

OVERVIEW



SUMMER YOUTH EMPLOYMENT PROGRAM 2014

<http://www.illinoisworknet.com/syep2014>

Summer Youth Employment Program 2014

Evaluation

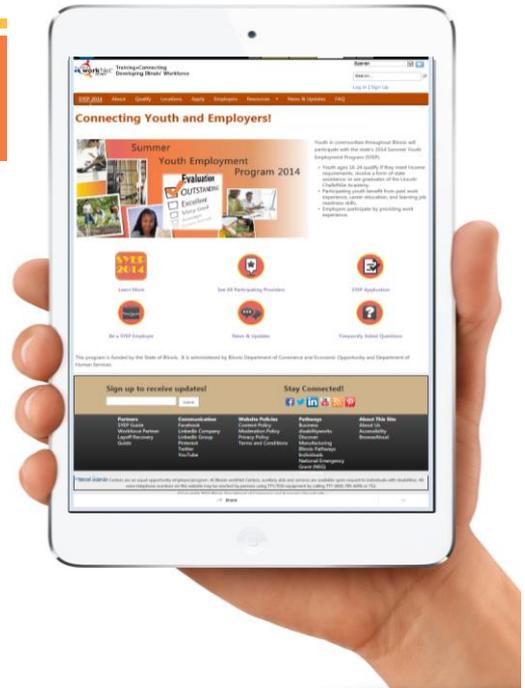
- OUTSTANDING
- Excellent
- Very Good
- Average
- Below Average

SYEP 2014

ILLINOIS WORKNET SYEP 2014 - WWW.ILLINOISWORKNET.COM/SYEP2014

AGENDA

- Through the Eyes of a Workforce Partner
 - Get Set-Up in Illinois workNet
 - Recruiting Youth and Employers
 - Enrolling Youth & Connecting to Employers
 - Youth Activities Guide
 - Reporting
- Through the Eyes of a Youth Participant
 - Apply
 - Career Readiness
 - Work Experience
 - End of Program



SYEP 2014 WEBSITE

All of the information your team and customers will need is on the SYEP website!

- Youth use the main menu navigation to apply and login at the top of the page to use tools.
- Provider partners go down to the footer; in the first column click on "SYEP Guide." All documents from this meeting, guidance and instructions, webinars, etc.. is here. You'll also login to your tools from the "SYEP Guide."



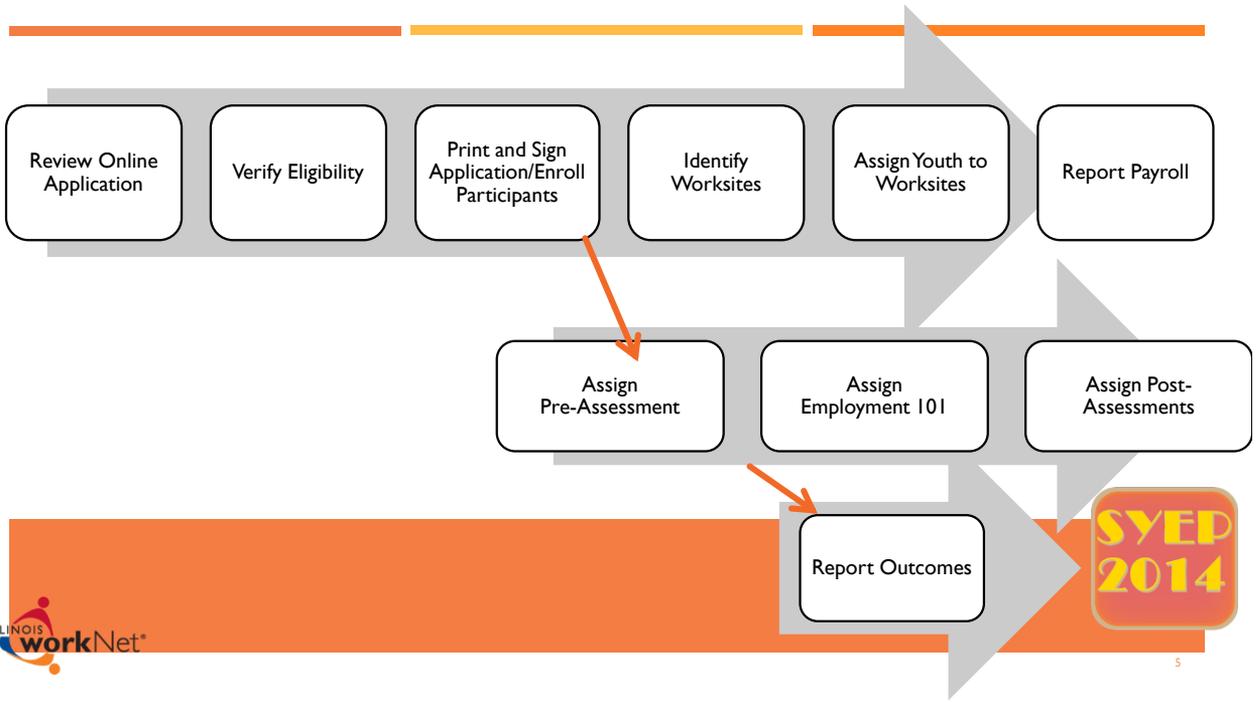
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WORKFORCE PARTNER GUIDE

