



CAREER READINESS

SUMMER YOUTH EMPLOYMENT PROGRAM 2014

Summer Youth Employment Program 2014

Evaluation

- OUTSTANDING
- Excellent
- Very Good
- Average
- Below Average

SYEP 2014

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WHAT WE WILL COVER

- Workforce Professionals Guide
- Youth SYEP Guide
- Youth Employment 101



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Summer Youth Employment Program 2014

Evaluation

- OUTSTANDING
- Excellent
- Very Good
- Average
- Below Average

YOUTH AGES 16-24

Youth qualify if they meet income requirements, receive a form of state assistance, or are graduates of the Lincoln ChalleNGe Academy.

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HOW IT WORKS

- Get Started
- **Prepare a Career Plan**
- **Prepare a Job Search Plan**
- Achieve your Goals
- Get Work Experience

Get Started

- Apply Online
- Meet Your Advisor
- Complete the Pre-assessment
- Complete The Program

Prepare A Career Plan

- Explore Careers
- Explore Training
- Get Qualified

Prepare A Job Search Plan

- Prepare
- Find Jobs

Achieve Your Goals

- Start A Job
- Set Financial Goals
- Skills For Success

Get Work Experience

- Earn 59/ Hour
- Learn Job Skills
- Network For Future Jobs



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WORKFORCE PROFESSIONALS GUIDE

**SYEP
2014**

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YOUR TOOLS

**SYEP
2014**

- Use the SYEP Guide as your main resource.
- To access it, click the link at the bottom of the SYEP website.



<http://www2.illinoisworknet.com/SYEP2014/Pages/SYEPguide.aspx>



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THE GUIDE

- Workforce Partners - Need to log-in it's at the top
- Access all of the tools you will need in the guide
- Resources and steps to help you through the process

Summer Youth Employment Program 2014
Workforce and Education Partner Online Guide

Instructions, videos, resources, and updates required for program implementation.

[Get Started](#) [Download the SYEP 2014 Procedures Manual](#)

Sign into SYEP Tools

All Resources

- SYEP 2014 Updates
- Workforce Partner Training
- Frequently Asked Questions
- Archived Training Videos
- Full List of Resources

Guidance By Category

[Get Started](#)

- Grant Information
- Site Setup
- Youth Application/Intake
- Program Guide

[Career Readiness](#)

Archived Training Webinars

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THE GUIDE

- All the resources you need!
 - Check the updates for the latest news and changes
 - Register for webinars
 - Check the FAQ
 - Find the Archived materials
 - Check out the full list of resources with active links

Sign into SYEP Tools

All Resources

- SYEP 2014 Updates
- Workforce Partner Training
- Frequently Asked Questions
- Archived Training Videos
- Full List of Resources



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CAREER READINESS



Career Readiness

- Career Readiness Overview
- Activities
- Assessment Results
- Youth Success Stories

- Use the tools in the segment to help the Youth with their Career Readiness planning



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STEPS

- The steps:
 - Prepare
 - Complete Pre-assessment
 - Complete Employment 101 Guide
 - Complete Post-Assessment
 - Download Certificate

Career Readiness	
Resources for providing career readiness assessments and activities.	
	
