

Career Services

for Job-Seekers & Employers

Triangle, Inc.'s Career Services program helps individuals find competitive employment and advance their careers. The Employment Specialists at our Malden, Salem, Randolph, and Brockton service centers work with job-seekers one-on-one and in small group settings to help each person identify and pursue realistic career goals. We provide support services for clients referred through the Department of Developmental Services, the Massachusetts Rehabilitation Commission, and the Department of Transitional Assistance.

Career Services for Job-Seekers: The Process

Our Employment Specialists meet with job-seekers to create their **Career Plan**. We assess each individual's abilities and goals, explore their fields of interest, and identify positions that would suit them. We also consider barriers such as scheduling, transportation, medical needs, and childcare to ensure that the jobs they pursue are realistic and meaningful.

Each job-seeker develops a **Professional Package** to present to employers that includes their resume, cover letter, and reference sheet. Our Employment Specialists help individuals find **Internships and Volunteer Opportunities** to establish areas of interest and diversify their skill sets. Together, we explore the local labor market to find positions they are qualified for and passionate about.

Career Services also assists with the **Interview Process** by conducting mock interviews with practice questions to prepare for real interviews. Our Employment Specialists also assist with **Obtaining Professional Attire** and **Travel Training** as needed.

Our services for job-seekers are comprehensive. We are focused not only on helping participants secure a job, but we also take steps to ensure that they thrive at work. After placement, Career Services provides both on- and off-site **Job Coaching** until the new employee feels comfortable in their position.

Career Services for Employers: The Partnership

At Triangle, Inc., we are proud to have a multitude of meaningful connections with employers in the community. By partnering with Career Services, these employers benefit as well. Our program **Pre-Screens Candidates, Reduces Training Costs,** and **Increases Employee Retention** by creating a network of qualified, well-trained job applicants and providing ongoing guidance to new employees.