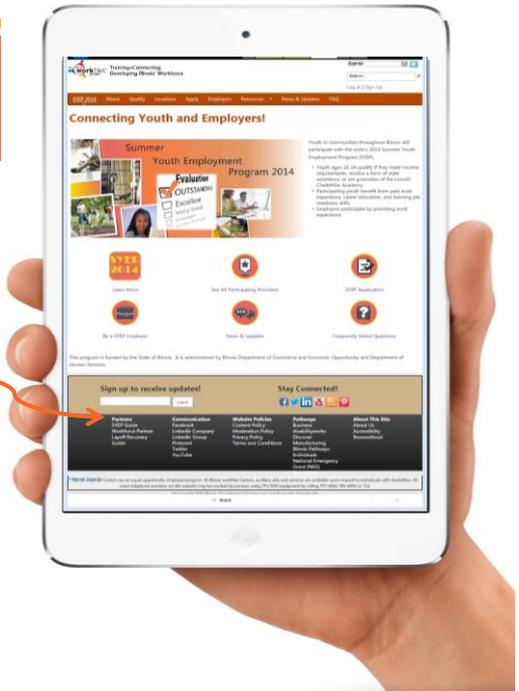
**SYEP
2014**

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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>

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.

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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.

**SYEP
2014**

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RESOURCES

- Find all of the downloadable resources you need:
 - Program & Fiscal
 - Recruitment Materials
 - Intake
 - Worksites
 - Fiscal
 - End of Program
 - Instruction
 - Presentation Recordings
 - Career Readiness

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Download Resources

Instructions and Forms For Implementing SYEP 2014.



[Back to Partner Guide](#)

** indicates resources coming soon. Additional resources that are not listed will be listed as the program is implemented.

Program and Fiscal	Instructions and Presentation Materials	Career Readiness and Work Experience
<p>Resources</p> <p>Procedures Manual (PDF)</p> <p>Recruitment Materials</p> <ul style="list-style-type: none"> • Application Questions (Word) (PDF) (Spanish PDF) • Employer Flyer (PDF) • Program Overview (PDF) • Youth Flyer (English) (Spanish) <p>Intake</p> <ul style="list-style-type: none"> • Family Income Determination Worksheet (English)(Spanish) • Income Worksheet in English(Spanish) • Online Guide Checklist (PDF) • Release Form(English)(Spanish) • School Lunch Program Eligibility List (Excel) ** <p>Worksite</p> <ul style="list-style-type: none"> • Background Check • Worksite Assessment (Word) • Work Experience Program Worksite Agreement (Word) <p>Fiscal</p> <ul style="list-style-type: none"> • Grantee Expenditure Report (PDF) • Payroll Upload Sample (CSV) • Supportive Services Document (Word) • Timesheet (Excel) <p>End of Program</p> <ul style="list-style-type: none"> • Youth Post-Survey (PDF)** 	<p>Resources</p> <p>Instructions</p> <ul style="list-style-type: none"> • Access Applications and Update • Become An Illinois workNet Partner (PDF) • Dashboard Overview • Move Youth To A Different Group • Set Eligibility and Enrollment Status <p>Presentations in Date Order</p> <ul style="list-style-type: none"> • SYEP Program Overview June 17, 2014 PowerPoint (PDF) 	<p>Resources</p> <ul style="list-style-type: none"> • Career Plan Instructor Guide (PDF) • Job Search Plan Instructor Guide (PDF) • Violence Prevention Webinar Activity (PDF) **