Back To Partner Guide	
<p>Details</p> <p>Step: Prepare</p> <p>Responsible Person(s): Provider Staff (responsible for career readiness)</p> <p>Description: Review Employability Guide, Review Career Plan, Job Search Plan, and Achieve Your Goals Instructor Guides.</p> <p>Decide implementation (complete in one week or complete over several weeks).</p> <p><i>Note:</i> Each participant will need a computer. They will need to use the Illinois workNet account that was used to complete their SYEP online application.</p>	<p>Resources **Indicates resources coming soon</p> <p>Achieve Your Goals Instructor Guide** Career Plan Instructor Guide (PDF) Employment 101 Guide** Help Youth Recover Their Illinois workNet Username and Password** Job Search Plan Instructor Guide (PDF)</p>
<p>Step: Complete Pre-assessment</p> <p>Responsible Person(s): Provider Staff Youth Participants</p> <p>Description: Direct youth to their pre-assessment. Explain the pre-assessment. Youth complete the pre-assessment.</p>	<p>How To Access Your Pre-assessment** SYEP Pre/Post assessment Overview**</p>
<p>Step: Complete Employment 101 Guide</p> <p>Responsible Person(s): Provider Staff Youth Participants</p> <p>Description: Provide an overview of what to expect and the purpose. Direct Youth to their Employment 101 Guide. Youth complete the Employment 101 Guide.</p> <p><i>Violence Awareness and Prevention Webinars will be held June 25. It will be recorded to be used at any time to fit within your schedule.</i></p>	<p>About the Employment 101 Guide** Achieve Your Goals Instructor Guide** Career Plan Instructor Guide (PDF) Employment 101 Guide** Help Youth Recover Their Illinois workNet Username and Password** How To Access Your Employment 101 Guide** Job Search Plan Instructor Guide (PDF)</p>
<p>Step: Complete Post-assessment and download Certificate of Completion</p> <p>Responsible Person(s):</p>	<p>How To Access Your Post assessment** Printing Your Certificate of Completion** SYEP Pre/Post assessment Overview**</p>



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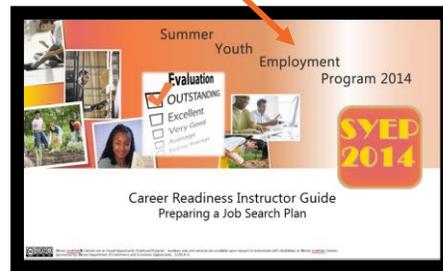
PREPARE

**SYEP
2014**



- Employability Guide
- Career & Job Search Plan
- Schedule "Seat Time"

- Use the SYEP guide for student career readiness development.
- Instructor guides are available for the modules in the SYEP Partner Guide.



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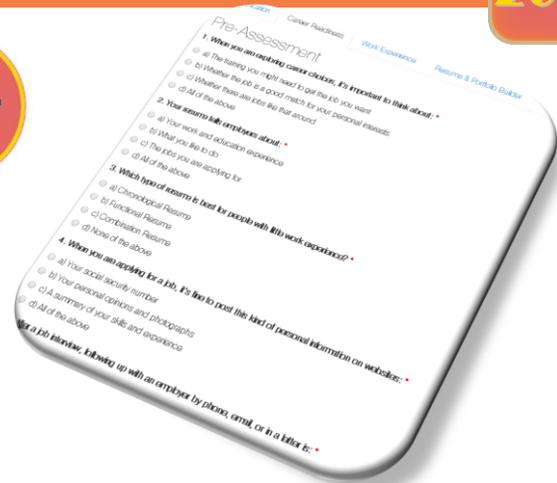
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COMPLETE PRE-ASSESSMENT

**SYEP
2014**



- Direct Youth to Pre-Assessment
 - Find an Overview of the Pre/Post-Assessment
 - The Guide provides a link to access Pre-assessment
- Explain the test
- Youth Complete the Pre-Assessment



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EMPLOYMENT 101 GUIDE

**SYEP
2014**



- What should Youth Expect from this segment
- Direct Youth to the Guide
- Youth Complete the Guide
- Watch Violence Prevention Webinar



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POST-ASSESSMENT & CERTIFICATE

**SYEP
2014**



- Complete the Post-Assessment
- When finished the youth will receive a certificate.

