



# 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:

- One Stop / SMART
- College \_\_\_\_\_
- Department of Rehabilitation
- Far Northern Regional Center
- Mental Health
- CalWorks
- Northern Valley Catholic Social Services
- Lincs / Foster Care
- Other \_\_\_\_\_

#### 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?

\_\_\_\_\_

## 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

### **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**

- |  |             |
|--|-------------|
| <input type="checkbox"/> Agriculture           | ROP _____   |
| <input type="checkbox"/> Business              | _____       |
| <input type="checkbox"/> Family Life Science   | Other _____ |
| <input type="checkbox"/> Industrial Technology |             |
| <input type="checkbox"/> Computer Science      |             |

### **EXTRACURRICULAR ACTIVITIES**

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Art              |                          |
| <input type="checkbox"/> Drama            | Athletics / Sports _____ |
| <input type="checkbox"/> Music            | Student Clubs _____      |
| <input type="checkbox"/> School Newspaper | _____                    |
| <input type="checkbox"/> 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 \_\_\_\_\_

### **INTERVIEW**

**REMEMBER TO:** Shake Hands -- Make Eye Contact --

**EMPLOYERS WANT TO MAKE SURE YOU ARE THE BEST.**  
Talk about your work history (paid and unpaid) -- Remember to count.

Talk about why you would make a terrific employee -- Remember to count.  
Discuss what you liked about your last job & why you liked the work.

#### **SOME COMMON QUESTIONS EMPLOYERS ASK:**

Tell me about yourself. **TIP:** They want to learn about you.  
Why would you like to work here? **TIP:** Know something about the company you would do.

#### **SOME QUESTIONS YOU MAY WANT TO ASK:**

What hours would you expect me to work?

Do you offer any training? **What is the training?**

Will there be any opportunities to advance? **What are the opportunities?**

#### **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.