



**Leadership is  
action, not  
position.**

Donald H. McGannon

## Upcoming Events

### Job Link Workshops

February 7th, 14th, 21st, 28th

March 6th, 13th, 20th, 27th

10:00 am– 3:00 pm

Learn on-line job search skills and receive assistance with job search.

### Study Skills Workshop

February 13th 3:00-4:30 pm

Learn ways to improve your memory and how to study and do better in school.

### New Enrollee Workshop

February 20th at 3:00 pm

Youth will receive an overview of the YES program.

### Portfolio Workshop

February 20th 4:00 pm

Learn to showcase achievements, assemble a portfolio, and identify skills & abilities.



### FAFSA Workshop

February 28th 10:30 am or 2:30 pm

Apply for free federal financial aid. You can afford to go to school!

### Leadership Council

March 5th, 19th 3:00-5:00 pm

Participate in community service, learning projects and peer centered activities.

### Food \$ense

March 12th 3:00-4:30 pm

Make your food \$\$ last all month: Plan quick, tasty and inexpensive meals.

Call your YES Case Manager to sign up for workshops!

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## Tooele YES 2008 Groundhog Job Shadow Day A Great Success

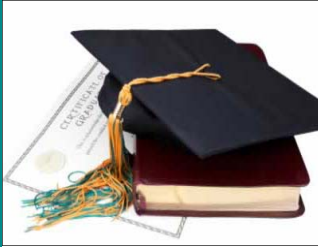
On February 1<sup>st</sup> 2008 over 25 youth from the Tooele YES program participated in the program's Ground Hog Job Shadow Day event. The event featured job shadow tours of four prominent Tooele employers: Mountain West Medical Center, Detroit Diesel, Tooele Federal Credit Union and Tooele School District Headquarters.

At Mountain West Medical Center youth met with several health care professionals and were able to obtain first hand educational and career advice, as well as employment opportunities at the Center. Over at Detroit Diesel, youth observed engine part refurbishing and assembly line stations while learning about the great pay, career ladders and benefits provided by the company. Close by, at the school district's headquarters, youth sat beside administrative assistants and clerks and observed them doing their jobs and learned prerequisites for hiring. Finally, across town, a group of youth toured the Tooele Federal Credit Union, observed tellers, loan specialists and managers at work and learned about entry level and career pathway opportunities in the credit and banking field.

The event kickoff was sponsored by the Tooele Chamber of Commerce and graciously hosted by Executive Director, Debbie Winn. Debbie provided youth and YES staff with breakfast and then spoke poignantly to the youth about her own experiences being a single mother and high school drop out. She conveyed to the youth how diligence, effort and hard work on her part changed her life around.

YES wants to commend all the youth who braved the inclement weather to attend the Job Shadow event. Woody Allen once said, "Eighty percent of success is showing up". Don't take his statement lightly. We know that most of you did not really want to trudge out into the cold, snowy morning (including YES staff) and that many of you may have even hoped the event would be cancelled. But you showed up anyway and you came away from the experience a little more knowledgeable, confident and self disciplined. Showing up says a lot about who you are and where you are going in life. Keep up the great work.

By: Charlie Otis



Education is learning what you didn't even know you didn't know.

D. Boorstin



It's all about who you know.

**MENTORS  
MAKE IT HAPPEN!**

# Ways to Improve Memory

- ◆ **Relax!** When you're relaxed, you will learn information more quickly and remember it better.
- ◆ **Create Pictures:** Draw diagrams or put a visual image in your head of what you learned.
- ◆ **Repeat, Repeat, Repeat:** Repeating what you have learned will help you remember it 3 times better than just reading it once.
- ◆ **Write it down:** Writing a note to yourself will help you remember an idea, even if you never look at the note again.

By: Jessica Shupe



# Mentors

**YES can set you up with a professional mentor for a year.**

*Professional mentors are successful leaders in their fields who want to help you get connections, learn what it really takes to excel in your dream job, and develop the skills that will get you promoted.*

*A mentor can open doors to amazing new opportunities. Build your career with personal help!*

### The Mentoring Program Includes:

- ◆ Talking with a mentor twice a month by email, phone, or in person.
  - ◆ Participating in exciting quarterly mentoring events.
  - ◆ Contact and support from the mentoring Coordinator
- Staying in contact with your mentor will help you earn leadership hours towards a \$150 bonus.