Certificate of Completion

Certificate of Completion		Natasha Telger	
Illinois workNet® hereby acknowledges that			
Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on			
June 15, 2014			
Participant learned about the skills and qualities that effective employees possess including the following topics:			
Communication	Maintaining Professionalism	Solving Problems and Critical Thinking	Maintaining a Safe and Healthy Work Environment
Communication	Demonstrating Work Ethics and Behavior	Maintaining Interpersonal Relationships	Working as a Member of a Team
Activities cover the following topics:			
Career and Training Program Exploration	Finding Training Programs to Qualify for Careers	Setting Goals	Preparing a Resume and Portfolio
Finding Job Openings	Applying for Jobs	Interviewing	Networking
		Starting a Job	Managing Money
			Gaining Skills for Success

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THROUGH THE EYES OF YOUTH

ENROLLED YOUTH PARTICIPANTS



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YOUTH SYEP ACCOUNT



Summer Youth Employment Program 2014

Youth in communities throughout Illinois will participate with the state's 2014 Summer Youth Employment Program (SYEP).

- Youth ages 16-24 qualify if they meet income requirements, receive a form of state assistance, or are graduates of the Lincoln Challenge Academy.
- Participating youth benefit from paid work experience, career education, and learning job readiness skills.
- Employers participate by providing work experience.

[Return To Your SYEP Account](#)

Learn More

See All Participating Providers

SYEP Application

Be a SYEP Employer

News & Updates

Frequently Asked Questions

Youth can access their career readiness tools in their SYEP account.

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CAREER READINESS PRE-ASSESSMENT

Youth can access the Pre-Assessment through their SYEP account.

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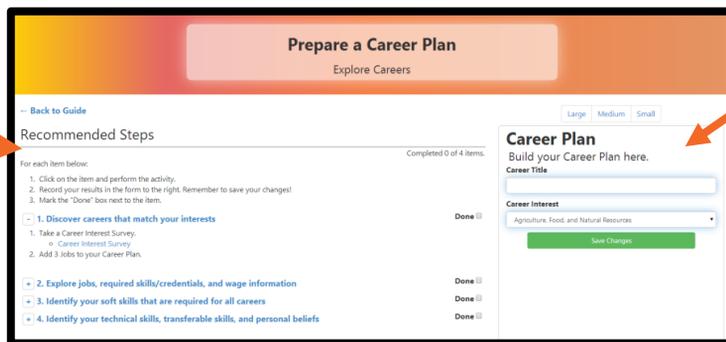
ENROLLED YOUTH – COMPLETE EMPLOYMENT 101

- Use the SYEP guide (Employment 101) for student career readiness development.
- Instructor guides are available for the modules.
- Resources and plans are all in one place.
- Track progress.
- Must be signed into an Illinois workNet account to enter and save plans.

ILLINOIS workNet® <http://www.illinoisworknet.com/SYEP2014>



LESSON LAYOUT/FEATURES



Progress Bar

These all open within the guide.

1. Steps
2. Resources:
 - Articles
 - Videos
 - Links to Sites

Build your plan small pieces at a time.

Enter data while looking at resources in the same window.

Fields associated with the steps appear in the plan section.

Full view is available.

Indicate when step is complete.

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PREPARE A CAREER PLAN



EXPLORE CAREERS

**SYEP
2014**

- Discover Careers to match your interests
- Explore job requirements
- Identify your soft skills
- Identify your technical and/or transferable skills

Prepare a Career Plan

Explore Careers

[← Back to Guide](#)
Large Medium Small

Recommended Steps

Completed 0 of 4 items.

For each item below:

- Click on the item and perform the activity.
- Record your results in the form to the right. Remember to save your changes!
- Mark the "Done" box next to the item.

- + **1. Discover careers that match your interests**
 - 1. Take a Career Interest Survey.
 - o Career Interest Survey
 - 2. Add 3 jobs to your Career Plan.
- + **2. Explore jobs, required skills/credentials, and wage information**
- + **3. Identify your soft skills that are required for all careers**
- + **4. Identify your technical skills, transferable skills, and personal beliefs**

Career Plan

Build your Career Plan here.

Career Title

Career Interest

Agriculture, Food, and Natural Resources

Save Changes

Done

Done

Done

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EXPLORE TRAINING

**SYEP
2014**

- Identify training programs
- Compare training programs

Prepare a Career Plan

Explore Training

[← Back to Guide](#)
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Recommended Steps

Completed 0 of 2 items.

