

Career Development Center – Intake Packet

Welcome! We, The CDC Program ask that you come with an open mind, positive attitude, and to use your time productively to learn the skills being taught. Your success in this program is directly impacted by your participation. The more you actively participate in the required activities the more we'll be able to help you. Thank you for joining us. We look forward to serving you!
–the CDC Team



CDC MAPPING PLAN

Name: _____ DOB: _____ Email Address: _____

Work Services Specialist (WSS): _____ Job Developer: _____

****You must have your CDC Work Search Guide with you at all times****

Don't forget to review the Workshop Calendar the night before to stay on task

Week 1: Knowing Yourself

First 48hrs of Initial Intake:

- Submit copy of **FSSP** to CDC staff and Review start times and hours required
- Complete and submit copies of **Intake Packet** to CDC staff
- **GCFlearnfree.org**; create an account
- **AKCIS** Assessments; Interest Profile & Skills Inventory
- **ALEXsys** Resume & Job Skills
- Submit copy of “**draft**” resume to CDC staff
- Initial **Mock Interview** Appointment (3 days from today): _____

Homework on the first day:

- Review Battle Plan to Debrief **Work Search Logs** with CDC staff
- Build **Target Battle Plan / 20 List**

By the end of Week 1:

- Finalize **Resume & Cover Letter** with CDC staff and submit copy for your file
- **Add** Final Resume to Email, AKCIS (for JD Team), and ALEXsys for UIB
- Attend and Participate in daily **Job Readiness Workshops**
- Initial **Mock Interview Appointment & Portfolio** creation
- Review with CDC staff **Daily Work Search Logs** and submit copies to CDC staff to forward to WSS

Week 2: Treating CDC and Job Searching like a Full Time Job!

Daily and Weekly Basics:

- ✓ **Sign-In**, daily!
- ✓ **Daily** Work Search Logs must be signed by CDC staff
- ✓ **Monday's** submit New Target Battle Plan / 20 List to CDC staff
- ✓ **Attend & Participate** in daily Job Readiness Workshops
- ✓ **Follow all** Direct Referrals given to you by CDC staff
- ✓ **Re-create** Resumes & Cover Letters to every job applications
- ✓ **Update Portfolio** to help your Interviewing Skills
- ✓ **Attend Weekly Mock Interviews and review Evaluations with CDC Staff**
- ✓ **Friday's** submit Work Search/Work Activity Debriefings to CDC staff
- ✓ **Friday's** review Work Search Daily Logs with CDC staff and submit copies to WSS

OR

<u>Accept a Job Offer:</u>	<u>Week 2+: Progression</u>
<ul style="list-style-type: none"> ✓ Submit a Got a Job Form to CDC! ✓ Ask for Work Clothes! ✓ Submit an Employment Statement to your WSS! ✓ CONGRATS!!! 	<ul style="list-style-type: none"> ✓ Identify if Training is needed ✓ Introduction to C/BWE Agreement or an OJT Agreement ✓ Accept Direct Job or Training Referrals to progress your map ✓ Accept a Job Offer!

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PARTICIPATION AGREEMENT

The purpose of this program is to give you information on getting a job and advancing on it. Acting the part of the professional is essential to increase your value as an applicant for employment. The staff will assist you in any way possible to achieve your goals.

In return we ask that you read, initial, and practice the following:

I will attempt to show up at the Career Development Center (CDC) either Barrow or Mt View as scheduled on my Family Self Sufficient Plan (FSSP) and will reschedule other personal business which would conflict with daily work search.

If I will not be able to attend as scheduled I will call my Nine Star Work Services Specialist (WSS) and CDC out of consideration for other members.

I will dress in a manner appropriate for the position one step above the one I am seeking. I understand this means no sweats, hoodies, blue jeans, tee shirts, open toed or tennis shoes.

I understand my success in this program is directly impacted by my participation. I will be an active participant in the required activities, including the daily workshop at 9:30am or 1:00pm.

I understand that I must complete a full time day of work search and job readiness activities each day, a full time day being at least 8 hours a day, 40 hours/week.

I understand that in order to receive temporary assistance benefits, I am required by State and Federal mandates to participate in work and/or approved related activities as I agreed to in my Family Self Sufficiency Plan.

