



July 8, 2023



Dear Job Seekers,

For those individuals not currently assigned to a training site, we will be allowing at-home training packets to be completed, while a new training opportunity is found for you. However, after October 1, 2023 any individual without a training site will be placed on an unpaid leave of absence.

Training materials will be posted to our website at www.vantageaging.org/indiana for each pay. Below are the assignments for July 8th-21st. At the end of each pay period, you will need to send the completed Summary Questions sheet and training timesheet with the actual hours you worked on the packet (up to 20), either by fax to 330-535-2253 or by email to payroll@vantageaging.org. This timesheet and summary questions are due by Monday July, 24th at 5:00 pm.

If you have any questions please call Dustin Henthorne 330-253-4597 ext. 352

Training – Week 7/8/23 to 7/21/23

- Assignment 1: **GOALS FOR PARTICIPATING IN SCSEP WORKSHEET (#1) JOB VALUES INVENTORY WORKSHEET (#2)**
- Assignment 2: **UNDERSTANDING YOUR PERSONAL STYLE: CHARACTERISTIC AND ATTITUDES WORKSHEET (#1) PERSONAL CHARACTERISTICS AND ATTITUDES WORKSHEET (#2)**
- Assignment 3: **DEVELOPING YOUR UNIQUE SELLING PROPOSITION WORKSHEET (#1)**
- Assignment 4: **CREATING YOUR 30 SECOND ELEVATOR SPEECH WORKSHEET (#1) THE DO'S AND DON'TS OF THE ELEVATOR SPEECH WORKSHEET (#2)**
- Assignment 5: **WORK EXPERIENCE WORKSHEET (#1) PROFESSIONAL REFERENCES CONTACT INFORMATION WORKSHEET (#2) EDUCATION AND TRAINING WORKSHEET (#3) PERSONAL ACTIVITIES AND ASSOCIATIONS WORKSHEET (#4) COMPLETING A FULL LENGTH JOB APPLICATION WORKSHEET (#5)**

Sincerely,

VANTAGE AGING SCSEP TEAM

ASSIGNMENT 1: JOB VALUES INVENTORY WORKSHEET (2)

A major goal for participants enrolled in SCSEP is finding a job. When you think about your future job, it is important that job includes priority elements that are most important to you. This exercise helps you identify which job qualities you value most. Rank the items below from 1 to 16 with 1 being most important and 16 being the least important.

____ Good salary

____ Good benefits (health insurance, retirement, etc.)

____ Job security

____ Work hours that meet your needs

____ Satisfactory location

____ Compatible co-workers, supervisors, customers

____ Opportunity to learn and develop skills

____ Challenging and satisfying work

____ Good working conditions/environment

____ Like/believe in what the organization does

____ Chance for promotion/advancement

____ Ability to save money

____ Work on a variety of tasks during any given day at the job

____ Complete the same tasks routinely

____ Work with other people (i.e. employees, customers, be a member of a team, etc.)

____ Work on my own while doing my job

JOB VALUES INVENTORY SUMMARY

List the top 6 "Job Values" you consider very important to have in your future job.

My Top 6 Job Values are:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Out of the 6 Job Values listed above, explain why these are so important to you and why you feel you cannot manage without them.

I cannot be without these Job Values because:

1.

2.

3.

**ASSIGNMENT 2: UNDERSTANDING YOUR PERSONAL STYLE: PERSONAL CHARACTERISTICS AND ATTITUDES
WORKSHEET (1)¹**

Identifying and understanding your personal characteristics and attitudes are reliable indicators of how well you will enjoy a certain job or work environment. By completing this worksheet, you can better pursue career choices that fit your preferences.

Answer the questions from the perspective of who you are now, not who you would like to be.