For each item below:

- Click on the item and perform the activity.
- Record your results in the form to the right. Remember to save your changes!
- Mark the "Done" box next to the item.

- + **1. Identify training programs for careers that match your skills and interests**
- + **2. Compare the pros and cons for the training programs**
 - 1. Review facts about specific training programs and record you results.
 - o Decision Making Process When Selecting a Training Program
 - o Find Training Programs
 - 2. Identify realistic options to pay for training.
 - o How To Make Informed Student Loan Decisions
 - 3. Identify realistic options to support yourself while you're in school.
 - o Support Yourself! While In Training
 - 4. Consider the facts and identify the pros and cons for each training program.
 - o Identify Pros And Cons

Career Plan

You must create a Career Item before you can use this section.

Illinois School

Training Plan's Official Name

Estimated Total Cost

Available Financial Aid

Save Changes

Done

Done

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GET QUALIFIED

- Analyze your options
- Make a Plan
- Apply for programs & Financial Aid
- Complete training
- Earn credentials

Prepare a Career Plan

Get Qualified

Large Medium Small

[Back to Guide](#)

Recommended Steps

Completed 0 of 4 items.

For each item below:

- Click on the item and perform the activity.
- Record your results in the form to the right. Remember to save your changes!
- Mark the "Done" box next to the item.

- + 1. Analyze your options
- 2. Make a plan
 - 1. Make SMART goals
 - Career Planning For High Demand Jobs
 - How To Make SMART goals
 - 2. Identify strategies for staying motivated.
 - Staying Motivated
 - 3. Identify roadblocks to achieve your goals and strategies for dealing with those issues.
 - Overcoming Obstacles
- + 3. Apply for programs and financial aid
- + 4. Complete training and earn credentials

Career Plan

Build your Career Plan here.

S.M.A.R.T. Plan

Short-Term Goals can be accomplished in a day, a week, or a few months.

Long-Term goals can be accomplished in a semester, a year, five years, or twenty years.

Specific

Write your specific goals using action words. For example:

- "Begin training program for mechatronics"
- "Earn MSSC Safety Credential"

Enter a Goal... Add

Measurable

Identify your milestones so that you know if you are staying on target. For example:

- Complete FAESA
- Apply for training programs



END RESULT: A CAREER PLANNING TOOL



Explore jobs, required skills/credentials, and wage information. [Edit Career Information](#)

	CNC Machining Manufacturing	Industrial Machinery Mechanics Manufacturing	Welding Manufacturing
Employment Outlook	High	High	High
Wages	\$35-50K/yr	\$45-57K/yr	\$29-37K/yr
Things you like	working with hands problem solving	working with hands problem solving Ability to find jobs across Illinois	working with hands Ability to find jobs
Things you dislike	working 3rd shift	working 3rd shift being on-call	working up to 70 hours
Pros & Cons (based on my skills/beliefs)	Pro - Allows me to contribute to the company/project by creating something that is precise and tangible. It is American made and helps to create other American jobs.	Pro - Allows me to contribute to the company/project by keep production running safely and efficiently. This will help companies keep jobs in America.	Pro - Allows me to contribute to the company/project by manufacturing companies keep jobs in America. Cons- This job may not be my family.

Explore Training [Edit Training Information](#)