GET STARTED



Get Started

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

Steps / Responsible Partner	Details / Tools	Resources ** indicator resources coming soon
<p>Step: Understand the SYEP Tools.</p> <p>Responsible Person(s): Provider Staff</p>	<p>All partner staff need to have a clear understanding of the</p> <ul style="list-style-type: none"> • SYEP requirements • SYEP Tools <p>Read guidance materials and participate in training.</p>	<p>Download Resources</p> <p>SYEP Videos and Materials</p> <p>Training Registration</p>
<p>Step: Set up SYEP Provider sites.</p> <p>Responsible Person(s): Provider Staff</p>	<p>Regional contacts ensure the ATRM locations are correctly identified in Illinois workNet.</p> <p>Review map for accuracy:</p> <ul style="list-style-type: none"> • Contact information • Programs offered 	<p>SYEP Provider Location Map</p> <p>For connections, contact info@illinoisworknet.com.</p>
<p>Step: Set Up Team</p> <p>Responsible Person(s): Provider Staff</p>	<p>Staff will need an Illinois workNet account. Staff need to have access to SYEP to:</p> <ul style="list-style-type: none"> • View applications • Enroll youth • Print application results • Set up worksites and assign youth to worksites • Upload payroll and expenditure reports. <p>Staff will be able to see youth for their location only unless there is a request for specific additional sites.</p>	<p>Setup an Illinois workNet workforce partner account.</p> <p>To give additional staff access to tools, send their name and location with request for info@illinoisworknet.com</p>
<p>Step: Recruit Potential Participants and Orientation.</p> <p>Responsible Person(s): Provider Staff</p>	<p>Conduct your program orientation to determine whether potential candidates are interested in participating.</p> <p>Distribute participant flyer with the application link.</p>	<p>SYEP Website</p> <p>Program Overview (PDF)</p> <p>SYEP Youth Flyer PDF (I)</p> <p>Application questions (I)</p> <p>Spanish PDF</p>
<p>Step: Recruit SYEP Employer Partners.</p> <p>Responsible Person(s): Provider Staff</p>	<p>Distribute employer flyer with the link to the employer outreach page.</p> <p>Employers will provide youth with work experience.</p>	<p>SYEP Website</p> <p>Employer Flyer (English)</p>
<p>Step: Use Dashboards.</p> <p>Responsible Person(s): Provider Staff</p>	<p>Use dashboard to monitor application status and to see an overview of participant status as it is entered into Illinois workNet.</p>	<p>SYEP Provider Tools</p> <p>Dashboard Overview</p>
<p>Step: Intake</p> <p>Responsible Person(s): Provider Staff (responsible for enrolling youth)</p>	<p>Review applications and update as needed.</p> <p>Determine eligibility and set eligibility status.</p> <p>Set enrollment status.</p> <p>Move to general group if eligible but the youth should participate with a different location.</p>	<p>Access Applications and Update</p> <p>Set Eligibility and Enrollment Status</p> <p>Move Youth To A Different Group</p>



- Understand SYEP Tools
- Set up SYEP Provider Sites
- Set up Team
- Recruit Participants & Orientation
- Recruit Employers
- Use Dashboards
- Intake

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WORKFORCE PARTNERS – FIRST STEP



- All SYEP providers need to have their intake location(s)/contact information and staff responsible for the program, in the SYEP system.
 - Staff need to have an Illinois Workforce Partner Account.
 - www.illinoisworknet.com > Workforce and Education Partners Enter Here
- Today: Confirm intake location information and provide the names of staff who need to have access to SYEP tools.
 - We give them access to SYEP tools and send follow up emails to each staff person.
 - Need to add more after today? Contact info@siuccwd.com.



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VERIFY SITE AND STAFF



Youth Employment Program Grantee Information

- Please verify the following information is accurate or include corrections.
- Include the names that need access to student information, payroll, and reporting.
- IMPORTANT - Turn this form into staff before you leave today.

- Correct the location information if needed.
- Provide staff names so we can give them access to SYEP Tools.
- Circle the program(s) offered at this site.
- See if you're already an Illinois workNet Partner in our system.

1. Location Information

Organization Name & Location:		Programs Offered This Summer <ul style="list-style-type: none"> In-school youth work experience (16-21) Out-of school youth work experience (16-21) Community Gardens (16-24)
Phone number for youth to contact for more information:		
Describe the location: Youth will go to this site. Youth will not go to this site. This is an admin site.	Illinois workNet Partner Status: <ul style="list-style-type: none"> Site is setup. Site is not currently setup. 	
Pre-Negotiation Youth Enrollment Estimate:		

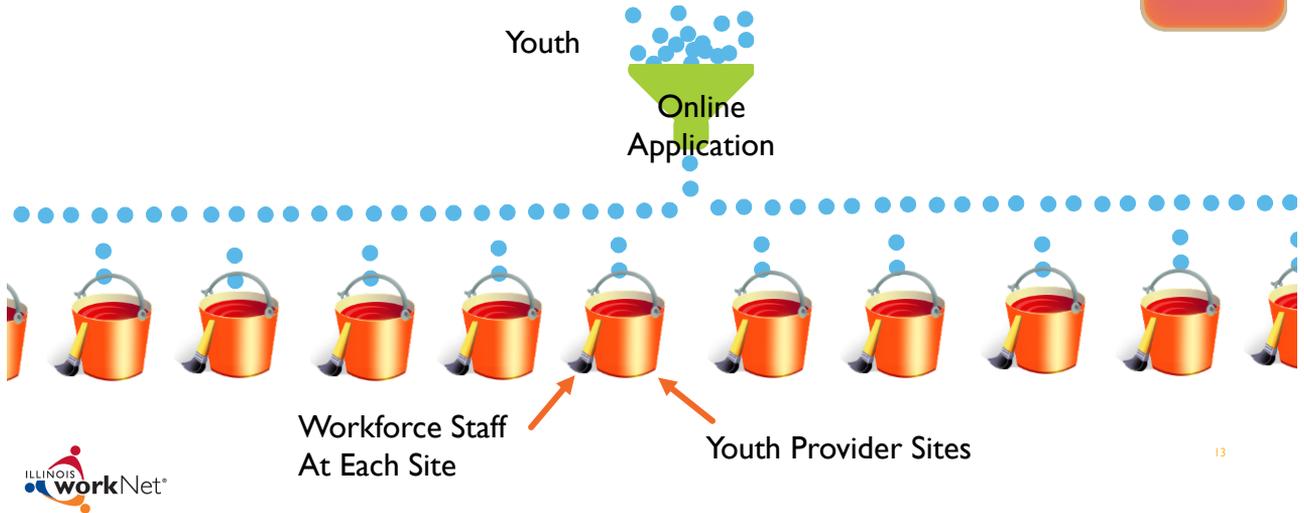
Do you have another site? Complete the form on the back.

