

SUMMER WORKS

7 Steps To SummerWorks Success

Seven actions to prepare yourself for a summer job and beyond!

www.summerworks.org

1 - REGISTER FOR SUMMERWORKS! www.summerworks.org

Register as soon as you can! Registration open November 7th. Many employers, like the Louisville Zoo and Kentucky Kingdom, start their hiring process in January! Don't have a resume yet? Don't worry, you'll be able to upload that later.

2 - CHECK YOUR EMAIL! We know email isn't your "go-to" way of communicating but it's the one that will get you a job! Most of our communication will be sent to you via the email addresses you provide (yours and an alternate). **Look for "SummerWorks" in the subject line.** Open it, read it and immediately follow the directions or take advantage of the resources provided. Some of the links will enable you to upload your resume, let us know more about your preferences or enable you to sign-up for an interview or job fair.

3 - DEVELOP YOUR WORK SKILLS! Seek out support at your school, with SummerWorks or online to learn important ways to prepare to be successful on the job. These include having a strong resume, being ready for an interview and knowing how to keep a job. YOU must take advantage of resources and opportunities to prepare yourself to be successful.

4 - RESPOND TO INTERVIEW REQUESTS! We will be matching you to job opportunities based on your interests and the job descriptions. When you receive an email or phone call **respond immediately** (even if you aren't interested). Make sure you understand the job description. Your contact information and work-related preferences provided at registration will be shared with employers looking to hire you. This includes your resume, so make sure it looks sharp! Be sure your voicemail message is professional and that you check it frequently.

5 - BE PREPARED! There will be several opportunities to meet employers and interview. Take advantage of opportunities to learn how to be successful at these events. Keep reading your emails and clicking on the links to learn important information about getting and keeping a job! Visit www.summerworks.org/ to learn about more resources.

6 - HIRED?! FIND LEGAL DOCUMENTS AND ATTEND ORIENTATIONS! In order to be employed you will need to provide legal documents like a Social Security card, birth certificate or Photo ID. Don't have these? Let us know so we can help.

7 - WORK HARD AND LEARN! Show up on time and participate fully in your job experience even if it's not perfect. Take this opportunity to see what you like and don't, practice communicating well and manage your money. Ask questions and learn new skills from your on-site Supervisor and co-workers. They will become job references for you in future jobs applications.

What is SummerWorks?

We work in collaboration with schools and community groups to register 16 - 21 year olds (as of June 1, 2019) in a process that develops the work readiness skills of young people and matches them to job opportunities over the summer (June 10 - July 26, 2019).

You are encouraged to follow these steps to gain work readiness education and experience that will cultivate your talents, provide you income and help you grow as a young professional. It requires you to invest in yourself by taking the steps highlighted here.

SummerWorks is led by KentuckianaWorks, the Louisville Region's Workforce Development Board, in partnership with YouthBuild Louisville.

DON'T GET STUCK! Are you homeless, have a language barrier, a disability, criminal background or other financial hardship? Please contact us so that we can support you on your path to getting a job! The Youth Service Center at your school or calling 2-1-1 can help too.

Talk to those adults and peers around you who support your goals - ask for advice or help.

Two Types of Work Experiences

Sponsored: For young people newer to the workforce. You will gain experience through work-based learning employment at local nonprofits and public agencies. Employees are paid through the SummerWorks Program, work 30 hours a week June 10 - July 26 and earn an hourly wage of \$8.25.

Private-Sector: Employers love it when you are ready to work! We have partnerships with dozens of businesses who want to hire YOU! There are positions in IT, Healthcare, Business, Education, Hospitality, Retail Sales, Construction, and Manufacturing! You can build upon your career education/ experience, and possibly earn a higher wage!

SummerWorks cannot guarantee a job since employers ultimately make the decision to hire. This is why being prepared is important!

SummerWorks Contact Information

www.summerworks.org

KY Youth Career Center
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Work Readiness & Registration Support

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