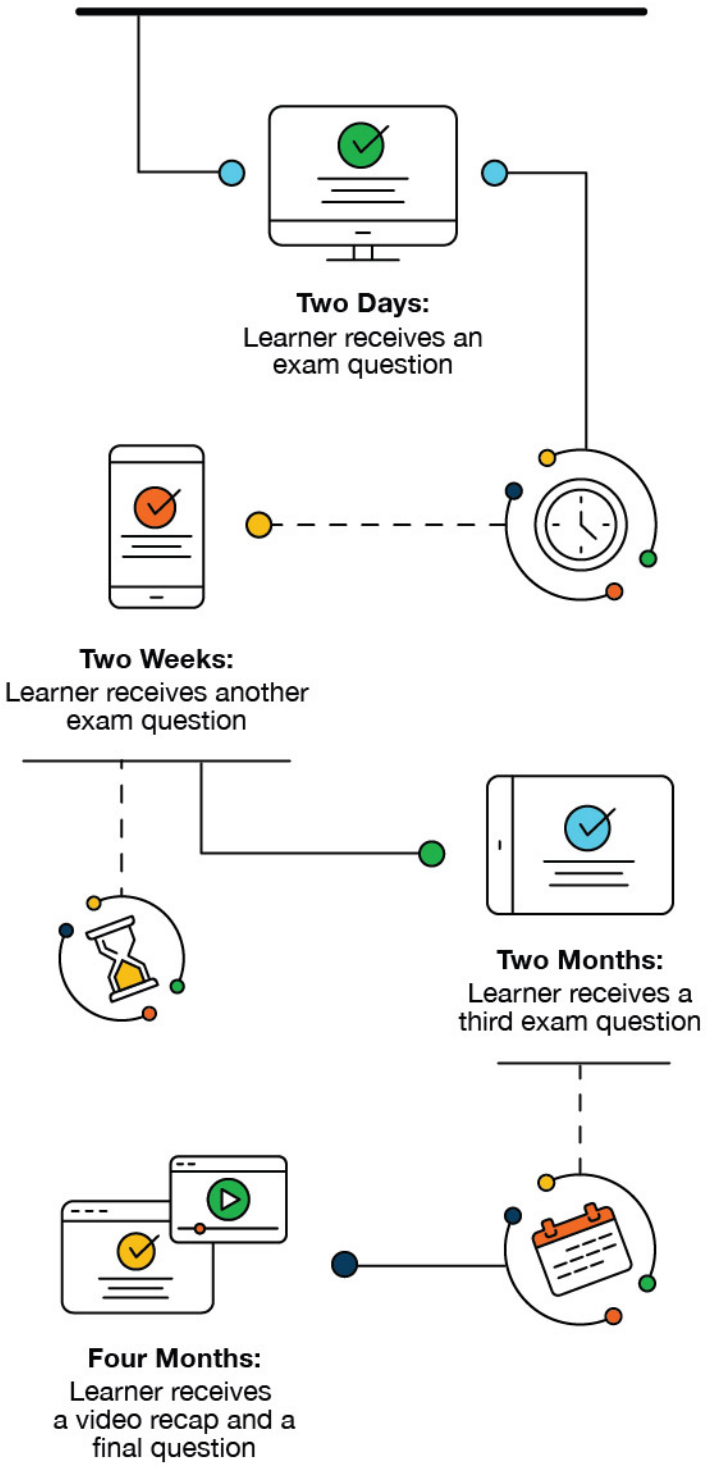
Career Planning

- Topics are highlighted in orange.
- Courses in series (highlighted in black) are shown in order they should be viewed.
- Courses include Closed Captions (CC) in the following languages: English, Chinese (Simplified), French, French (Canadian), German, Portuguese, Spanish, Thai.

4tify your Learning™



4tify your Learning™ is a series of prompted exam questions and a video recap designed to keep training top-of-mind long after a training session is over. The goal is to transfer knowledge from short-term memory to long-term memory and increase learning engagement. The majority of our courses include this workflow.

- Emails are sent two days, two weeks, two months, and four months after the course has been completed. The recap video will come with the fourth and final email.
- Our email notifications, exams, quizzes, and recap videos are all mobile ready for anytime, anywhere access.
- Clients have the ability to customize the 4tify exams with company-specific content.
- Points are awarded to learners for successful completion of 4tify exams. These are reflected on the leaderboard and promote healthy competition.
- Administrators can run reports on exam questions to verify completion by designated due dates.

Career Planning

How to Get Your First Job
How to Create a Resume
Filling Out an Application
What's an Applicant Tracking System?
What's a Background Check?
Looking for a Job in Your Field
Do You Need a Cover Letter?
How to Create a Professional Profile
Getting Yourself Out There
Negotiating Your Salary and Benefits
Writing a Thank You Letter
Understanding a Job Offer
How to Prepare for an Interview
What to Expect in an Interview
What to Wear for an Interview

Getting Paid

Understanding the US Tax System
Taxes and Your Pay Stub
Understanding Your Pay Stub
The Tax Cycle and Your Job Paperwork
Do You Need to File a Tax Return?
How to File Your Taxes
Understanding Your Hidden Paycheck

Insurance

Health Insurance 101
Selecting the Right Health Plan
Auto Insurance 101
Home Insurance 101
Renter's Insurance
COBRA Insurance

The Virtual Interview

Preparing for Your Virtual Interview
During Your Virtual Interview