	Tool and Die Technology CNC Machining	Industrial Mechanics Industrial Mechanics	Electromechanical Engineering Technology Industrial Machinery Mechanics
Training Program	Tool and Die Technology CNC Machining	Industrial Mechanics Industrial Mechanics	Electromechanical Engineering Technology Industrial Machinery Mechanics
Related Occupations	CNC Machining	Industrial Mechanics	Industrial Machinery Mechanics
Program length	6mo-2 yrs	6mo-2 yrs	2-4 yrs
Notes	in tool and die technology prepare people to make metal parts and tools by operating machines. Students learn to make special tools, dies, jigs and fixtures that can be used to finish metal components. Students also learn to adjust and maintain machine tools.	study pneumatics and hydraulics and learn to weld and braze. look for programs that teach you how to maintain industrial machines used in manufacturing (not diesel-powered heavy equipment). May need purchase your tools Employers usually pay for training to update skills.	Students learn to use computers, math, and science to design systems. As a technologist, you implement the designs of the engineers. You render the designs as computer-generated drafts. You turn these drafts into specifications. Then, you work with machinists and technicians to build a machine that meets the specifications you might gather data on mechanical stress in a robotic arm. You might test the wear on different materials used in a bearing. As a technician you also may calibrate and repair equipment.
Illinois Schools	Illinois Central College	Southwestern Illinois College	Lake Land College
Program Name	Machinery Tool Technology	Industrial Maintenance Mechanics Certificate	Mechanical Electrical Technology
Length of program	72 weeks	52 weeks	64 weeks
Estimated Total Cost	\$8,930.00	\$5,640.00	\$9,784.00
Types of Financial Aid Available	Pell Grants Illinois Monetary Award Program Federal loans(Stafford, PLUS, etc) Institutional Scholarships	Pell Grants Illinois Monetary Award Program Federal loans(Stafford, PLUS, etc)	Pell Grants
Consider the career and training and rate your Return on Investment (ROI)	4	5	3

SMART Plan [Edit Plan Information](#)





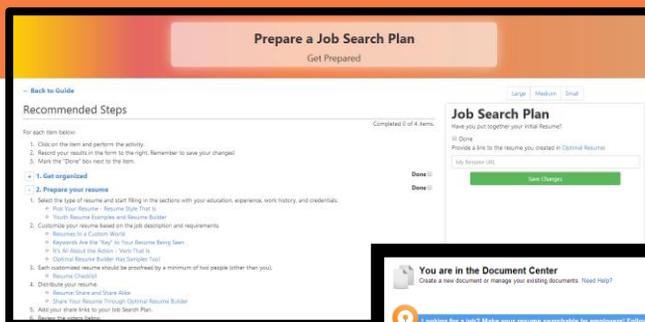
PREPARE FOR A JOB SEARCH PLAN



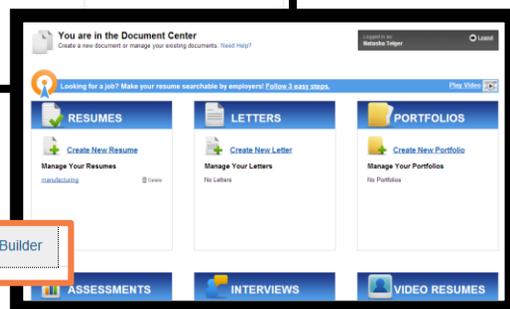
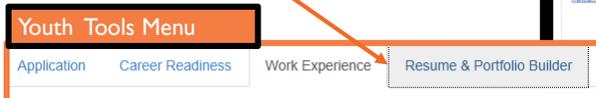
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GET PREPARED



- Get organized
- Prepare your resume
- Prepare your portfolio
- Prepare a plan





FIND JOBS

- Network
- Search for job openings
- Apply for a job
- Interview

Prepare a Job Search Plan

Find Jobs

[Back to Guide](#)
Large Medium Small

Recommended Steps

Completed 0 of 4 items.

For each item below:

- Click on the item and perform the activity.
- Record your results in the form to the right. Remember to save your changes!
- Mark the "Done" box next to the item.

1. Network

2. Search for job openings

- Search multiple online search engines and job boards.
 - Illinois workNet Indeed Job Search
 - LinkedIn
 - Twitter
 - Facebook
- Go to company and trade association websites. Many companies have a "Careers" or "Jobs" link in the footer of their website.
 - Caterpillar
 - DOT Foods
 - American Welding Society
 - National Institute for Manufacturing
- Look for job postings in the newspaper, business windows, and/or flyers posted on job boards.

