

APPLYING FOR IT-READY TRAINING

Kudos to you for applying to the IT-Ready training! IT-Ready is a national IT training program designed by Creating IT Futures and CompTIA (a global tech association). Through its WorkSource-based TechRise PDX program, Worksystems has partnered with Creating IT Futures to bring IT-Ready to Portland.

1 Screening Form

<http://bit.ly/ITRform>

2 Career Coach Meeting

Get your approval letter!

To do this training, you must be a WorkSource customer who is eligible for TechRise PDX. Please schedule a meeting with your coach as soon as possible to discuss the program and complete WorkSource registration, documentation and TechRise PDX screening. After you finish these steps, ask your coach for an “Approved for Training” letter with part one completed.

After you pass the Wonderlic assessment (#4 below), IT-Ready will ask you to upload your approval letter to your IT-Ready application. You must upload the letter to be invited to schedule a virtual interview.

3 IT-Ready Application

<https://studentportal.comptiatech.org>

Select “WorkSource Portland Metro” when the application asks you ‘How did you hear about us?’

4 Wonderlic Assessment

After your complete your application, IT-Ready will email you a link to the Wonderlic online assessment and you will have two days to finish. Most people finish in 45 to 60 minutes. Make sure you’re ready!

To learn more: <https://wonderlic.com/about-wonderlic-test>

Practice Test: <https://beatthewonderlic.com/take-a-free-wonderlic-test-online>

The Wonderlic assessment has three parts:

1. 50 questions that test basic math and reading skills. This section is timed, and you will have 12 minutes to complete as many questions as you can. Most people will not finish all 50 questions, and that’s perfectly fine. Many people pass the test without finishing all 50 questions. If you want to review your math and reading skills, ask your coach for a copy of the TABE Study Guide.
2. 100 questions about workplace-related interests. Answer at your own pace (typically 15 minutes).
3. 100 questions about personality. Answer at your own pace (typically 20 minutes).

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5 Upload WorkSource Approval Letter

If you pass the Wonderlic assessment, IT-Ready will ask you to upload your approval letter to your IT-Ready application. You must upload the letter (part one complete) to be invited to schedule an interview.

If you didn't pass the Wonderlic, please contact your coach to discuss other options.



6 Virtual Interview

After you upload your approval letter to your IT-Ready application, you will receive a message inviting you to schedule a virtual interview. The message includes a Doodle link to schedule your interview. Info on how to use Doodle is at: <https://help.doodle.com/hc/en-us/articles/360012150073-How-do-I-participate-in-a-poll->.

IT-Ready will email you instructions for how to access the virtual interview at the scheduled time. They use Zoom. Download Zoom (<https://zoom.us/download>) and familiarize yourself with it in advance, so you don't encounter technical glitches during your interview. While the interview is virtual, please dress professionally and treat it like a job interview. IT-Ready staff will be determining if you are a good fit for the training and IT jobs. Be prepared to answer the following questions:

- Why do you want to do the IT-Ready training?
- Can you commit to 8 weeks of full-time training?
- How will the IT-Ready training help you get the job and career you want?



7 Coaching & Pre IT-Ready Workshops

If you do well in your virtual interview, It-Ready will email you an offer to participate in IT-Ready training. Reply to let IT-Ready know you accept and then let your coach know. The offer is conditional: you must complete enrollment in TechRise PDX and sign a Training Documentation Form no later than one week before IT-Ready begins. When you meet with your coach to enroll, your coach will give you your "Approved for Training" letter (part two completed) so you can take it to your first day of IT-Ready.

Your coach is here to help! S/he will help with career planning and explain what resources are available through TechRise PDX in addition to the IT-Ready scholarship. Your coach can also help you with support services (e.g., bus pass) and access to digital resources, mentoring, networking, and other services. You and your coach will stay in close contact during training and as you look for a job.

Before you begin training, you will attend one Pre IT-Ready Workshop (typically 9 am – 12 pm Tuesday to Thursday the week before IT-Ready begins).