



Passport to Success

CEO'S COMPANY PRINCIPLES OF SUCCESS

(CEO CPs)

C OOPERATION WITH SUPERVISOR

E FFORT AT WORK

O N TIME

C OOPERATION WITH CO-WORKERS

P ERSONAL PRESENTATION

CEO DAILY WORKSITE EVALUATION

Name: _____
(print)

Signature: _____

CEO ID #: _____

Job Coach: _____

Job Developer: _____

Sr. Site Supervisor's Review:

Initial _____ Date _____ Initial _____ Date _____

Appointment Dates and Times:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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MY COMMITMENT TO SUCCESS

“Formulate and stamp indelibly on your mind a mental picture of yourself as succeeding. Hold this picture tenaciously. Never permit it to fade. Your mind will seek to develop the picture. Do not build up obstacles in your imagination.”

Norman Vincent Peale (1898 -1993)

Vocational Commitment – What you will do in partnership with your Job Developer to find the right job for you?

Elevator Pitch- 3 sentences: (1) Hi, my name is... (2) my skills and experience are: (3) how they relate to the job I am seeking; (4) why I am the best person for the job.

Networking Plan- Identify the people you know who can assist you in your job search. Then state what you will ask your contacts to do to assist you in finding a job and how you will follow up with them.

ROADMAP TO SUCCESS

Congratulations on completing CEO's Pre-Employment Training! Now you can work at a transitional job site while focusing on finding a full-time job. This roadmap is a short guide to CEO's program.

First Stop: Transitional Job

You obtain Short-term, paid employment at one of CEO's supervised worksites. You can plug in to a worksite by calling CEO's DATA department at:

PHONE 800 493 9904 Sick Line x461

TOLL FREE 1 877 656 1480

For Night sites call between 11am-2:30pm (for same day)

For Day sites call between 1pm - 5pm (for next day)

If you are going to miss a day of work, notify your Job Coach or Job Developer and call Data to be unplugged from the site. If it is not business hours, call the Sick Line at least 1 hour prior to site start time. Please leave your name, number, CEO ID, and the reason you are out. Call DATA to re-plug in when you are available. If you have an un-excused absence, you will be suspended.

Second Stop: Job Coaching

Your job coach will help you master the CEOCP's and become job-start ready.

Third Stop: Job Development

Once you are job-start ready, your job developer will help you find permanent employment. The job developer will get to know you and match you to the job that best fits your skills, abilities and preferences.

Fourth Stop: Full-Time Job

Fifth Stop: Retention

Even after you get a full-time job, CEO staff will help you succeed at your work place and will connect you to educational opportunities.

Make sure to take advantage of these special offerings:

Rapid Rewards Program

Bring in your pay stubs and you can receive hundreds of dollars from Rapid Rewards - a year-long program for staying employed outside CEO.

Each journey begins with one step!

Date: _____ Class: _____

Instructor: _____

Cooperation with Instructor(s)				
CS1: Listened actively, followed instructions, & kept Instructor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort in Class				
EW1: Understood priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills in class – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the class				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

Date: _____ Site: _____

Site Supervisor: _____

Cooperation with Supervisor(s)				
CS1: Listened actively, followed instructions, & kept Supervisor(s) informed of work progress				
Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS2: Asked questions to understand job tasks completely				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
CS3: Sought and acted on job performance feedback				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
Effort at Work				
EW1: Understood work priorities and completed assigned tasks in the allotted time period				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW2: Completed work independently				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
EW3: Developed skills on the job – proactively - and learned from successes and failures to maximize productivity				
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
On Time				
OT1: Arrived on time for the start of the work day				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT2: Arrived on time from break				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		
OT3: Arrived on time from lunch/dinner				
No <input type="checkbox"/>		Yes <input type="checkbox"/>		

JC Initial: _____ Date: _____

JD Initial: _____ Date: _____

Cooperation with Co-workers

CC1: Developed productive work relationships that are respectful, trustworthy, and honest

Low		Meets Standards		High
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

CC2: Managed conflicts non-violently and listened to the opinions of others

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
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CC3: Promoted teamwork by accepting assigned role and by helping others to complete tasks

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
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Personal Presentation

PP1: Dressed professionally, spoke respectfully, and acted responsibly

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
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PP2: Remained focused on the needs of CEO's customers

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
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PP3: Sustained a positive attitude and expressed a desire to succeed individually and collectively

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
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SUPERVISOR COMMENTS:

JOB START READY: Yes No

Always look the person interviewing you for a job in the eye.