Again, we in the CDC ask you to come with an open mind, positive attitude, and to use your time productively to learn the skills being taught. Your success in this program is directly impacted by your participation. The more you actively participate in the required activities the more we'll be able to help you. Thank you for joining us. We look forward to serving you! –the CDC team

PRINTED Name of Participant

Participant's SIGNATURE

Date

SHARON PULOU-ISAAGO
PRINTED Name of CDC Staff

[Handwritten Signature]
CDC Staff SIGNATURE

Date

OFFICE STAFF ONLY
Original: Client Copy: CDC File Recv'd By: Date: CLINO: CMS

CLIENT DRESS CODE

The purpose of having a CDC Client Dress Code is to ensure that when Clients leave the CDC for the day, they are prepared to meet prospective employers – to even take an interview. We want our Clients to be successful in their work search and towards this goal; we want our Clients to project a professional image. Please see appropriate Site Coordinator or your Work Services Specialist (WSS) if you need Supportive Services.

Signing below indicates that you agree and will abide by CDC's policy.

PRINTED Name of Participant

Participant's SIGNATURE

Date

SHARON PULOU-ISAAGO

PRINTED Name of CDC Staff



CDC Staff SIGNATURE

Date

OFFICE STAFF ONLY

Original: Client Copy: CDC File Recv'd By: _____ Date: _____ CLINO: CMS

CAREER PROFILE ASSESSMENT

How long have you been out of the workforce?	
What kind of job are you looking for?	
Have you had any interviews this past week?	YES NO
How did you contact them?	
Employers contacted (please list)	1.
	2.
	3.
Feedback you receive from contacting and interviewing with employers both positive and negative:	
What is your past employment?	
What did you like most about these past jobs?	
What did you like least about these past jobs?	
Reason for leaving your most recent job	
What are your skill sets? See below...	ALEXsys & AKCIS skills: YOU WILL COMPLETE AFTER THIS PAPERWORK!
Do you have any volunteer experience?	
Education/Degrees	
Certifications/licenses	
What is your dream job?	
What are your short term goals for self-sufficiency?	
What are your long term goals for self-sufficiency?	
Do you have a support system? (circle)	FAMILY FRIENDS
Work keys	YES NO
Have you received any Supportive Services from you WSS prior to today? (Gas, Interview Clothing, etc)	YES NO If No: What do you need?
Are you interested in the following training opportunities: (check all that applies) <input type="checkbox"/> CPR / First Aid <input type="checkbox"/> Janitorial / Housekeeping <input type="checkbox"/> Computer Skills <input type="checkbox"/> Safety	

Want to know what careers you can do with the skills you already have?

Your skills describe what you like to do and what you are good at. You develop skills by training and experience that improve your ability to do tasks. Being able to identify and describe your skills allows you to answer key questions at job interviews such as *What can you do for my organization?* and *What problems can you solve?*

In the workplace, there are two kinds of skills: technical skills, and soft skills. **Both types are essential for success.**

Technical skills: Your ability to accomplish specific tasks like cooking, computer programming, or teaching, are called technical skills. They relate to a particular occupation. You may have learned technical skills from past work experience, school or training. These skills are often included in job listings to describe the tasks of a position. Examples are:

- build a cabinet
- read an image
- operate equipment
- paint a portrait
- write computer code
- teach a lesson
- investigate a scientific question
- sell products to customers

Soft skills: Employers also want employees who fit in and get along well in the workplace. That requires soft skills. These are so valuable that soft skills are often the reason employers decide whether to keep or promote an employee. Some soft skills can be taught in school. But most you learn in everyday life and can improve at any time.

- communicate well
- think critically
- participate as a team member
- self-motivated
- flexible
- determined and persistent
- quick learner
- on time
- initiator
- responsible
- reliable
- willing to ask questions
- willing to work

BARRIERS (current challenges) WORKSHEET

A physical condition or personal situation can make it hard to find or keep a job.

Many job seekers experience one or more barriers to employment during their careers. Although this makes finding or keeping a job more difficult, it's not impossible.

Some barriers, such as lack of transportation, are temporary and easier to address than others.