Job Search Plan

Job Search Records

Use this to keep track of your Job Searches. You haven't added any Job Search Records yet.

[Employer Information](#)

[Application Information](#)

Submitted On

Submitted On

Submitted To

Submitted To

Submitted Cover Letter

Done

Submitted On

Submitted Customized Resume

Done

Submitted On

3. Apply for a job



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END RESULT: TOOLS TO ORGANIZE THEIR JOB SEARCH



Job Search Plan

Get Prepared [update this section](#)

Yes No Have you collected/documented the following items to get ready for your job search?

<input type="checkbox"/> work history	<input type="checkbox"/> job/technical skills	<input checked="" type="checkbox"/> references
<input checked="" type="checkbox"/> education/transcripts	<input checked="" type="checkbox"/> transferable skills	<input type="checkbox"/> letters of recommendation
<input type="checkbox"/> certifications	<input type="checkbox"/> soft skills	
<input type="checkbox"/> license(s)	<input type="checkbox"/> military skills	

Yes No Have you put together your initial resume?

Provide a link to the resume you created in [Optimal Resume](#):

Yes No Have you started your electronic portfolio?

Provide a link to the portfolio you created in [Optimal Resume](#):

Yes No Have you prepared and practiced your elevator speech?

Elevator Speech:

Set Goals and Plan Next Steps [update this section](#)

Short Term goals can be accomplished in a day, week, or a few months. Write SMART Goals.

Specific - Write your specific goals using action words. (For example Apply for five jobs this week. Make 3 connections through volunteering.)

Goal 1: [Remove](#)

[Add Goal](#)

Measurable - Identify your milestones so that you know if you are staying on target. (For example Complete resume. Write elevator speech. Go to networking event.)

Steps to achieve goals	Target Date	Done
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Add Steps](#) [Remove](#)

Attainable - Are these goals realistic? Are you going to have to make some sacrifices to reach the goals? Do you have a support system in place to help you reach your goals?

Possible Issue That Will Slow Me Down	Strategy to Stay Motivated
<input type="text"/>	<input type="text"/>

[Add More](#) [Remove](#)

Possible Roadblock to Achieving My Goals	Solution
<input type="text"/>	<input type="text"/>

[Add More](#) [Remove](#)

Realistic - Have you researched what it takes to reach your goals? Are you committed to the goals?

Timely - If you haven't already set deadlines for your goals add them now.

Job Search Records

[Add New Job Search Record](#)

Select your job search record to update details and track your progress.

Employer Name	Application Date	Interview	Offer
Memorial Medical Center	4/15/2014	not yet	not yet
SHC	3/15/2014	yes	not yet
Rehab Center	3/15/2014	yes	Declined Offer

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DEVELOP A JOB SEARCH PLAN



Job Search Record

Employer Information

Name: _____

Address: _____

Phone Number: _____

Mission: _____

Vision/Overall Goal: _____

URL/Web Address: _____

Other Information: Example: Competitors, Products, Company Size/locations, Recent News

Source of Job Lead: Friend/Family LinkedIn Other

Online Job Board/Search Facebook

Newspaper Twitter

Application Information

This application was submitted on: / /

This application was submitted to: Contact Information: _____

Submitted a customized cover letter: No Yes Link: _____

Submitted a customized resume: No Yes Link: _____

Provided link to portfolio: No Yes Link: _____

Provided link to a customized webpage: No Yes Link: _____

Job Description: _____

Did you follow-up? No Yes

Purpose of Phone Conversation	Date

TIP: If you are not getting interviews, look to see if

- You are qualified for the jobs for which you are applying.
- Your resume is keeping you from getting an interview. Is your resume customized for the job and typo free?