2. Staff Information

Name	Email	Phone	Location



WHY THIS IS IMPORTANT



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RECRUIT EMPLOYERS

- Use the website and flyer, from the main menu, click “Employers.”
- Helping young adults get job experience is
 - Good for business,
 - Good for youth, and
 - Good for your community.
- Extra summer help paid for through the program.

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

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

The flyer is titled 'SYEP 2014 Building Illinois' Workforce'. It includes the following sections:

- What is the program?** The Illinois Department of Commerce and Economic Opportunity and Illinois Department of Human Services are sponsoring the Illinois Summer Youth Employment Program (SYEP). SYEP 2014 promotes employment and training opportunities for youth through a summer employment program that focuses on:
 - Work Experiences
 - Career Exploration
 - Job Readiness
 - Personal Responsibility
- Why participate?** Helping young adults get job experience is good for business, good for youth, and good for your community. Plus, you can hire extra summer help that is paid for through the program.
- Starting June 2014**
- Things To Know**
 - ✓ The SYEP participant's employment contract:
 - ✓ includes all of a portion of a current employer's hours
 - ✓ is an awarding contract for services or collective bargaining
 - ✓ replaces the work of employees who have experienced layoffs
 - Supervisor background checks and a worksite agreement are required to ensure safety and security of youth.
- Learn More** Get connected to a SYEP 2014 grant recipient to get started.
- Go to** www.illinoisworknet.com/SYEP2014

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Things To Know

The SYEP participant's employment cannot:

- displace all or a portion of a current employee's hours.
- impair existing contract for services or collective bargaining.
- replace the work of employees who have experienced layoffs.

Supervisor background checks and a worksite agreement are required to ensure the safety and security of youth.

EMPLOYER GUIDELINES



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RECRUIT YOUTH

- Use the website and flyer.
- Present youth with an opportunity to gain experience and learn skills that are needed to enter and advance in the workforce.
 - Age appropriate job training,
 - Life skills,
 - Counseling,
 - Work-readiness skills, and
 - Supervised work experience.


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



See Yourself in a Job This Summer

Earn money and learn job skills.

Community Youth and Summer Youth Employment Programs (SYEP) start times will vary across the state. Programs can start as early as June 1, 2014.

Enrolled youth can earn \$10/hour. The length of employment can vary from weeks to months.

Youth will work at a job and learn skills.

Career Planning, Training Programs, Workplace Skills, Job Search Skills, Resume Writing, Applying for a Job, Interviewing Skills, Personal Responsibility/Safety, Violence Awareness, and Prevention.

How to qualify. Youth are between the ages of 16-24. Youth are served under any of the following programs:

- National School Lunch Program
- Workforce Investment Act (WIA)
- Food Stamp/SNAP Program
- Temporary Assistance for Needy Families (TANF)

Youth who don't meet income requirements may still qualify if they are disabled or are identified as at risk.

Learn more and apply.

All the information you need is on the SYEP website. Visit the site to learn more, find out if programs are available in your community, and apply.

<http://www.illinoisworknet.com/syep2014>

The State of Illinois, Community Health and Summer Youth Employment Programs are brought to you by:

ILLINOIS workNet, DWS, and others.

May 23, 2014



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Qualify for the Summer Youth Employment Program



Two SYEP 2014 Eligibility Requirements:

1. Ages 16-24.
2. Meet **one** of the following requirements:
 - Youth with a disability
 - Lincoln's Challenge Academy Graduate
 - Court-involved or at-risk youth
 - Receive service from one of the following programs:
 - National School Lunch Program,
 - Workforce Investment Act (WIA),
 - Food Stamp/SNAP Program, or
 - Temporary Assistance for Needy Families(TANF)
 - Meet family income requirement



Know Before You Apply!

- If you are under 18, you will need to provide your parent or legal guardian's contact information.
- To enroll in the program, you will be required to show proof that you meet the program requirements.
- Income eligibility is determined during an in-person meeting with an assigned career advisor. You can use the chart below as a guideline based on your family size.

Family Household Income Table

Number in The Household/Family	Income
1	\$23,340.00
2	\$31,460.00
3	\$39,580.00



Questions Before You Apply?

If you have questions, refer to the [FAQ](#) or call the SYEP 2014 location nearest you (coming soon).