Identify each item with either a **Y** for **YES**, I have this characteristic, or enter a **D** to indicate that you **DESIRE** to have this characteristics or attitude. *Leave the area blank if the answer is No.*

PERSONAL CHARACTERISTICS AND ATTITUDES PROFILE					
Characteristic/Attitude	Y/D	Characteristic/Attitude	Y/D	Characteristic/Attitude	Y/D
organizational ability		good study habits		social skills	
work alone		work in groups/teams		public speaking	
write clearly		manage stress		aggressive	
passive		Adjust well to change		assertive	
precise		cautious		risk-taker	
calm		nervous		focus on tasks	
competitive		do my work well and thoroughly		creative	
diplomatic		optimistic		patient	
able to get people to see my point of view		nurturing		mature	
loyal		honest		easy-going	
task oriented		people oriented		logical	
friendly		efficient		enthusiastic	
rational		dependable		analytical (logical)	
self-confident		organized		motivated	
understand other people's feelings		a good listener		resourceful	
quiet		punctual (on time)		professional	
humorous		mechanically inclined		consistent	

¹ Adapted from https://www.fedcareerinfo.com/forms-worksheets.htm#Personal_Characteristics_and_Attitudes_Profile

PERSONAL CHARACTERISTICS AND ATTITUDES PROFILE					
Continued					
Characteristic/Attitude	Y/D	Characteristic/Attitude	Y/D	Characteristic/Attitude	Y/D
modest		liked by others		reserved	
sensible		tough		strong willed	
detail-oriented, careful		follow directions		composed	
able to use my hands well		evaluate situations		follow instructions	
accept responsibility		cheerful		kind	
practical		generous		sincere	

CHOOSE 3 ATTRIBUTES THAT MAKE YOU AN OUTSTANDING CANDIDATE FOR A JOB FROM THE TABLE ABOVE.

DESCRIBE THE TIME YOU USED EACH ONE IN A JOB SETTING.

EXAMPLE:

DETAIL-ORIENTED: As the agency Custodian at my host site, I am detail-oriented in performing all cleaning duties. I am responsible for disinfecting, sweeping, dusting, mopping, stripping, waxing and polishing hallways, offices, staircases and other internal and external spaces as assigned.

1.

2.

3.

ASSIGNMENT 3: DEVELOPING YOUR UNIQUE SELLING PROPOSITION WORKSHEET (1)

The term Unique Selling Proposition (USP) is used by companies to market their products in the face of stiff competition. It refers to that one thing that makes their product different from others. You may recognize several of these companies and their popular Unique Selling Propositions:

- **Avis Car Rental:** "We're number two. We try harder."
- **DeBeers:** "A diamond is forever."
- **TOMS Shoes:** "Buy one, donate one."
- **FedEx Corporation:** "When it absolutely, positively has to be there overnight."
- **M&Ms:** "The milk chocolate melts in your mouth, not in your hand."
- **Domino's Pizza:** "You get fresh, hot pizza delivered to your door in 30 minutes or less or it's free."

Job seekers have to market themselves too. Candidates need to know their unique skills and capabilities to answer the question—"Why should we hire you?" By determining your Unique Selling Proposition and building it into your "Job Marketing Campaign (your cover letter, resume, interview, etc.)", you will have a solid advantage over other candidates.

INSTRUCTIONS:

Part 1: Gather your information by asking yourself: What is that one thing that makes me unique? What work and life experiences do I have that makes me a better candidate than other candidates? What can I offer that no other candidate can?

- Review answers on previous worksheets to help you identify your special skills.
- Reach out to friends, supervisors, and colleagues to ask them for their ideas and insights on your unique talents and abilities.
- Review several job advertisements for the type of job you are seeking to compare the skills employers are looking for and your experience, skills and talents. (*Tip: Refer to Training Packet 1, Assignment 4: Employability Skills Worksheet (1)*)

Part 2: Craft your USP into a statement of around 10 to 20 words.

Keep the following rules in mind:

- It is usually only one or two sentences long.
- It is stated in clear terms, and is easily understandable.
- It is believable.
- It emphasizes some unique benefit that you can provide better than other candidates.

Part 3: Fine tune your message by completing 5 fill-in-the-blank statements. Once finished, create your final memorable USP to market yourself anywhere, anytime! Be ready to share with your Project Director on your next call!