Common Barriers to Employment

- Age _____
- Criminal record _____
- Disabilities _____
- Disadvantaged background _____
- Domestic violence _____
- Drug and/or alcohol abuse _____
- Education _____
- Employer biases (prejudice, favoritism) _____
- Has a child with special needs _____ yes _____ no _____
- Housing issues or are you homeless _____
- Job search skills (do you lack them?) Please list _____
- Lacks basic and employability skills _____
- Limited English proficiency _____ yes _____ no _____
- Long-term welfare recipient _____ yes _____ no _____
- Mental illness _____ yes _____ no _____
- Needs training _____ yes _____ no, if yes – what area? _____
- Need child care assistance _____ yes _____ no,
 - If yes – who is watching your kids today? _____
 - If no and your kids are under the age of 5, have you notified your WSS?
What was the outcome of the discussion? _____
- Do you have a High school diploma? _____ yes _____ no _____
- Do you have Reliable Transportation _____ yes _____ no, if no – what are you using? _____
- Gaps in employment _____ yes _____ no, briefly explain why _____

Additional Comments:

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GENERIC EMPLOYMENT APPLICATION

EMPLOYEE INFORMATION

Name: _____
Last First Middle

Telephone: _____ Email: _____ Alternate telephone: _____

Address: _____

Are you able to perform the essential functions of the position with or without accommodations?

Yes No

If necessary for the job are you older than:

14 15 16 (Check one)

18 19 21

I am legally eligible for employment in the U.S.?

Yes No

I am seeking a permanent position: Yes No

I will be able to report to work _____ days after being notified I am hired.

If necessary for the job, I am able to:

Work overtime? Yes No

Provide a valid Alaska Driver's License? Yes No

If so, fill out the following: Issuing state: _____

Type: _____

Endorsement(s): Hazardous Material Passengers

Tankers Tank with Hazardous Materials

School Bus Double/Triple trailers

Work the following shifts: (check all that apply)

Any Day Night Swing Rotating

Split Graveyard Other: _____

EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. List all experience or employers related to this job here or on an extra sheet of paper. No more than 10 years history recommended. If possible, limit application to 2 pages, as it will expand with typing.

Employer name and address: _____ _____	Position title/duties, skills: _____	Start date: _____	End date: _____
Pay: \$ _____ Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____	
Employer name and address: _____ _____	Position title/duties, skills: _____	Start date: _____	End date: _____
Pay: \$ _____ Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____	
Employer name and address: _____ _____	Position title/duties, skills: _____	Start date: _____	End date: _____
Pay: \$ _____ Per: _____	Supervisor: _____ Telephone: _____	Reason for leaving: _____	
Employer name and address: _____ _____	Position title/duties, skills: _____	Start date: _____	End date: _____
Pay: \$ _____		Reason for leaving: _____	

Per: _____ | Supervisor: _____ | Telephone: _____

Summarize other employment related to this job:

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school	_____	_____	_____	_____
College/university	_____	_____	_____	_____
Business/technical	_____	_____	_____	_____
Additional	_____	_____	_____	_____

MILITARY

Are you a veteran? Yes No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: _____ per minute

REFERENCES

List two personal references who are not relatives or former supervisors.

_____	_____	_____	_____	_____
Name	Address	Telephone	Occupation	Years known
_____	_____	_____	_____	_____
Name	Address	Telephone	Occupation	Years known

CONTACT

In case of accident or illness, please contact: Name: _____ Daytime phone: _____

Address: _____ Relationship: _____

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

(Type date here, then Tab for spellcheck)

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no affect on your application for employment.

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INITIAL MOCK INTERVIEW

Appointment Date: _____ Time: _____ Site: _____

Staff: In order for the CDC Program to progress an individual's Interviewing Skills, the Program will incorporate an Initial Mock Interview 3 days after the Client's Intake Session.

Client: The CDC Program is here to assist your job searching efforts. The Program will begin with this Mock Interview session and progress your skills with Weekly Group and One-on-One Sessions. Please make it a priority to attend these sessions. It is vital that the CDC Program offer your constructive feedback to enhance your chance to get a job, soon.

Study packet: CDC Work Search Guide found in your Red Folder! Pages: 22 – 27.

