reentry Women's Skills
- Chapter 5—Recommendations on Giving Employment Credit for Volunteer Experience

Educational Testing Service  
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Please send me the following materials:

No. of copies	Price per copy	Subtotal
_____	HAVE Skills Women's Workbook . . . . .	\$ 7.95
_____	HAVE Skills Counselor's Guide . . . . .	\$10.00
_____	HAVE Skills Employer's Guide . . . . .	\$10.00
_____	"How to Get College Credit for What You have Learned as a Homemaker and Volunteer" . . . . .	\$ 5.00
	Total enclosed	

Name \_\_\_\_\_

Address: \_\_\_\_\_

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