\$9 per hour

YOUTH & THEIR FAMILY LEARN HOW TO QUALIFY

Direct youth to the [Qualify](#) page to discover guidelines and fill out the application.



YOUTH APPLY ONLINE

- All Youth must apply for the program. Select "Apply" from the main menu.
 - Apply on a computer.
 - Apply on a mobile phone.
- If they were a participant last year and have an Illinois workNet account, they may just need to find out their password.
- A PDF containing the application questions is available from the web page to download and print.

The screenshot shows the SYEP 2014 website with a navigation menu at the top: SYEP 2014, About, Qualify, Locations, Apply, Employers, Resources, News & Updates, and FAQ. The main content area is titled "Apply Online" and contains the following text:

The program will begin as soon as June 1, 2014. The online application will be available as soon as providers are selected and the program begins. Check back and subscribe to the news on this site.

To apply for SYEP 2014, the first step is to complete the online application. If you do not have access to a computer, you can visit an SYEP provider near you. Before starting the application, review the checklist below to ensure you have the information needed on hand:

- Address,
- Phone Number,
- ZIP Code plus four,
- Last four digits of your Social Security Number,
- Date of Birth, and
- Demographic Information.

After completion of the online application, you will be contacted by a SYEP career advisor who will set up a time to meet and discuss the SYEP program and your application. The SYEP career advisor will provide you with a list of documents that you'll need to bring with you to validate your eligibility for the program.

By completing the application you are:

- Logging into or creating an Illinois workNet account.
- Providing information that will be reviewed by SYEP program staff to determine if you are eligible for the program.
- Allowing SYEP program staff to view information needed to meet program requirements.

To enroll in the program, you will be required to show proof that you meet program requirements. You will also need to complete an I-9 form prior to being placed at a worksite.

If you are under the age of 18, you will need to provide your parent or legal guardian's contact information.

At the bottom of the page, there is a "Coming Soon!" icon for the SYEP 2014 Application and a PDF icon for the application questions.

The navigation menu at the bottom of the page includes:

- SYEP 2014 (Learn More)
- See All Participating Providers
- SYEP Application
- Be a SYEP Employer
- News & Updates
- Frequently Asked Questions



STAFF REVIEW APPLICATIONS

- Go to the SYEP Partner Guide.
- Log into SYEP Tools using your Illinois workNet Workforce Partner Account.

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GET STARTED: STAFF REVIEW APPLICATIONS

- Use your dashboard to easily access a list of applications.
- Click on profile to access the application information.
- Verify the information and update the application as needed.
- Set the eligibility status and enrollment status.

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Section	Count	Percent
Submitted	1	100%
Eligible	0	0%
Not Eligible	0	0%
Total	1	0%

Section	Count	Percent
Not Enrolled	0	0%
Enrolled	0	0%

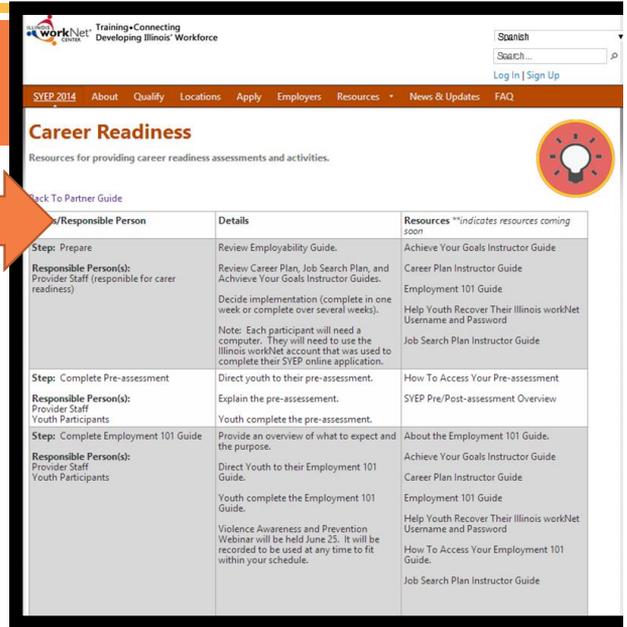
CAREER READINESS



Career Readiness

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

- Prepare
- Complete Pre-assessment
- Complete Employment 101 Guide
- Complete Post-Assessment
- Download Certificate of Completion