Generic Questions:

- 1) Tell me about yourself.
- 2) What are major strengths?
- 3) If I were to contact one of your references, what would they say about you?
- 4) Why should I hire you?
- 5) How do you define success?
- 6) What have you done that shows initiative?
- 7) What do you know about the companies you're applying for?
- 8) How do you know you are the right person for that job?
- 9) Describe a situation where you were under a great deal of pressure.
- 10) Can you handle the responsibilities of the positions you're applying for?
- 11) Do you have any questions for me?

INITIAL MOCK INTERVIEW EVALUATION

INTERVIEWER: _____

CHARACTERISTICS/QUALIFICATIONS	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	WEAK
APPEARANCE Grooming/Dress/Posture/Sitting Upright	5	4	3	2	1
BODY LANGUAGE Eye Contact/Facial Expressions/Arms & Hands relaxed	5	4	3	2	1
MANNERS Polite/Attentive/Does not interrupt	5	4	3	2	1
SINCERITY Genuine/Honest/Willing to volunteer information	5	4	3	2	1
PERSONALITY Enthusiastic/Motivated/Extrovert	5	4	3	2	1
PREPARATION FOR INTERVIEW Appropriate responses/Asks pertinent questions	5	4	3	2	1
VERBAL COMMUNICATIONS Delivery/Animated/Grammar/Vocabulary/Voice level	5	4	3	2	1
EFFECTIVE RESPONSES Able to describe strengths/skills/abilities	5	4	3	2	1
OVERALL EVALUATION Long-range potential/Ability/Readiness	5	4	3	2	1

PLEASE COMMENT ON CANDIDATE'S STRENGTHS AND WEAKNESSES:

WHAT SUGGESTIONS FOR IMPROVEMENTS WOULD YOU RECOMMEND?

PLEASE LIST ANY OTHER COMMENTS AND/OR SUGGESTIONS:

PORTFOLIO

CONGRATULATIONS! You have made it through the first initial Mock Interview with the CDC Program!

Your next step is to begin building a Career Portfolio! A portfolio of your documented skills, abilities, referrals and recommendations will help increase your interviewing skills and narrow your job searching efforts! *You want to begin organizing your Career Mapping Plan to better build your Target Weekly Battle Plans.*

You'll have the opportunity to create sections to store the following:

Master Resume

Functional Resume

Cover Letter

Thank You Letters

References

Letter of Recommendations / References

Certifications

Training Hours

Awards

CDC; Work Search Guide, Work Search Logs, and Action or Battle Plans/Debriefing Plans, Mock Interview Evaluations, Supportive Services Requests

Shopping list:

(1) Black or White Binder for your Career Portfolio

(1) Black or Brown Leather Portfolio for your future Interviews

(1) Note pad

(1) Pack of Binder Dividers

(1) Pack of 12 to 24 Sheet Protectors

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1x BUDGET FORM

Monthly Income		Other Resources		Household Totals	
ATAP		Food Stamps		Income	\$ -
APA/SSI		Energy Assist.		Expenses	\$ -
Earned Income		PFD		Difference	\$ -
Other		Child Support			
Other		Other			
total	\$ -	total	\$ -		
Hrly Wage To Replace ATAP				Hrly Wage To Replace Welfare	
	\$ -				\$ -
Expenses					
Home		Entertainment		Family Expenses	
Rent/mortgage		Movies		Clothing	
Fuel oil		Clubs		Food	
Electricity		Meals Out		Hygiene	
Telephone		Evening out		Personal Items	
Cable		Transportation		Hobbies	
Water/Sewer		Car payment		Lunch at work	
Furniture		Gas		Internet	
Pets		Insurance		Cigarettes	
Cleaning Supplies		Repairs		Electronics	
Laundry/Cleaning		Maintenance			
Newspaper/mags		Bus Pass		Seasonal	
Other		Taxi		Holiday	
Other		Parking		Winter clothing	
Consumer Loans		Other		Vacation	
Store credit card		Children		Sports fees/gear	
		Childcare		Other	
		Diapers			
Bank credit card		Toys			
		School activities			
		School supplies			
Student loan		Lunch Money		Subtotal:	\$ -
Alaska/Stafford		Birthdays			
Debts to others		Child Support			
	Subtotal: \$ -		Subtotal: \$ -	Grand Total:	\$ -