To get you started in the right direction, complete (and feel free to change) the following sentence:

- "Because of my _____, I can _____ for you better than other applicants."

Examples:

- “Because of my 10 year experience in Food Service and my Food Handler SafeServ and OSHA certifications, I prepare, store and serve delicious food faster and keep my work area safer than other applicants you may be interviewing.”
- “Because of my experience as a Custodian in offices, schools, and park and recreation facilities, I have used all types of cleaning supplies and equipment to get the job done. I am a Certified Custodial Technician, I have my OSHA 10 certification, and am also certified in CPR and First Aid through the American Red Cross.”

1.

2.

3.

4.

5.

FINAL:

ASSIGNMENT 4: CREATING YOUR 30 SECOND ELEVATOR SPEECH WORKSHEET (1)¹

Being prepared to share your skills and job seeking goals with anyone, at any time, even in an elevator, is the idea behind an Elevator Speech. Similar to your Unique Selling Proposition (*Assignment 3 Worksheet 1*), an Elevator Speech is a clear, brief message or “commercial” about you. It communicates who you are, what you’re looking for, and how you can benefit a company or organization.

It’s typically between 30, but no longer than 60 seconds long--around the time people spend riding in an elevator to get to their destination.

YOU WILL FIND MANY USES FOR THE ELEVATOR SPEECH:

- Letting friends and colleagues know you are currently looking and applying for jobs.
- Introducing yourself at a job fair.
- Responding to questions during a job interview with employers.

AN ELEVATOR SPEECH IS:

- absolutely no longer than 60 seconds
- or - in words - approximately 100 to 120 words
- or - in sentences - 8 to 10 sentences

TIPS FOR A GREAT ELEVATOR SPEECH:

- *KEEP IT SHORT AND SWEET*: Be sure you can deliver your speech in 60 seconds or less.
- *FOCUS ON THE ESSENTIALS*: Say who you are, what you do, and what you want to achieve.
- *BE POSITIVE AND PERSUASIVE*: Your time is limited. Focus on what you want to do, not what you don’t want to do. Be upbeat and flexible.
- *PRACTICE, PRACTICE, PRACTICE*: Deliver your speech in a mirror, to a friend, or record yourself so that you are comfortable saying it and making sure your message is clear.

EXAMPLES:

Hi, I’m Samantha. I package food for Meals on Wheels and I love knowing we provide great food to people who need it the most--every day. I’m looking for a position that allows me to use my food safety and team leadership skills. Over the past few years, I’ve taken on more assignments at my organization, have my Food Handler and Allergens ServSafe certifications and plan to get my ServSafe Manager certification. Eventually, I’d like to lead a team and have more responsibilities like planning menus, ordering supplies, and scheduling delivery routes for drivers. I learned you are expanding services to patients returning home from the hospital. Can you tell me how someone with my experience may fit into your organization?

Hi, I’m Brad. I provide Customer Service for the Habitat for Humanity Re-store and coordinate donation and furniture pick-up. Ever since I can remember I have been organizing events and helping people. Just last week I helped organize a kitchen furniture donation drive. I recruited church organizations, Kiwanis Club, and other groups and we had over 100 kitchen sets donated! The more training I do with Habitat, the more I love it. I plan to make it my next career move. I know you work with many nonprofit organizations, please let me know if you hear of any Customer Service opportunities! Can I give you my contact information?

¹ Adapted from <http://sfp.ucdavis.edu/files/163926.pdf>

ASSIGNMENT 4: THE DO'S AND DON'TS OF THE ELEVATOR SPEECH WORKSHEET (2)

The purpose of an elevator speech for a job hunter is to draw your listener in, not to sell them something.¹ When crafting your pitch, it's best to come from a confident perspective of "here is what I do" and let the conversation flow. Follow these simple rules and guidelines and you should achieve success with this important job-hunting and networking tool.²

