



**WORKFORCE  
SERVICES**  
REHABILITATION

# PRE-EMPLOYMENT TRANSITION SERVICES

Job Readiness Workshop



updated 2022

## STUDENT PORTFOLIO

Utah State Office of Rehabilitation · [jobs.utah.gov/usor/students](https://jobs.utah.gov/usor/students)

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**This set of Job Readiness Workshops are  
presented by staff from:**

- Department of Workforce Services**
- Utah State Office of Rehabilitation**



# Pre-Employment Transition Services



Here are five topics that help you prepare for getting and keeping a job. The five topics that your Pre-ETS Instructor will cover in the Job Readiness Workshops include:



## 1. Job Exploration

Activities that allow you to explore your abilities and interests in order to help you decide on a career path that is a good fit for you.



## 2. Work-Based Learning Experiences

Activities that allow you to explore the work to understand how real work experiences provide the knowledge and skills that will help you connect school experiences to real-life work activities and future career opportunities.



## 3. Counseling on Postsecondary

Activities that give you an awareness of the wide range of career pathway. You will learn about how skill development and knowledge relate to life after high school, including vocational training and employment.



## 4. Workplace Readiness

Activities about the skills that help employees learn how to interact with supervisors and co-workers. They help reinforce the importance of timeliness and build an understanding of how you are perceived by others.



## 5. Instruction in Self-Advocacy

Activities that include instruction that helps you prepare to talk to an employer about your needs and desires that relate to doing your job. Emphasis is on taking responsibility for communicating your needs and desires in a straightforward manner to others.





## Topic for today

Keywords and what they mean:

1. \_\_\_\_\_

2. \_\_\_\_\_

What I found **most interesting** about this topic:

\_\_\_\_\_

What I **didn't know** about this topic:

\_\_\_\_\_

What I still **want to learn** about this topic:

\_\_\_\_\_



## My Goals for Next Week

Next week I will: \_\_\_\_\_

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**Self-Evaluation:** Evaluate your participation on a scale of 1 to 5 (5 = Always and 1 = Never)

	Never	Sometimes	Half the time	Most of the time	Always
Followed directions	1	2	3	4	5
Worked well with others	1	2	3	4	5
Asked questions	1	2	3	4	5
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## Pre-Interview Checklist

How you present yourself for a job interview is important. You only get one chance to make a first impression, and you want to be sure your first impression is good. The skills and abilities you listed on your resume were interesting enough for an employer to contact you for an interview, so you want your grooming and dress to be impressive as well. How you dress and your hygiene will be a factor in whether or not you get the job. In most cases, you want to dress a step above the position you are interviewing for. You also want to be sure you dress to impress when you attend job fairs where you have the opportunity to talk with employers from many companies. Taking the time and care to be clean and well-dressed will result in you making a good impression and get you one step closer to getting the job. Below is a list of things to consider as you get ready for a job interview.

- Be clean and neat, freshly showered with clean fingernails, teeth, hair, face, clothing and shoes
- Choose conservative, basic colors in clothes, hair, makeup, nail polish, etc
- No jingling keys or bulky items in your pockets
- No candy, gum, or tobacco in your mouth
- Wear minimal jewelry and fragrance
- Turn off electronic devices before you go into the interview
- Smile and be friendly
- Have a good attitude and use clean language
- Shake hands firmly with good eye contact (fist or elbow taps are allowable during Covid)
- Don't interrupt or argue with the interviewer
- Be prepared with copies of your resume
- Be sure to say "thank you"





## Top 10 Qualities Employers Look for in Job Candidates

1. Ability to work as a part of a team
2. Ability to make decisions and solve problems
3. Ability to plan, organize, and prioritize work
4. Ability to communicate with people inside and outside the organization
5. Ability to obtain and process information
6. Ability to analyze information and use it to make decisions
7. Technical knowledge related to the job
8. Ability to use computer software required by the employer
9. Ability to create and edit written reports
10. Ability to sell or influence others

*(Adapted from Job Outlook 2014, National Association of Colleges and Employers)*



## 30-Second Commercial

One of the keys to getting a job you will enjoy is networking. Meeting and talking with people who work in the field you are interested in is a good way to get tips for interviewing. One of the first things you can do when you meet someone you would like to add to your network of contacts is to tell them a little bit about who you are and what your interests are. You can use your 30 second commercial throughout your working life:

- ✓ At a job interview
- ✓ When meeting new people
- ✓ In a cover letter
- ✓ When calling or walking into a business where you are interested in applying
- ✓ When attending a job fair

My name is \_\_\_\_\_. I am a student at \_\_\_\_\_ school and my favorite subject is \_\_\_\_\_. I have experience with \_\_\_\_\_ (describe skills you have from jobs, volunteering, helping neighbors). I am looking for a job where I can \_\_\_\_\_ (talk about what you want to do for work). I can be a benefit to your company by \_\_\_\_\_ (what skill can you bring to their company).

Use the following questions to help you fill in the blanks to create your 30 second commercial script.

1. What is your job goal? \_\_\_\_\_  
\_\_\_\_\_
2. What skills do you have that will help you reach your goal? \_\_\_\_\_  
\_\_\_\_\_
3. What are you searching for in a job? \_\_\_\_\_
4. What skills do you have that will benefit the company? \_\_\_\_\_  
\_\_\_\_\_



State of Utah  
Department of Workforce Services  
Utah State Office of Rehabilitation  
**MASTER APPLICATION – STUDENT VERSION**

The purpose of a Master Application is to have all of your contact information, education, experience, and skills in one document for completing employment applications.

**1. Applicant Information**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street address

City State Zip Code

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**2. Employment Interest**

List the positions you are interested in:

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_

Available to work:  Full time  Temporary  Part time  Shift work

Date you can start: \_\_\_\_\_

**3. References**

Name/Title	Company/Address	Telephone/Email
<b>Professional</b>		
<b>Personal (Persons not related to you who you have known at least one year.)</b>		

**4. Work History** (List your work experience, beginning with most recent)

**Employer:** \_\_\_\_\_

Dates of employment from: \_\_\_\_\_ to: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address City State Zip Code

Supervisor's name: \_\_\_\_\_ Phone & email: \_\_\_\_\_

Hourly wage: \_\_\_\_\_

Job title, responsibilities, and duties:

Reason for leaving: \_\_\_\_\_

**Employer:** \_\_\_\_\_

Dates of employment from: \_\_\_\_\_ to: \_\_\_\_\_

Address: \_\_\_\_\_  
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Supervisor's name: \_\_\_\_\_ Phone & email: \_\_\_\_\_

Hourly wage: \_\_\_\_\_

Job title, responsibilities, and duties:

Reason for leaving: \_\_\_\_\_

**5. Education and Training**

**High School Name, City, State:** \_\_\_\_\_

**Highest level completed:**  Diploma  GED  Highest grade completed (1-12): \_\_\_\_\_

College, business, trade schools	Location	Major	Dates attended	Degree/ Certificate or # of credit hours

Licenses and certifications	License number	Expiration

Honors/awards/accomplishments	Name of organization awarding	Dates

**6. Special job skills** (words typed per minute, team player, self-starter, languages, computer skills)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Volunteer Work** (unpaid, community involvement)

**Organization:** \_\_\_\_\_ **Dates from:** \_\_\_\_\_ **to:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street address City State Zip Code

**Email address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title, responsibilities, and duties:** \_\_\_\_\_

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A proud partner of the  network

**Equal Opportunity Employer Program**  
 Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162





## Job Readiness Workshop Evaluation

The most important thing I learned is:

---

---

A **question** I still have about working is:

---

What I **didn't know** about this topic:

---

What I still **want to learn** about this topic:

---

---

The **three jobs** I am most interested in are:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**My name is:**

---

Cut along this line and return to your Pre-ETS Instructor





# Congratulations

FOR SUCCESSFULLY COMPLETING THE JOB READINESS  
WORKSHOP SERIES, YOU ARE BEING AWARDED THIS



**CERTIFICATE OF COMPLETION**



VOCATIONAL REHABILITATION STAFF

TEACHER

**WORKFORCE  
SERVICES**  
REHABILITATION



## Job Readiness Workshop



Need help contacting a Pre-ETS provider?  
Call 801-887-9500 and ask for the Pre-ETS Program Specialist.  
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