DRESS FOR SUCCESS AUSTIN

REFERRAL PARTNER
GUIDELINES & REQUIREMENTS

Please make sure to read through this information carefully.

ABOUT US
The mission of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire and the development tools to help women thrive in work and in life.

Dress for Success Austin is committed to providing services and opportunities to help women establish a solid work history and permanently leave the cycle of poverty. Support extends far beyond the “suit” to a promise to each client of on-going support and information as she enters and remains in the employment arena.

Since 2003, Dress for Success Austin has supported and served over 16,000 women in Central Texas through referrals from 90+ non-profit and government agencies. We provide all program services at no expense to the client or referral agency. Over 97% of our services are delivered through our dedicated team of volunteers.

SERVICES OFFERED
• Career Services
• Professional Attire
• Educational Career Programs

HOW TO REFER A CLIENT
• Call our office to schedule an appointment
• Review our Client Guidelines (Page 2)
• Email us with questions (scheduler@dressforsuccessaustin.org)

HOW TO REACH US

Office Hours
Monday: 10 am – 4 pm
Tuesday: 10 am – 4 pm
Wednesday: 10 am – 4 pm
Thursday: 10 am – 4 pm
Friday: CLOSED
Saturday: 10 am – 2 pm
Sunday: CLOSED

Contact Information
701 Tillery Street
Suite A-5, Box 11
Austin, Texas 78702
(512) 389 - 3723
scheduler@dressforsuccessaustin.org
CLIENT GUIDELINES
Please review this information with your client

1. **PUNCTUALITY IS IMPORTANT**
   We are excited to work with you! Your appointment will be approximately two hours. If you need to reschedule, contact us at 512-389-3723.

2. **THIS IS “YOU” TIME**
   We want your full attention during your appointment so please don’t bring guests: this includes friends, children, spouse, sibling, partner, friend or other family members.

3. **VOLUNTEERS ARE THE HEART OF DFSA**
   We are so grateful for our volunteers. You’ll be paired with a skilled professional who will kindly lead you through your appointment. Please remember she’s donating her time and attention to help you.

4. **WE ARE HERE TO SUPPORT YOU**
   Dress for Success Austin ensures client confidentiality and privacy. Your personal information will never be discussed or shared without your permission.

5. **WHAT TO EXPECT**
   A two-hour appointment that includes a career assessment which gives you the opportunity to meet with a professional to guide you in your career journey. Please arrive prepared with your resume or all information needed to complete a resume.

6. **HOW TO FIND US**
   We have a bus location conveniently on Pleasant Valley and Prado. If you have an interview and are in need of transportation or arrangements, just ask our front office staff.

PROGRAMS AND SERVICES

**INTERVIEW AND EMPLOYMENT SUITING**
Upon visiting Dress for Success Austin for the first time, the client meets one-on-one with a trained Image Consultant volunteer in the DFSA clothing boutique, who guides them in finding the ideal interview ensemble. The goal is to ensure the client looks and feels empowered as she faces the job market, during the interview process, and when subsequently employed. Once the client becomes employed she is then eligible for an employment suiting where she is again assisted by a volunteer image consultant who can help her with appropriate clothing for her new career. A typical ensemble includes a pant or skirt suit, two blouses, undergarments, shoes, a handbag, and jewelry - all free of charge. Next, the volunteer provides a make-up tutorial and provides the client with toiletries as needed.
PROGRAMS AND SERVICES CONTINUED

CAREER CENTER
Trained volunteers work with clients to create a plan for securing employment or increasing skills for securing more sustainable employment. Career Center clients also receive help developing resumes and completing applications, writing cover letters, participate in mock interviews, secure online education and certifications, and create LinkedIn profiles.

CAREER AND PROFESSIONAL ELEVATION (CAPE)
A job searching education program that offers weekly seminars on mapping a career path, navigating LinkedIn, elevator speeches, networking, writing resumes and cover letters, interview do’s and don’ts and interview practice.

PROFESSIONAL WOMEN’S GROUP (PWG)
A monthly networking, job retention, and professional development program that empowers employed DFSA clients to aspire for self-defined success through motivation, mentoring, resources, training and partnership with professional women in the community. Members attend seminars on a variety of career and personal development topics, led by leaders in the community. Curriculum includes written/unwritten rules of the workplace, financial education, work/life balance, healthy living, and civic/community leadership. As a member of PWG, clients participate in a community service project and have access to available scholarships through Dress for Success Worldwide.

THE MENTORSHIP PROGRAM
Held 2-3 times per year, mentors and mentees receive training and participate in a pairing session to match mentees with their ideal mentor. The mentor then guides the mentee over a 2-month period in setting SMART short and long-term goals for up-leveling their employment.

FINANCIAL LITERACY PROGRAM
Employed clients are invited to attend financial educational sessions at DFSA that cover dual topics: banking and budgeting, debt and credit, investments and retirement, and finally, emotions and money, plus paying it forward.

VETERANS SERVICE AND EDUCATION INITIATIVE
For over three years, Dress for Success Austin has partnered with staff from the Texas Veterans Commission affiliated with Fort Hood in Killeen, Texas. The objective of this partnership is to provide women veterans and spouses of active veterans with a full day of professional suitings and employment and educational training to help them transition from the military to the civilian workplace. Three Fort Hood-to-Austin ventures are scheduled throughout the year. Additionally, a larger, day-long event for Central Texas women veterans is scheduled once a year.