- **Don't** miss out during your job search by not having a well-developed Elevator Speech.
- **Do** make your Elevator Speech sound effortless, conversational, and natural.
- **Do** make it memorable and sincere. Open a window to your personality.
- **Do** write and rewrite your speech, sharpening its focus and eliminating unnecessary words and awkward constructions.
- **Do** avoid an Elevator Speech that will leave the listener mentally asking "So what?"
- **Do** consider including a compelling "hook," an intriguing aspect that will engage the listener, prompt him or her to ask questions, and keep the conversation going.
- **Don't** let your speech sound awkward or unpolished.
- **Do** practice your speech. You should know your speech well enough so you express your key points without *sounding* as though the speech was memorized. Let it become an organic part of you. Practice in front of the mirror, role-playing with friends, or while driving.
- **Don't** ramble. Familiarizing yourself as much as possible with your speech will help keep you from getting off track.
- **Do** be warm, friendly and enthusiastic. A smile is often the best way to show friendliness, enthusiasm, and confidence.
- **Do** take it slowly. **Don't** rush through the speech, and pause briefly between sentences. Breathe.
- **Do** show your passion for what you do.
- **Do** maintain eye contact with your listener.
- **Don't** get bogged down with jargon that your listener may not understand.
- **Do** be prepared to wrap up earlier than you were planning if you see the listener is in a hurry or you notice they are losing interest.
- **Don't** hesitate to develop different versions of your Elevator Speech for different situations and audiences.

¹ <https://chameleonresumes.com/7-tips-create-30-second-elevator-pitch/>

² <https://www.livecareer.com/resources/jobs/search/elevator-speech-dos-donts>

- When developing an Elevator Speech for a specific employer you've targeted, **do** research the organization and incorporate that knowledge into your speech.
- If you're cold-calling a hiring manager and get his or her voicemail **don't** be afraid to leave your Elevator Speech as a voice message. You may be even more successful getting action from the speech than if you had talked to the manager personally.
- **Do** incorporate examples and stories to help support your points. Provide examples of successful outcomes of using your skills. Stories make your speech memorable.
- **Don't** focus just on yourself, an approach that will almost assure a "so what?" reaction.
- **Do** focus on how you can benefit employers and help them solve their problems. Remember as you deliver your Elevator Speech that the listener may be mentally asking, "What's in it for me (or my company)?"
- **Do** use concrete, listener-friendly language, but at the same time, **don't** be afraid to paint vivid word pictures.
- **Don't** forget to include your competitive advantage-your Unique Selling Proposition--how you perform better than anyone else.
- **Do** end with an action request, such as asking for a business card, requesting an informational interview, or providing your contact information to share with others.
- **Don't** forget to update your speech as your situation changes.
- If you are uncomfortable with the kind of speaking that the Elevator Speech entails, **do** consider joining a speaking group such as ***Toastmasters*** to boost your confidence.

ASSIGNMENT 5: WORK EXPERIENCE INFORMATION WORKSHEET (1)

Job application forms request certain information that is not always included on resumes such as professional or personal references, the names of former supervisors, and/or a complete educational background.

INSTRUCTIONS: Complete all Assignment 5 worksheets/forms to gather information you will need and use during your job search.

WORK EXPERIENCE PROFILE		
Complete a Work Experience Profile form for each job you held. Include military service and volunteer work with associations and organizations. Use additional blank sheets if necessary.		
Date: _____	Profile # ___ of ___	
Company:		
Address:		
City:	State:	Zip:
Supervisor's Name and Job Title:		
Employment Dates:		
Duties and Responsibilities: (<i>Highlight Duties you especially Liked</i>)		
Skills, Knowledge and Abilities Used		

SAMPLE WORK EXPERIENCE DUTIES AND RESPONSIBILITIES FOR DIFFERENT CAREER PATHWAYS

CUSTOMER SERVICE:

1. Answer customer inquiries in person or by phone; answer multi-line phone.
2. Build rapport with customers.
3. Assist in maintaining a well-stocked supply room and neat waiting room appearance.
4. Act quickly to address customer concerns and provide resolutions.
5. Retrieve and distribute mail to appropriate personnel.
6. Perform routine clerical duties.
7. Maintain office and deliver impeccable customer service.
8. Answer heavy volume of phone calls and take messages.
9. Maintain up-to-date records at all times to meet compliance.
10. Perform daily data entry, filing, and ensure office runs efficiently.

