

# Career Development Center (CDC) – Intake Packet

Welcome! We, The CDC Program ask that you come with an open mind, positive attitude, and use your time productively to enhance your skills. Success in our program requires active participation. The more you actively participate, the better your success. 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 48 hrs 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, Resume, Job Search
- \* Alaska Jobs Resume & Job Skills
- \* Submit copy of "draft" resume to CDC staff
- \* Initial Mock Interview Appointment (3 days from today): \_\_\_\_\_

#### Homework 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 Alaska Jobs for UIB
- \* Attend and Participate in daily Job Readiness Workshops/classes
- \* Initial Mock Interview Appointment & Portfolio creation
- \* Review with CDC staff Daily Work Search Logs and submit copies to CDC

### Week: 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

### Accept a Job Offer:

- \* Submit a Got a Job Form to CDC!
- \* Ask for Work Clothes!
- \* Submit an Employment Statement to your WSS!
- \*CONGRATS!!!

### Week 2 +: Progression

Identify if Training is needed  
Introduction to C/BWE Agreement or an OJT/JS Agreement  
Accept Direct Job or Training Referrals to

## Career Development Center Program – Intake Packet

### 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 participate in the Career Development Center (CDC) Program as scheduled on my Family Self Sufficient Plan (FSSP). I will reschedule other personal business, which conflicts with daily work search.

\_\_\_\_\_ If I am 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 I am seeking. I understand this means no sweats, hoodies, blue jeans, tee shirts, open toed or tennis shoes.

\_\_\_\_\_ I understand success in this program requires my full participation. I will be an active participant in the required activities. It begins with reporting at 9:00 AM daily.

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

\_\_\_\_\_ I understand that in order to receive temporary assistance benefits, State and Federal mandates requires my participation in work and/or approved related activities as I agreed to in my Family Self Sufficiency Plan.

We in the CDC ask you to come with an open mind, positive attitude, and to use your time productively to learn the employability skills. Success is in your hands! We want to help you help yourself. Thank you for joining us. We look forward to serving you! –the CDC team!

\_\_\_\_\_  
PRINTED Name of Job Seeker

JAMES HARRIS, JR

\_\_\_\_\_  
PRINTED Name of Supervisor

\_\_\_\_\_  
Job Seeker's Signature

*James Harris, Jr*  
Supervisor's SIGNATURE

\_\_\_\_\_  
Date

05/04/2022

\_\_\_\_\_  
Date

#### OFFICE STAFF ONLY

Original: Job Seeker Copy: CDC File Received By: \_\_\_\_\_ Date: \_\_\_\_\_ CLINO: \_\_\_\_\_  
CMS

## Career Development Center – Intake Packet

### JOB SEEKER DRESS CODE

The purpose of having a CDC Job Seeker Dress Code is to ensure that when you leave the CDC for the day, you are prepared to meet prospective employers and participate in an interview. We want our Job Seekers to be successful in their work search and employment goals; we want you to project a professional image. Please see appropriate Mentor 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 Job Seeker

\_\_\_\_\_  
Job Seeker's SIGNATURE

\_\_\_\_\_  
Date

JAMES HARRIS, JR

\_\_\_\_\_  
PRINTED Name of Supervisor

James Harris, Jr  
Supervisor's SIGNATURE

05/04/2022

\_\_\_\_\_  
Date

OFFICE STAFF ONLY			
Original: Job Seeker Copy: CDC File CMS	Received By: _____	Date: _____	CLINO: _____



## Career Development Center – Intake Packet

# 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
Employers contacted (please list)	How did you contact them? 1. _____ 2. _____ 3. _____
Feedback you received from contacting and interviewing with employers both positive and negative:	
What is your past employment?	
What did you like most about previous jobs?	
What did you like least about previous jobs?	
Reason for leaving your last job	
What are your skill sets? See below...	Alaska Jobs & AKCIS skills: YOU WILL COMPLETE 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
WorkKeys	YES      NO
Have you received any Supportive Services from your 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 careers can I do with my current skills?

Your skills describe what you like and your level of expertise. You develop skills by training/experience that improve your ability to do tasks. Being able to identify/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. 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:

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• build a cabinet</li> <li>• read an image</li> <li>• operate equipment</li> </ul> | <ul style="list-style-type: none"> <li>• paint a portrait</li> <li>• write computer code</li> <li>• sell products to customers</li> </ul> | <ul style="list-style-type: none"> <li>• teach a lesson</li> <li>• investigate a scientific question</li> </ul> |
|---|---|---|

**Soft skills:** Employers also want employees who fit in/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/promote an employee. We learn soft skills via training and life. Examples:

- |  |   |  |   |
|--|---|--|---|
| <ul style="list-style-type: none"> <li>• communicate well</li> <li>• think critically</li> <li>• participate as a team member</li> </ul> | <ul style="list-style-type: none"> <li>• flexible</li> <li>• self-motivated</li> <li>• quick learner</li> </ul> | <ul style="list-style-type: none"> <li>• initiator</li> <li>• responsible</li> <li>• reliable</li> </ul> | <ul style="list-style-type: none"> <li>• willing to work</li> <li>• punctual</li> <li>• willing to ask questions</li> </ul> |
|--|---|--|---|

## Career Development Center – Intake Packet

# 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 is not impossible.

Some barriers, such as lack of transportation, are challenging, temporary and addressable.

### 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 temporary assistance recipient \_\_\_\_ yes \_\_\_\_ no
- Mental illness \_\_\_\_ yes \_\_\_\_ no
- Need 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:

# GENERIC EMPLOYMENT APPLICATION

Name: \_\_\_\_\_  
Last First Middle  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate telephone: \_\_\_\_\_



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.

# Career Development Center – Intake Packet

## 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 Job Seeker's Intake Session.

**Job Seeker:** The CDC Program is here to assist with 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 constructive feedback to enhance your chance of getting 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 your 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 your prospective employers?
- 8) Why are you the right person for this prospective job?
- 9) Tell of a time you worked under a great deal of pressure. How did you handle it?
- 10) Explain how you will handle the responsibilities of this prospective position.
- 11) Do you have any questions and/or comments?



## 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/Introvert	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/ Vocalized Pauses	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 JOB SEEKER'S STRENGTHS AND WEAKNESSES:

WHAT SUGGESTIONS FOR IMPROVMENTS DO YOU RECOMMEND?

PLEASE LIST ANY OTHER COMMENTS AND/OR SUGGESTIONS:

# Career Development Center – Intake Packet

## 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 record of your documented skills, abilities, referrals and recommendations will help increase your interviewing skills and narrow your job searching efforts! Begin by organizing your Career Mapping Plan, which will help you create the Target Weekly Battle Plans.

You will 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

## Career Development Center – Intake Packet

# 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	\$ -		

<b>Hrly Wage To Replace ATAP</b>
\$ -

<b>Hrly Wage To Replace Welfare</b>
\$ -

### 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		<b>Subtotal:</b>	\$ -
Alaska/Stafford		Birthdays			
Debts to others		Child Support			
<b>Subtotal:</b>	\$ -	<b>Subtotal:</b>	\$ -	<b>Grand Total:</b>	\$ -