Step	Responsible Person	Details	Resources **Indicates resources coming soon
Step: Prepare	Responsible Persons: Provider Staff (responsible for career readiness)	Review Employment Guide. Review Career Plan, Job Search Plan, and Achieve Your Goals Instructor Guides. Decide implementation (complete in one week, or complete over several weeks). Note: Each participant will need a computer. They will need to use the Illinois workNet account that was used to complete their SYEP online application.	Achieve Your Goals Instructor Guide Career Plan Instructor Guide Employment 101 Guide Help Youth Recover Their Illinois workNet Username and Password Job Search Plan Instructor Guide
Step: Complete Pre-assessment	Responsible Persons: Provider Staff Youth Participants	Direct youth to their pre-assessment. Explain the pre-assessment. Youth complete the pre-assessment.	How To Access Your Pre-assessment SYEP Pre/Post-assessment Overview
Step: Complete Employment 101 Guide	Responsible Persons: Provider Staff Youth Participants	Provide an overview of what to expect and the purpose. Direct Youth to their Employment 101 Guide. Youth complete the Employment 101 Guide. Violence Awareness and Prevention Webinar will be held June 23. It will be recorded to be used at any time to fit within your schedule.	About the Employment 101 Guide. Achieve Your Goals Instructor Guide Career Plan Instructor Guide Employment 101 Guide Help Youth Recover Their Illinois workNet Username and Password How To Access Your Employment 101 Guide. Job Search Plan Instructor Guide

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CAREER READINESS



Career Readiness

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

SYEP
2014

- 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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WORK EXPERIENCE



Work Experience

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

Work Experience

Resources to connect youth to work experiences.



[Back to Partner Guide](#)

Steps/Responsible Person	Details	Resources **Indicates resources coming soon
Step: Background check and worksite agreement Responsible Person(s): Provider Staff	Ensure supervisors have a background check. Complete a worksite agreement. Identify the number of part-time and full-time positions.	Background Check Worksite Assessment (Word) Work Experience Program Worksite Agreement (Word)
Step: Enter employer and worksite information Responsible Person(s): Provider Staff	Enter the employer and worksite information into Illinois workNet SYEP tools. • Employer contact information, • Worksite(s) for the employer, • Number of part/full-time positions.	Employer and Worksite Entry Instructions
Step: Connect youth to a worksite(s) Responsible Person(s): Provider Staff	Assign youth to a worksite. Enter in the position information. • Regular/Supervisor • Part/full-time Youth may be assigned to more than one worksite.	Assign Youth To A Worksite
Step: Success Stories Responsible Person(s): Provider Staff Employer Youth	Ask youth and employers to provide a success story.	Success Story Tips For Writing A Success Story

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SET UP A WORKSITE

Dashboard Youths Employers Placements

Employers [Add Employer](#)

Add Employer

Name *

Main Phone # *

Alternate Phone #

Is this a worksite? Check if yes.

Projected Part Time Placements *

Projected Full Time Placements *

Supervisor Background Checks Complete Yes No

Supervisor Background Check Date

Worksite Agreement is in Place Yes No

Worksite Agreement Date

Address Line 1 *

Address Line 2

Workforce Partner Tools: Employer Tab

1. Select Add Employer to add a worksite for your organization.
2. Enter the employer information and save.
3. View the employers in a list. Select the employer name to view details or update their information.

Dashboard Youths Employers Placements

Employer List

[Add Employer](#)

Employer Name	Worksites	Contacts	Projected P/T Openings	Projected F/T Openings	P/T Placements	F/T Placements
Goodwill	1	1	4	2	0	0

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ADD YOUTH TO A WORKSITE



Workforce Partner View

Dashboard | Youths | Employers | Placements

Search | Profile

Youth Profile

- **Name:** Nickabcdefghijklsvv adcdsvdsdvdsdvdsdsvd
NolitedscDSvbfdbdabdZVdsZcdevdszvfzdvzdf
- **DOB:** 5/27/1998
- **App Submitted:** 5/27/2014
- **Pre-Assessment Taken:** 12% on 5/27/2014

COMING SOON

Add the youth to an employer and enter:

- Employer/Worksite
- Type of Worker (Regular/Supervisor)
- Full/Part Time
- Start/End Dates

NOTE: Youth can have more than one employer/worksite.

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.

REPORTING



Reporting

- Requirements
- Payroll Upload
- Expenditures Report Upload
- Youth Outcomes

Reporting

Tools to upload payroll, expenditure reports, and run reports.

[Back to Partner Tools](#)

Steps/Responsible Person	Details	Resources <small>**indicates resources coming soon</small>
Step: Maintain timesheet records. Upload payroll into Illinois workNet SYEP Tools. Responsible Person(s): Provider Staff	Export payroll template. Update with youth hours for the pay period. Upload payroll into the system.	Payroll Upload Instructions
Step: Upload Expenditure Reports Responsible Person(s): Provider Staff	Upload expenditure reports with payroll.	Expenditure Report Upload Instructions
Step: Enter outcomes for each youth. Responsible Person(s): Provider Staff	Enter youth outcomes into the Illinois workNet SYEP Tools.	Outcomes Entry Instructions

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REPORTING: DASHBOARDS



Dashboards provide an overview of youth status in the program.