Job Search Record

Interview Information

Interview Status: Still waiting No interview Yes

Interview Date: / /

Interview Type: In Person Group Panel Phone Other

Interviewer Name: _____

Interviewer Title: _____

Location: _____

Materials To Bring: _____

Post Interview

Date to Call Back: / /

Decision Date: / /

Follow-up: Thank You Letter Submitted: No Yes

Additional Information To Submit: Application Work Samples References Other Portfolio

Take Notes To Prepare For Your Next Interview

For example: What was the most difficult question(s)? What was the focus of the interview? What other information did you get during the interview?



ACHIEVE YOUR GOALS



START A JOB

**SYEP
2014**

- Be prepared to accept the job
- Get ready for your first day

Achieve Your Goals

Start a Job

[-- Back to Guide](#)
Large Medium Small

Recommended Steps

Completed 0 of 2 items.

For each item below:

- Click on the item and perform the activity.
- Record your results in the form to the right. Remember to save your changes!
- Mark the "Done" box next to the item.

- 1. Be prepared to accept the job** Done
- 2. Get ready for your first day** Done
 - 1. Fill out paperwork. Know what to consider when reviewing benefit (insurance and investment) options.
 - Ready To Fill Out Forms For Your New Job?
 - 2. Get to know your coworkers and environment.
 - Get To Know The Work Culture In Your New Job
 - 3. Learn about the performance review criteria and process.
 - New Job Tip #1: Understand Expectations
 - Be Safe In Your New Job

Achieve Your Goals

There are no items associated with this section.



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SET FINANCIAL GOALS

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2014**

- Start a savings or checking account
- Determine your financial goals
- Create, monitor & adjust your budget

Achieve Your Goals

Set Financial Goals

[-- Back to Guide](#)
Large Medium Small

Recommended Steps

Completed 0 of 3 items.

For each item below:

- Click on the item and perform the activity.
- Record your results in the form to the right. Remember to save your changes!
- Mark the "Done" box next to the item.

- 1. Start up a savings or checking account** Done
- 2. Determine your current financial status and set goals** Done
 - 1. Figure out how much money you have right now.
 - 2. What are your expenses?
 - 3. How much credit card debt do you have?
 - What You Need To Know Before Applying For a Credit Card
 - 4. What is your income?
 - 5. What are your financial goals?
 - Emergency savings
 - Paying off debts
 - Saving for future purchases
- 3. Create, monitor, and adjust your budget** Done

Achieve Your Goals

Money Management Notes

Save Changes



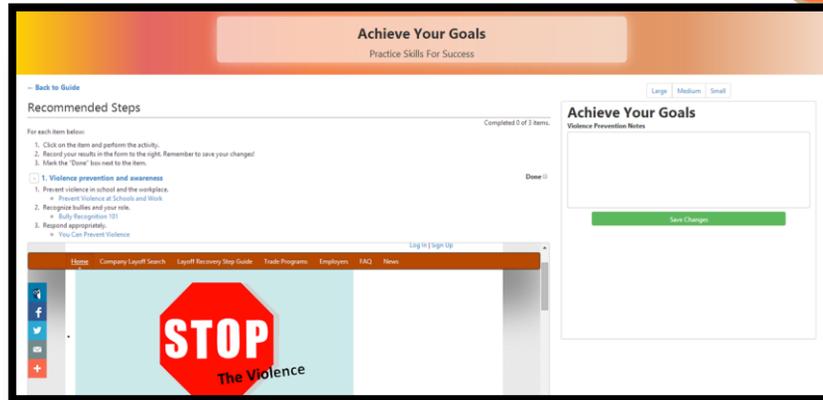
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PRACTICE SKILLS FOR SUCCESS