RULES AND REQUIREMENTS OF CEO

OTHER INFRACTIONS THAT REQUIRE JOB COACHING INTERVENTION AND/OR DISCIPLINARY ACTION:

1. Having repeated un-excused absences (including failing to return from breaks) or abuse of excused absences
 - a. I must inform my JC at least 1 hour in advance of my expected arrival at my assigned worksite if I plan to be absent from work.
- b. If I am un-excused from work, I will not be able to plug in to a worksite until 3:00PM.
2. Failing to be on time for work sites and for Job Developing Appointments
3. Dressing inappropriately for job interviews
4. Dressing inappropriately for worksites, I must:
 - a. Wear steel-toed boots, long sleeved shirt and I.D
 - b. Bring "Passport to Success" with me everyday to the Site and on my Appointment Day with my Job Developer and Job Coach
 - c. Wear no jewelry except for a watch, wedding band or chain with a religious symbol worn under shirt
 - d. Not leave clothing or personal belongings on the worksite
- e. Understand that I can be dismissed from the site and lose a day's check for dressing improperly. Inappropriate dress includes shorts or sweats.
5. Wearing or flashing gang related clothing or beads may result in being discharged.
6. Making personal phone calls while at a worksite.
7. Using portable personal multi-media devices (such as DVD players or iPods) at CEO offices or on worksites.
8. Failing to keep beepers and cellular phones out of sight and silent (set on "vibrate").
9. Using office or site property without permission.
10. Entering into unauthorized areas while on a work sites.
11. Failing to obey all applicable safety regulations.
12. Failing to plug into a worksite.

To ensure that Staff is available to serve my needs in a timely manner, I will not report to 32 Broadway without a specific appointment or on days other than my scheduled appointment day.

CEO reserves the right to revise these rules at any time without advance notice to me. It is my responsibility to remain in contact with my Job Coach and/or Job Developer so that I can remain informed and updated on CEO's program

RULES AND REQUIREMENTS OF CEO

IMMEDIATE DISCHARGE: I will be immediately discharged for the following infractions:

1. Using of drugs or alcohol on a transitional worksite or in 32 Broadway (during working hours and including lunch breaks)
2. Having weapons in my procession
3. Having sexual contact on a worksite or in 32 Broadway
4. Entering into an unauthorized area while at 32 Broadway
5. Having physical contact, altercations or threats of bodily harm
6. Stealing or destroying property
7. Sabotaging job interviews and/or repeated refusals (at least two) to accept job opportunities

IMMEDIATE SUSPENSION: Depending on when the infraction occurred, I will be immediately placed on Inactive Status for 4 to 8 days, for the following infractions – if I do not change these behaviors and I am suspended again, I will be terminated. I will be immediately suspended for the following infractions:

1. Being verbally abusive or insulting
2. Being verbally or sexually harassing
3. Using offensive or threatening gestures
4. Fraternalizing
5. Having repeated refusals (at least two) to participate in the Job Development and Job Readiness process

Prior to the above-mentioned suspensions being lifted a hearing will be conducted to gather all the information and decide what action needs to be taken. Hearings will be held from 1:30pm to 3:30pm on Thursdays. Depending on need, additional hearings may be scheduled at the discretion of management.

MANDATORY 2 DAY SUSPENSION: Repeated suspensions for the following infraction will lead to immediate termination:

1. Refusing to work on a worksite that is within a single fare ride from my home or to a CEO pick-up hub and on a shift that does not conflict with verifiable Parole, Court, or other program obligations