Reporting

- Requirements
- Payroll Upload
- Expenditures Report Upload
- Information to Keep On File

Eligibility Determination Status				
Section	Count	Percent	Loss Rate	Pass Rate
Submitted	1	100%		
Eligible	0	0%		
Not Eligible	0	0%		
Total	1		0%	0%

1. Easy access to a list of youth through the dashboard.
2. Export the list for more detailed reports (coming soon).



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REPORTS



Dashboard Youths Employers Placements **Payroll/Expenditures** **Reports** Resources

Intake Work Placements

Tools Coming Soon



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PAYROLL/EXPENDITURES REPORT



Important Notes

Before you can upload payroll, the youth participant(s) must be

- Marked as Eligible.
- Marked as Enrolled.
- Connected to a worksite

Upload Payroll File Instructions

1. Export Payroll Template for a list of youth participants in your group that are eligible, enrolled, and connected to a worksite.
2. Update the file with payroll information.
 - a) Update dates in the "PayPeriodDate" column.
 - b) Review the names to see if a person is listed in more than one row. If a person is connected to two (or more) worksites, there will be a row in the .csv file for each worksite.
 - c) Review the SSN column to ensure there are 4 digits.
 - d) Enter data for hours worked, hourly wage, and gross wage.
 - e) Save the file as a .csv file.
3. Select Import New Payroll File and upload the file.

Expenditure Report Upload Instructions Coming Soon



YOUTH APPLY ONLINE

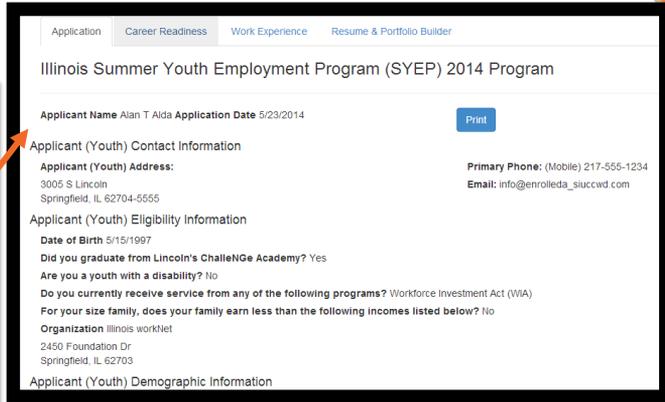
- All Youth must apply for the program.
 - Apply on a computer.
 - Apply on a mobile phone.
- If they were a participant last year or already have an Illinois workNet account, they can use their existing account.
- They can recover their password if needed.

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ONLINE APPLICATION – PRINT OUT



Youth can return to their account and print their application.



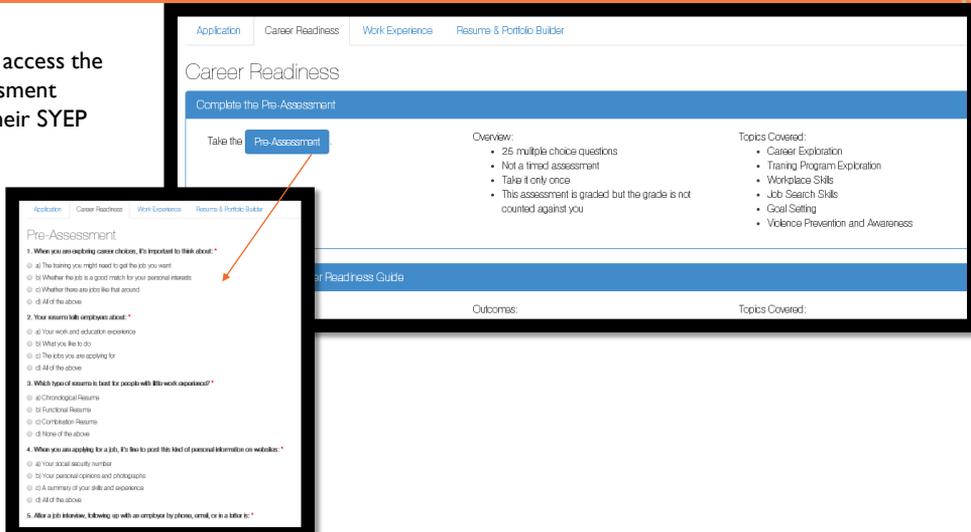
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PRE-ASSESSMENT



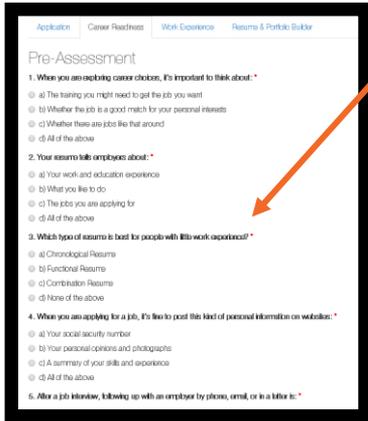
Youth can access the Pre-Assessment through their SYEP account.



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ENROLLED YOUTH – COMPLETE PRE-ASSESSMENT



Application | Career Readiness | Work Experience | Resume & Portfolio Builder

Career Readiness

Complete the Pre-Assessment

Take the Pre-Assessment

Overview:

- 25 multiple choice questions
- Not a timed assessment
- Take it only once
- This assessment is graded but the grade is not counted against you

Topics Covered:

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

Complete the SYEP Career Readiness Guide

Go to your:

SYEP Career Readiness Guide

View your:

Career Plan

Job Search Plan

Achieve Goals Notes

Outcomes:

- Follow the steps to develop a Career Plan and Job Search Plan
- Use the resources to create a resume and portfolio

Topics Covered:

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

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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.