- Violence prevention and awareness
- Continue to build your skills
- Volunteer

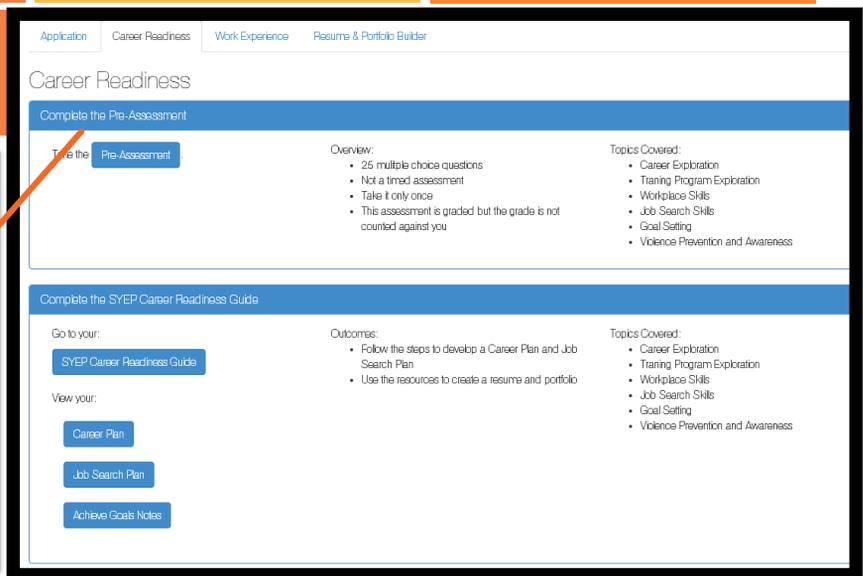
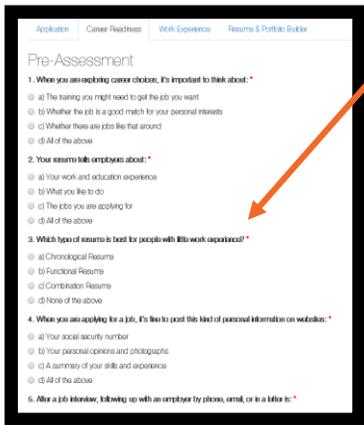


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ENROLLED YOUTH – COMPLETE PRE-ASSESSMENT



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POST-ASSESSMENT



Application Career Readiness Work Experience Resume & Portfolio Builder

Career Readiness

Complete the Post-Assessment

You have taken the Post-Assessment and received a score of 80% correct. You can take the Post-Assessment again and the higher score will be kept.

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Unlimited number of attempts
- Highest score is saved
- Score 70% or higher to earn a Certificate of Completion

Topics Covered:

- Career Exploration
- Training Program Exploration
- Workplace Skills
- Job Search Skills
- Goal Setting
- Violence Prevention and Awareness

Print Certificate of Completion

Download Certificate of Completion

Certificate of Completion

Illinois workNet® hereby acknowledges that

Natasha Telger

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

June 15, 2014

Participant learned about the skills and qualities that effective employees possess including the following topics:

- | | |
|---|---|
| Communication | Demonstrating Work Ethics and Behavior |
| Maintaining Professionalism | Maintaining Interpersonal Relationships |
| Solving Problems and Critical Thinking | Working as a Member of a Team |
| Maintaining a Safe and Healthy Work Environment | |

Activities cover the following topics:

- | | |
|--|----------------------------|
| Career and Training Program Exploration | Applying for Jobs |
| Finding Training Programs to Qualify for Careers | Interviewing |
| Setting Goals | Networking |
| Preparing a Resume and Portfolio | Starting a Job |
| Finding Job Openings | Managing Money |
| | Gaining Skills for Success |



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<http://www.illinoisworknet.com/SYEP2014>



QUESTIONS





■ Upcoming Webinars

- Get Started – July 1 @ 1PM
- Career Readiness – July 1 @ 2:30PM
- Youth Work Experience – June 19 & July 2 @ 1PM
- Program Reports & Payroll – June 19 & July 2 @ 2:30PM
- Violence Prevention Webinar – June 25 @ 1PM & July 8 @ 2 PM
- Technical Assistance Webinars – June 25 July 2, 9, 16, 30 August 13, 20 10:30-11AM

Join
Us!



THANKS FOR YOUR TIME

Please forward additional questions to
info@illinoisworknet.com

