



ITOP Futures Project

**TIPS FOR SUCCESS
GUIDE TO TRANSITION**

Name _____
Address _____
Phone _____
E-Mail _____

Emergency Contact Information:

Name _____
Relationship _____
Phone _____

POSTSECONDARY EDUCATION / TRAINING DOCUMENTS

EDUCATIONAL HISTORY

High School _____
Year Graduated _____
 Diploma GED Other

My school records may be requested at:

Location of Evaluations / Test Results

HEALTH HISTORY:

Allergies _____
Medications _____
(Some medications affect drug tests)
Injuries _____
Illness _____

AGENCIES I AM CONNECTED WITH:

- Vocational Rehabilitation
- County/Brokerage Service
- ODDS
- College
- FACT
- _____
- _____

DISABILITY INFORMATION

If you have a disability that creates challenges for you, the disability may qualify you for assistance from a variety of agencies. It is up to you to decide to tell anyone about your disability. If you choose to talk about it, some information that would be helpful is:

What is your disability?

How does your disability create barriers to overcome at work or in the classroom?

Where are records that document your disability?

Help that you need (Accommodations):

**DIRECT YOUR OWN LIFE: KNOW YOURSELF
MY GOALS: MY PLANS FOR MY FUTURE**

MY INTERESTS:

- Realistic:** Active, use Tools, Equipment
- Investigative:** Analyze, Study, Research
- Artistic:** Creative, use Imagination
- Social:** Help People
- Enterprising:** Lead, Persuade, Sell
- Conventional:** Organized, like Routine

OPTIONS I AM CONSIDERING TO ACHIEVE MY GOALS

(go to Work at, get Training at, attend a specific College, etc.)

DEFINE YOUR STRENGTHS:

Types of Learning Styles:

- Auditory:** Learn by hearing, listening
- Visual:** Learn by seeing, reading, using graphs, maps
- Kinesthetic:** Learn by feeling, using all senses.
- Independent:** Prefer to work alone, with no distractions
- Group:** Prefer to work with a group, learn from each other.

MY Learning Style is: _____

UNIQUE TALENTS I HAVE:

- Body Smart** Coordinated, Athletic
- Self Smart** Like to Study, Concentrate, Work Alone
- Interpersonal** Social, Friendly
- Nature Smart** Enjoy Outdoors, Nature
- Picture Smart** Use images , Visualize,
- Music Smart** Think in Music, Sounds, Rhythms, Patterns
- Number Smart** Learn through Numbers, Problem-Solving
- Word Smart** Learn by Reading & Listening, Like Writing

SKILLS EMPLOYERS & TEACHERS

VALUE:

- Interpersonal Skills** People Skills, Teamwork, Leader
- Customer Service Skills** Greet, Assist Customers
- Communication Skills** Speak, Listen, Like People
- Thinking Skills** Make Decisions, Visualize, Prioritize
- Basic Skills** Math, Reading, Writing
- Problem-Solving** Analyze Problems, Develop Solutions
- Technology Skills** Use Computer, Knowledge of Programs
- Technical Skills** Have Skills Specific to a Career/Occupation.

SKILLS / ATTRIBUTES

I HAVE THAT LEAD TO SUCCESS IN THE CLASSROOM & THE WORKPLACE:

TRAITS EMPLOYERS & TEACHERS

LIKE

- | | |
|----------------------|------------------|
| Hardworking | Honesty |
| Reliable | Organized |
| Confident | Enthusiastic |
| Flexible | Willing to Learn |
| Clean Driving Record | Drug Free |

INFO FOR JOB SEARCH

CAREER CLASSES

- Agriculture ROP _____
- Business _____
- Family Life Science _____
- Industrial Technology Other _____
- Computer Science _____

EXTRACURRICULAR ACTIVITIES

- Art Athletics / Sports _____
- Drama _____
- Music _____
- School Newspaper Student Clubs _____
- School Yearbook _____

VOLUNTEER / COMMUNITY SERVICE EXPERIENCES

AWARDS / RECOGNITIONS EARNED

WORK HISTORY

Employer _____
Address _____
Job title _____
From _____ to _____
Phone _____
Supervisor _____

Employer _____
Address _____
Job title _____
From _____ to _____
Phone _____
Supervisor _____

REFERENCES

Name _____
Phone Number _____
Address _____

Name _____
Phone Number _____
Address _____

Name _____
Phone Number _____
Address _____

EMPLOYERS SAY:

*"I like to interview people who are prepared.
It tells me they are interested in working!"*

TIPS FOR FINDING A JOB

TOP FIVE WAYS TO FIND JOB LEADS:

- Friends / Family Members
- School Career Center
- Smart One-Stop Career Center
- Knock on Doors -- drop in to apply
- Cal Jobs or Web-Based Resume Services

GET READY TO SEARCH FOR A JOB

Always **DRESS** like you are ready to go to work immediately when you are looking for a job.

Employment Documents that all employers are required to see:

- SS Card / # _____
- Birth Certificate _____
- Driver's License / DMV Picture ID # _____

TOOLS TO SELL THE EMPLOYER ON HIRING YOU

Have a current **Resume** to attach to your job application. Use the information you have compiled on this form.

Write a **Cover Letter** that helps the employer know you are interested in the job and are the best person to hire for the position.

Be prepared to complete a **Job Application** either on a computer or by hand when you are contacting employers. Make sure all information is current. Use this document as a master file.

Read the Job Announcement carefully. Make sure you put the minimum qualifications and skills listed on the announcement on your application and resume.

GET READY FOR THE INTERVIEW

Get a good night sleep
Dress neatly & appropriately -- Avoid strong colognes
Plan ahead -- Arrive 15 minutes early
Make sure you have the Address & Phone Number
Research the Services/Products the Business provides
Be Enthusiastic
Review your Qualifications for the job
Don't smoke or chew gum.

Send a **Thank You Letter** the next day following your interview. This will let the employer know you are sincerely interested in the job.

INTERVIEW HINTS

REMEMBER TO: Shake Hands -- Make Eye Contact -- Sit Attentively with Good Posture!

EMPLOYERS WANT TO MAKE SURE YOU ARE THE BEST PERSON FOR THE JOB -- BE

PREPARED TO:

Talk about your work history (paid and unpaid) -- Remember babysitting, chores, lawn mowing, volunteering count.

Talk about why you would make a terrific employee -- Review the attributes & skills listed on this document.

Discuss what you liked about your last job & why you left -- If this is your first job, talk about why you want to work.

SOME COMMON QUESTIONS EMPLOYERS ASK:

Tell me about yourself. **TIP:** They want to learn about your experience & your skills related to the job.

Why would you like to work here? **TIP:** Know something about the business/company & the job & what you would do.

SOME QUESTIONS YOU MAY WANT TO ASK:

What hours would you expect me to work? What do you look for in an employee?

Do you offer any training? What is your dress code?

Will there be any opportunities to advance? Please describe a typical day & specific tasks I would do?