Employment 101 (What is this?)

Dream | Explore | Get Qualified | Get a Job | Achieve Goals

Plan To Reach Your Goals

My Overall Progress Completed 3 of 8 items.

Prepare a Career Plan Completed 2 of 3 items.

Start with a career plan. Don't worry about getting "locked in" to one career option. This is a starting point for developing a roadmap to reach your employment goals.

Explore Careers ✓
Explore Training ✓
Get Qualified

Prepare a Job Search Plan Completed 0 of 2 items.

Organization and preparation are key factors to finding a job. Start preparing today.

Get Prepared
Find Jobs

Achieve Your Goals Completed 1 of 3 items.

Ease your nerves by being prepared for the first day on the job. Learn about skills to help you succeed in your job.

Start a Job ✓
Set Financial Goals
Practice Skills For Success

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PREPARE A CAREER PLAN

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PREPARE A CAREER PLAN

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Prepare a Career Plan

Explore Careers

- 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 Training

- Identify training programs.
- Compare training programs.

Prepare a Career Plan

Get Qualified

- Analyze your options.
- Make a plan.
- Apply for programs & financial aid.
- Complete training.
- Earn credentials.



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DEVELOP A CAREER PLAN



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 my family. Cons- This job may not be in 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	Industrial Mechanics	Electromechanical Engineering Technology
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 those 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	5.0	3.0

SMART Plan [Edit Plan Information](#)



PREPARE FOR A JOB SEARCH PLAN



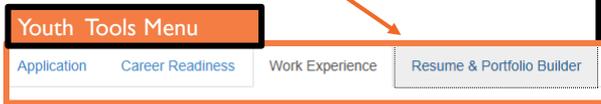
PREPARE FOR A JOB SEARCH PLAN



Prepare a Job Search Plan
Get Prepared

Prepare a Job Search Plan
Find Jobs

- Get organized.
- Prepare your resume.
- Prepare your portfolio.
- Prepare a plan.
- Network.
- Search for job openings.
- Apply for a job.
- Interview.




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DEVELOP A JOB SEARCH PLAN



Get Prepared [update this section](#)

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

work history job/technical skills references
 education/transcripts transferable skills letters of recommendation
 certifications soft skills
 license(s) 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](#)

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 goal Target Date Done [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 [Remove](#)

Possible Roadblock to Achieving My Goals Solution [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
SLUC	3/15/2014	yes	not yet
Rehab Center	3/15/2014	yes	Declined Offer



DEVELOP A JOB SEARCH PLAN



Job Search Record

Employer Information

Name: _____

Address: _____

Phone Number: _____

Mission: _____

Years/Overall Goal: _____

URL/Web Address: _____

Other Information: Example: Competitors, Products, Company Size/location, Recent _____

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 type 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



ACHIEVE YOUR GOALS



Achieve Your Goals Start a Job	Achieve Your Goals Set Financial Goals	Achieve Your Goals Practice Skills For Success
--	--	--

- Be prepared to accept the job.
- Get ready for your first day.
- Start a savings or checking account.
- Determine your financial goals.
- Create, monitor & adjust your budget.
- Violence prevention and awareness.
- Continue to build your skills.
- Volunteer.

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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.

<p>Overview:</p> <ul style="list-style-type: none"> • 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 	<p>Topics Covered:</p> <ul style="list-style-type: none"> • Career Exploration • Training Program Exploration • Workplace Skills • Job Search Skills • Goal Setting • Violence Prevention and Awareness
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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:

<ul style="list-style-type: none"> Communication Maintaining Professionalism Solving Problems and Critical Thinking Maintaining a Safe and Healthy Work Environment 	<ul style="list-style-type: none"> Demonstrating Work Ethics and Behavior Maintaining Interpersonal Relationships Working as a Member of a Team
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Activities cover the following topics:

<ul style="list-style-type: none"> Career and Training Program Exploration Finding Training Programs to Qualify for Careers Setting Goals Preparing a Resume and Portfolio Finding Job Openings 	<ul style="list-style-type: none"> Applying for Jobs Interviewing Networking Starting a Job Managing Money Gaining Skills for Success
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WORK EXPERIENCE



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WORK EXPERIENCE

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



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WORKSITE INFORMATION



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>Shikria</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>

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NEXT STEPS



- Review, update, and turn in the Grantee Information Sheet.
- Make sure your location is setup as an Illinois workNet Partner.
- Plan to attend upcoming webinars.

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- Upcoming Items (Additional webinars and dates may be added.)
 - Get Started – June 18 & July 1 @ 1PM (SYEP Partners)
 - Career Readiness – June 18 & 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 Registration

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.



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QUESTIONS



Email:

info@siuccwd.com



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