OFFICE ADMINISTRATION:

1. Use a variety of software applications to prepare presentations, reports, and correspondence.
2. Utilize excellent communication and customer service skills with visitors.
3. File documents to maintain an organized and efficient office environment.
4. Train new administrative staff.
5. Develop and maintain administrative processes to achieve organizational objectives as well as to improve accuracy and efficiency.
6. Compose, type and proofread correspondence, screen telephone calls, schedule meetings, arrange tickler files and make travel arrangements.
7. Distribute incoming mail, Xerox, fax and maintain all department records.
8. Create a filing system exclusively for all sensitive information used throughout the agency.
9. Order and maintain supplies for the division.
10. Plan and coordinate internal meetings, off-site events, and develop event plans.

FOOD SERVICE:

1. Perform routine manual tasks in the preparation and serving of food and in cleaning and maintaining food service areas.
2. Organize and prioritize work flow and daily assignments for maximum production.
3. Maintain inventory and report to supervisor what items to order.
4. Follow approved procedures, clean and sanitize work area, equipment, utensils, and dishes.
5. Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary.
6. Maintain a positive and productive environment for both customers and coworkers.
7. Expand interpersonal and professional communication skills through serving customers, working with peers, and following the directions of supervisors and managers.
8. Prepare sauces, rotate food, bake, roast and fry meats to deliver orders on time.
9. Keep records of food deliveries, food used, and food cost.
10. Proficient with kitchen equipment, such as meat slicer, mixer, food processor, and deep fryer.

JANITORIAL/CUSTODIAL:

1. Clean, on a daily or scheduled basis, all assigned areas in accordance with the established practices and standards.
2. Perform a variety of interior and exterior duties on a contractual basis for clients.
3. Clean and sanitize bathrooms and refill towel and paper dispensers.
4. Provide general industrial cleaning duties including carpet cleaning, vacuuming, and window cleaning.
5. Collect and dispose of trash and other refuse in proper receptacles.
6. Obtain and maintain sufficient supplies on hand to carry out duties and responsibilities.
7. Report any breakdowns, accidents, damage or vandalism to the appropriate supervisor.
8. Secure all doors and windows whenever the building is vacant.
9. Perform floor care duties such as stripping, sealing and waxing.
10. Knowledge of chemicals and hazardous waste.

HEALTH CARE WORKER:**HOME CARE:**

1. Perform patient care tasks as directed by Registered Nurse or Physician.
2. Provide personal and homemaking services to elderly patients, performing light housekeeping duties, preparing snacks or meals, running errands, and transporting patients to doctor appointments.
3. Assist with activities of daily living such as mobility, dressing and assisting with personal hygiene.
4. Administer prescribed oral medications, check pulses, temperature and respiration and change dressings.
5. Maintain accurate and up-to-date records of services performed.

CLINIC/DOCTOR'S OFFICE WORKER

6. Schedule appointments for all patients.
7. Communicate with insurance companies regarding patient injuries.
8. Maintain medical records, department records and client files for the clinic.
9. Manage and maintain cleanliness of the clinic, including the preparation and sterilization of instruments.
10. Perform general administrative duties, which include assisting patients with check-in and checkout procedures.

ASSIGNMENT 5: PROFESSIONAL REFERENCES CONTACT INFORMATION WORKSHEET (2)

List names and contact information of at least 4 coworkers, supervisors or colleagues that you will use as professional references during your job search. Don't forget to include your Project Director, Host Agency Supervisor, and other recent contacts who can talk about your current skills, competencies, and work ethic.

PROFESSIONAL REFERENCES		
Name/Title	Company	Work Phone Number and Email Address
1.		
Comments: What skills, competencies, and positive traits can this Reference/Network Contact say about me to prospective employer?		
2.		
Comments: What skills, competencies, and positive traits can this Reference/Network Contact say about me to prospective employer?		
3.		
Comments: What skills, competencies, and positive traits can this Reference/Network Contact say about me to prospective employer?		
4.		
Comments: What skills, competencies, and positive traits can this Reference/Network Contact say about me to prospective employer?		

