



LAND A JOB. LAUNCH A CAREER.

UTAH DEPARTMENT OF WORKFORCE SERVICES





NEED AN EXTRA EDGE FOR SUCCESS?



IF YOU WANT TO:

- Polish your employment skills
- Write a more powerful resume and cover letter
- Network, including via social media
- Learn to interview for jobs more effectively
- Identify your skills
- Develop a career portfolio
- Budget and manage finances

YOU NEED TO:

- Commit to 2-4 weeks of intensive employment preparation
- Be able and available to work full-time
- Secure child care and reliable transportation
- Be on time
- Wear appropriate business casual/professional dress
- Be 18 years of age or older

SIGN UP FOR WORK SUCCESS

an intensive employment preparation program with a

79% success rate!

COACH NAME:

To sign up, please talk to an employee in the office

Make a commitment to be successful today!

americanjobcenter



WORKFORCE SERVICES
WORKFORCE DEVELOPMENT



EXPECTATIONS

Work Success Expectations

Attendance

- Include start time, break times, lunch time, and end time
- Participation in morning and afternoon check-in sessions
- Arrival process – On-time arrival and if applicable share procedure for coach meeting participants in the lobby area, sign-in and sign-out process and Work Success badges/name tags.
- Protocol for contacting coach if late, absent, or in emergency situation
- Notify coach of appointments and if leaving early

Work appropriate clothing

Enter completed activities and job contacts daily

- Work Success participation hours
- Job Search Activity Record in Job Contacts

Behavioral Guidelines

- On-time arrival at start, after breaks and lunches
- Active and meaningful participation
- Respect for self for others – i.e. responsive listening, courtesy to peers, presenters and coach, no side-bars or inappropriate comments
- Appropriate computer user, i.e. social websites are to be used for job search only, no streaming, no accessing inappropriate sites
- Save documents on flash drive, cloud storage, or online like Google docs

Specific Site elements – i.e. restrooms, drinking fountains, break room use, cell phone use, employee-only areas, smoking, emergency exits, etc.

