



WORK EXPERIENCE

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

- Youth Work Experience Views
- Workforce Professional Views



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HOW IT WORKS

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



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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

SYEP
2014

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WORK EXPERIENCE



SYEP
2014

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WORK EXPERIENCE

**SYEP
2014**

- Youth participate in work experience.
- Learn valuable workplace skills.
- Enhance soft skills.
- Gain technical skills.
- Earn transferable skills.



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WORKSITE INFORMATION

**SYEP
2014**

Youth can access worksite information through their SYEP account.

Youth View

[Application](#)

[Career Readiness](#)

[Work Experience](#)

[Resume & Portfolio Builder](#)

Work Experience

Your career advisor will set up your work experience(s) for you.

This is a great opportunity for you to:

- Learn about employer expectations
- Learn about job opportunities and skill requirements
- Gain work experience for your resume and portfolio
- Network for future jobs
- Get a letter of recommendation

No work experience has been setup for you yet.

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END OF PROGRAM



- Student Survey
- Success Stories

 **Success Stories**

This could be you! [Read these SYEP 2013 success stories and many more.](#)

<p>Shikiria</p>  <p>My SYEP Opportunity</p>	<p>Luis</p>  <p>SYEP Successful Program Experience!</p>
<p>April</p>  <p>My Summer Experience with Brighton Park</p>	<p>Kenya</p>  <p>My SYEP Success Story</p>

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

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WORKFORCE PROFESSIONALS GUIDE



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YOUR TOOLS

- 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>



SYEP 2014

Work Experience

- Worksite Requirements
- Worksite Setup
- Assign Youth to Worksite(s)
- Worksite Evaluation
- Post-program Success Letter



WORK EXPERIENCE

**SYED
2014**

- Background check and worksite agreement.
- Enter employer and worksite information.
- Connect youth to a worksite.
- Maintain record of hours worked.
- Success Stories.
 - Youth
 - Employers



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BACKGROUND CHECK & WORKSITE AGREEMENT

**SYED
2014**

■ Background check on everyone who supervises youth

■ At minimum use <http://FamilyWatchDog.us>



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ENTER EMPLOYERS & WORKSITES

- From the SYEP Tools
- Enter Employer
- Enter Worksites

Same information is required for a new worksite



ENTER EMPLOYERS & WORKSITES

- Add the placement.





TIMESHEET

- Youth and Employer should verify time worked.

Youth Wage Timesheet

Pay Period Start _____ Pay Period End _____ ID No. _____
 Worksite: _____ Dept. No. _____
 Employee Name: _____ SSN# 4 _____
 Career Specialist: _____

Penalties for failure to work 7.1.2 continuous hours on some must have an unpaid rest period of at least 20 minutes or at before the 1 hour work

WEEK 1 Time cannot exceed 40 paid hours a week. No overtime is allowed.

Day of Week	Date	Time In	Lunch Time Out	Lunch Time In	Time Out	Total Hrs Worked not including Lunch
Saturday	1:00					
Sunday	1:10					
Monday	1:20					
Tuesday	1:30					
Wednesday	1:40					
Thursday	1:50					
Friday	1:60					
<small>Total weekly hours rounded to 1/4 hour</small>						TOTAL WK 1
Time on Work Readiness						WK1 TOTAL

WEEK 2 Time cannot exceed 40 paid hours a week. No overtime is allowed.

Day of Week	Date	Time In	Lunch Time Out	Lunch Time In	Time Out	Total Hrs Worked not including Lunch
Saturday	1:70					
Sunday	1:80					
Monday	1:90					
Tuesday	1:100					
Wednesday	1:110					
Thursday	1:120					
Friday	1:130					
<small>Total weekly hours rounded to 1/4 hour</small>						TOTAL WK 2
Time on Work Readiness						WK2 TOTAL
<small>Pay Period Total Hours</small>						

It is hereby certified that the services presented in this statement were provided and all is shown correctly.

Employee Signature and Date _____ On-Site Supervisor Signature and Date _____

SYEP Agency Staff Signature and Date _____



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SUCCESS STORIES



- We need stories
 - Youth
 - Employers
- Community Employment Program



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■ Upcoming Items (Additional webinars and dates may be added.)

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

Sign into SYEP Tools

All Resources

SYEP 2014 Updates

Workforce Partner

Training

Frequency Asked Questions

Archived Training Materials and Videos

Full List of Resources

THANK YOU FOR YOUR TIME

Please forward additional questions to info@siuccwd.com.

QUESTIONS

Email: info@illinoisworknet.com



Join Us!