ASSIGNMENT 5: EDUCATION AND TRAINING WORKSHEET (3)

Compile your education and training history from all sources on the following forms. These forms will be used to help you determine your basic qualifications for various jobs that you will be exploring and to complete your job application. They will also help you identify other training and education that you may need for specific jobs.

EDUCATION AND TRAINING PROFILES		
High School, college University	Successfully Completed? Yes/No	Diploma/ Degree
Training Certification/Certificate Title	Training Source (i.e. Lynda, Microsoft, Red Cross, FoodServ, OSHA, etc.)	Date Awarded

ASSIGNMENT 5: PERSONAL ACTIVITIES AND ASSOCIATIONS WORKSHEET (4)

List the activities that you have been involved with in the following groups:

- **Professional:** (association memberships, positions held, committees served on, activities, honors, publications, patents, etc.)
- **Community:** (civic, cultural, religious, offices or positions held, activities, etc.)
- **Other:** (hobbies, recreational activities and other personal abilities and accomplishments)

PERSONAL ACTIVITIES

PROFESSIONAL: (ASSOCIATION MEMBERSHIPS, POSITIONS HELD, COMMITTEES SERVED ON, ACTIVITIES, ETC.)

COMMUNITY: (CIVIC, CULTURAL, RELIGIOUS, OFFICES OR POSITIONS HELD, ACTIVITIES, ETC.)

OTHER: (HOBBIES, RECREATIONAL ACTIVITIES AND OTHER PERSONAL ABILITIES AND ACCOMPLISHMENTS)

ASSIGNMENT 5: COMPLETING A FULL-LENGTH JOB APPLICATION WORKSHEET (5)

If you have ever began a job application without fully completing the process, you are not alone. Job seekers are often unable to complete an application because they do not have the information they need to answer all of the questions.

Now that you have gathered all the details and required information, **PRACTICE USING IT!!**

Not only will you complete job applications faster, you will complete more job applications by knowing what information is requested in full-length paper and online applications, and having the information you need, when you need it.

Instructions: Please complete the following typical job application. The more familiar you are completing one, the easier it will become over time. Please keep all forms for future use—you will be glad you did!!

PERSONAL INFORMATION

First Name: _____

Middle Name: _____

Last Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: (____) _____

Email Address: _____

¹ <https://www.thebalancecareers.com/job-application-form-sample-2061607>

Have you ever applied to / worked for [Our Company] before? Y or N
If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for [Our Company]?
 Y or N

If yes, state name & relationship: _____

If hired, would you have transportation to/from work? Y or N

Are you over the age of 18? Y or N

If you are under the age of 18, do you have an employment/age certificate? Y or
 N

If hired, would you be able to present evidence of your U.S. citizenship or proof of
your legal right to work in the United States? Y or N

Have you been convicted of or pleaded no contest to a felony within the last five
years? Y or N

If yes, please describe the crime - state the nature of the crime(s), when and where
convicted, and the disposition (final settlement) of the case:

If hired, are you willing to submit to a controlled substance/drug test? Y or N

POSITION AND AVAILABILITY

Position Applying For: _____

Desired Salary: \$_____ Desired Hourly Wage: \$_____

Are you applying for:

- Temporary work – such as summer or holiday work? Y or N
- Regular part-time work? Y or N
- Regular full-time work? Y or N

If applying for temporary work, indicate your desired length of employment below:

Start date: ___ / ___ / ___ End date: ___ / ___ / ___

DAYS/HOURS AVAILABLE

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

Hours Available: from _____ to _____

Are you available to work overtime? Y or N

If hired, on what date can you start working? ___ / ___ / ___

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed:

EDUCATION, TRAINING AND EXPERIENCE

High School:

School Name: _____

School Address: _____

School City, State, Zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / Diploma earned: _____

College / University:

School Name: _____

School Address: _____

School City, State, Zip: _____

Number of years completed: _____

Did you graduate? [] Y or [] N

Degree / Diploma Earned: _____

Vocational School:

School Name: _____

School Address: _____

School City, State, Zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree / Diploma earned: _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/Duties: _____

Related Details: _____

SKILLS AND QUALIFICATIONS: LICENSES, SKILLS, TRAINING, AWARDS

Do you speak, write or understand any foreign languages? Y or N

If yes, list which languages(s) and how fluent you consider yourself to be:

Do you have any specific certifications?