Call your case manager to get involved!

# Applications 101

- ◆ Employers require an application as the first step to employment. An application is used to judge you as prospective employee and is an opportunity to sell your qualifications.
- ◆ Most employers receive hundreds and even thousands of applications a year. The reality is that employers screen out most applications and read only those that catch their attention.
- ◆ The application should be neat, with no errors in grammar or spelling. Be sure to print neatly, avoid abbreviations, use black ink and respond to all questions. Use N/A (not applicable) if the section does not apply to you. If you are seeking professional office jobs, then you may want to type the application.
- ◆ It is important to be truthful on an application. The information you provide will become a permanent part of your employment record when hired.
- ◆ Pay attention to and honor those sections that say "Do Not Write Below This Line" or "Office Use Only." You should read these sections carefully. They may give you insight into the evaluation process.
- ◆ Avoid any negative information, especially personal, legal or financial problems. Look for ways to show that you are the right person for the job.
- ◆ When asked about salary requirements, it is best to respond with "Open" or "Negotiable." This is often a knockout question used to screen applicants. Use this response even when the wage is posted. You never know what the future holds, and you may be able to negotiate a higher wage.
- ◆ When stating why you left a job avoid terms like "Fired, Quit, Illness or Personal Reasons." Such terms may screen you out for the job. Indicate that it was time to move on. Look for positive statements about why you left a job such as "Looking for More Responsibility," or "Seeking a More Challenging Position."
- ◆ Some applications may contain questions that are tricky or even illegal. These may include questions about age, sex, disabilities, health, marital status, children, race and criminal convictions. It is up to you how you respond to these questions. Generally, if the questions does not raise a problem, answer it. If it does, you may want to use N/A or a dash. But beware; you may be screened out by too many non-responses.
- ◆ References are an important part of your job search so choose them carefully. Do not just list someone you know but someone who can honestly talk about your qualifications. Before you use someone as a reference, be sure to talk to them about your job search and get their permission.
- ◆ There are four kind of references.
  1. Employment references are former employers or direct supervisors.
  2. Professional references are people who worked with you or know you in your work environment.
  3. Academic references are teachers and others who can talk about your school accomplishments.
  4. Personal references are people who know You so socially.

The employment or professional references are the most valuable

because they can discuss your qualifications.

- ◆ If possible, take the application home so you won't be rushed while completing it. This is especially helpful if you have trouble with spelling and grammar (it gives you the opportunity to seek help). Use an erasable pen, or keep handy a bottle of correction fluid for fixing errors.
- ◆ Make sure you double check grammar, spelling and content.
- ◆ If you need assistance in completing an application please call your case manager we are more than willing to help you.

Information for this article was taken from [http://jobs.utah.gov/jobseeker/guides/07\\_31.pdf](http://jobs.utah.gov/jobseeker/guides/07_31.pdf)

*Edited by: Cory Manzanares and Jessica Shupe*

Do more than is required. What is the distance between someone who achieves their goals consistently and those who spend their lives and careers merely following? The extra mile.  
Gary Ryan Blair



## Youth EmployAbility Services

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[www.yes.slco.org](http://www.yes.slco.org)



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# Birthdays

## January

Karla Bottoms  
Clint Hutsell  
Jessica Perry  
Stacy Pozza  
Danielle Turnbow  
Morgan Badger  
Megan Hall  
Jennie May Pritzkau  
Jennifer Syndergaard

## February

Klint Adams  
Stephanie Anderson  
Tera Mart  
Nathan Fenimore  
Raynail King  
Krisanna Long  
Carrie Shields  
Gloria Kershaw  
Teaira Scott  
William Anderson  
Michael Hone  
Robert Adams

## March

Heather Gunderson  
Brittany Harris  
Danielle Layton  
Ashley Moody  
Travis Murray  
Alex Anderson  
Cheryl Burns  
Brandi Putnam  
Breann Carpenter  
Jessica Dautrich  
Joie Halcomb  
Ashley Berg

# Accomplishments

Morgan Badger- GED

John Dahl- CDL

Helen Fontecchio- Obtained Employment

Clint Hutsell- High School Diploma

Gloria Kershaw- Obtained Employment

Brandi Putnam- 3 Month Job Retention

Jennifer Syndergaard- CNA State Certification

