

CAREER PLANNING



An HSI Company

Topics are highlighted in orange.

Courses in series (highlighted in black) are shown in order they should be viewed.

Courses are also highlighted by whether or not they have our 4tify your Learning™ feature.

Course/Topic Title	Has 4tify?
Career Planning	
How to Get Your First Job	Y
How to Create a Resume	Y
Filling out an Application	Y
What's an Applicant Tracking System?	Y
What's a Background Check?	Y
Looking for a Job in Your Field	Y
Do You Need a Cover Letter?	Y
How to Create a Professional Profile	Y
Getting Yourself Out There	Y
Negotiating Your Salary and Benefits	Y
Writing a Thank You Letter	Y
Understanding a Job Offer	Y
How to Prepare for an Interview	Y
What to Expect in an Interview	Y
What to Wear for an Interview	Y
Getting Paid	
Understanding the US Tax System	Y
Taxes and Your Pay Stub	Y
Understanding Your Pay Stub	Y
The Tax Cycle and Your Job Paperwork	Y
Do You Need to File a Tax Return?	Y
How to File Your Taxes	Y
Understanding Your Hidden Paycheck	Y
Insurance	
Health Insurance 101	Y
Selecting the Right Health Plan	Y
Auto Insurance 101	Y
Home Insurance 101	Y
Renter's Insurance	Y
COBRA Insurance	Y
The Virtual Interview	
Preparing for Your Virtual Interview	Y
During Your Virtual Interview	Y