

- What is this Toolkit and how should you use it?

This toolkit is a practical resource that aims to build your knowledge on digital jobs and why you should see this as an exciting career pathway. It helps them by offering you access to services and by giving you recommendations.



In which situations

is this toolkit useful to you?

Virtually anyone interested in digital job opportunities could benefit from this toolkit, irrespective of gender, age, or other criteria. However, **if you are a woman, you are under-30, you are not in education, employment or training**, and if at least one of the following statements is true, this toolkit is for you!

I WANT **to develop**

my employment skills

I AM ON

maternity leave

and I want to improve my job prospects

I AM

not confident

I have what it takes to get a digital job

I WANT

to explore

digital job opportunities

I WANT

to become

a freelancer and to decide myself where, when, and how much I work

I AM

a single mother

and I feel I have limited options in finding new jobs

Why a digital job?

Here are some reasons why a digital job is what you are looking for:

1. FLEXIBILITY

- you can work either in a team or as an individual
- you can work remotely
- you can decide when and how much you work (as a freelancer)

2. REASONABLE INCOME!

3. DIVERSE CAREER PATHS!

From zero to getting a digital job in 10 steps

The Women4IT project aims to support your journey into a digital job, by facilitating mentorship, training and job placement. Below are the steps you are recommended to take:

01 GET INSPIRED

Familiarise yourself with the job opportunities available – read about various profiles that might be a good match for you

- Go to digitaljobs.women4it.eu
- Check the descriptions of the available job profiles
- Start thinking about which one is interesting for you

02 LOOK FOR SUPPORT

Talk to a mentor about your interests and your skills; join a community of support

Get in contact with the project responsible in your country (a mentor will reach out to you) – see contact info in this document

- Your mentor will support you in your pathway from now on
- Download toolkit's full version

03 MATCH YOUR INTERESTS & SKILLS

Use a profiling tool to self-assess your skills and understand how you match with the various IT job profiles

04 IDENTIFY TRAINING OPPORTUNITIES NEAR YOU

- Take the digital readiness test to self assess your skills
- Take the job profile quizzes available under each job profile to see what is the best choice for you

- Your mentor will help you create a personalised training roadmap
- You will be invited to join the training for the job profile that suits you best
- You can consult other training opportunities / providers in the section Where can I develop my skills

05

LEARN

Engage in training and use your full learning capacities

- Based on the training roadmap agreed, you will join a training group
- Be active and use practical resources as much as possible

06 CERTIFY YOUR NEW SKILLS

- You will have a chance to take a free exam and get your certificate
- The certificate will raise your employability score, so do your best to get one

07 CHOOSE YOUR NEXT JOB

Your mentor will help you decide what job profile and type you should go for

10 BE A LIFELONG LEARNER

Put your new skills to practice and continue to learn

- Your skills will continue to evolve, and your company will help you upskill. Don't miss any opportunity to learn new things
- Check training providers in the section Where can I develop my skills. If you identify trainings that can be useful to you, talk to your employer

- Read section How will I have a successful interview
- Talk to your mentor to clarify any doubts

09 BE CONFIDENT

Be prepared for the recruitment process

- In the meantime, update your CV, adding the new skills and certificate.
- Check out sections How to write my CV / Cover

08 LOOK FOR JOB OPPORTUNITIES

Update your CV and apply