EMPLOYMENT HISTORY

You should be prepared to detail each position for the past five years and account for any gaps in employment during that period.

Are you currently employed? Y or N

If you are currently employed, may we contact your current employer? Y or N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, State, Zip: _____

Length of Employment (Include Dates): _____

Salary/Hourly Rate of Pay: _____

Position & Duties:

Reason for Leaving:

May we contact this employer for references? Y or N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, State, Zip: _____

Length of Employment (Include Dates): _____

Salary/Hourly Rate of Pay: _____

Position & Duties:

Reason for Leaving:

May we contact this employer for references? Y or N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, State, Zip: _____

Length of Employment (Include Dates): _____

Salary/Hourly Rate of Pay: _____

Position & Duties:

Reason for Leaving:

May we contact this employer for references? Y or N

REFERENCES

List 3 persons who have knowledge of your work performance within the last four years. Please include professional references only.

First and Last Name: _____

Telephone Number: _____

Email Address: _____

Address: _____

City, state, zip: _____

Occupation/Job Title: _____

Number of Years Acquainted: _____

First and Last Name: _____

Telephone Number: _____

Email Address: _____

Address: _____

City, state, zip: _____

Occupation/Job Title: _____

Number of Years Acquainted: _____

First and Last Name: _____

Telephone Number: _____

Email Address: _____

Address: _____

City, state, zip: _____

Occupation/Job Title: _____

Number of Years Acquainted: _____

AT-HOME TRAINING
SUMMARY QUESTIONS:
JULY 8 – JULY 21

NAME _____

COUNTY _____

Question #1 -ASSIGNMENT 1: JOB VALUES INVENTORY WORKSHEET (page 4 of the packet)

What were your top 3 job Values?

- 1.
- 2.
- 3.

Question #2 - Assignment 2 PERSONAL CHARACTERISTICS AND ATTITUDES WORKSHEET (page 8 of the packet)

What unique qualities do you bring to your future workplace that will benefit the organization?

- 1.
- 2.
- 3.
- 4.
- 5.

Question #3 – Assignment 3 - Creating your 30 second elevator speech. (page 11)

Write your first draft elevator speech.

This sheet and your timesheet are due by Monday 7/24/2020 at 5:00pm.
Fax to 330-535-2253 or scan and email to payroll@vantageaging.org.



TRAINING VERIFICATION FORM



Project Director to Complete before training starts

County: _____

Job Seeker Name: _____

Pay Period End Date: _____

Training Provided: _____

Check one: ODA DOL IDWD

Location of Training: _____

Check one: In-person Remote

Contact for questions: _____

Training Waiver Funded Yes No

Job Seeker to Complete:

If a lunch is taken, out/in times need to appear on the time sheet. Do not skip cells in between In/Out time if no break is taken. Make sure hours are correctly recorded and totaled in the appropriate column. If you see a Zero then check your In/Out cells to make sure they are filled out next to each other.

Training Date	In	Out	In	Out	Total Hours
Total Training Hours:					

"I agree that this training is part of my Individualized Employment Plan (IEP) to obtain unsubsidized employment. I certify this training was pre-approved by my Project Director or Training Navigator and is a true record of my attendance in training."

Job Seeker Signature: _____

""~

Trainer Signature: _____

Training sheets must be received by 5 pm the Monday following the end of the pay period. Failure to do so may result in the pay being delayed until the next pay period. Transmit to the Project Director:

FAX: _____

SCAN TO EMAIL: _____

Project Director Approval Signature: _____

Payroll Initial: _____

Dept # _____

Employee # _____