

SW MN PRIVATE INDUSTRY COUNCIL

OCTOBER 2011 TO DECEMBER 2011

Success Story - Brady St. Aubin

Brady is an 18 year old male, who is currently attending his senior year of high school at Lakeview Public Schools, in Cottonwood, MN. Brady was enrolled in the WIA Youth Program in April of 2009; when he started the program Brady, was timid and lacked self esteem and confidence, due to a disability he developed at birth, where he did not receive enough oxygen to the brain resulting in limited use of his right arm. In 2009 Brady did not feel he would ever be able to get his driver's license or be competitively employed because of his disability. Today, Brady has grown as a person. He now has

great confidence and now wants to obtain his boilers license and industrial maintenance certification, to better his employability skills, so he can become a school custodian (unsubsidized). Brady has received his driver's license and through his work experience at the Lakeview Public School, working as a custodian he has saved enough money to buy himself his first car. At his work experience, his supervisor and co-workers have developed methods and props to help him complete his work to the same level and expectations as the other staff, while only using his left hand.

At Brady's IEP meeting on September 15, 2011, Brady stated that his strengths have grown and he is not "not afraid to ask questions" and "I can adapt easily. I find ways to do things with one hand." At this meeting his mother told PIC staff, "I do not think he would be where he is at today if it wasn't for your program."



Upcoming LifeSkills Event (November 17, 2011)

The Southwest Minnesota Private Industry Council will be holding its upcoming annual Life Skills event on November 17th, 2011 at the campus of Southwest Minnesota State University (SMSU) in Marshall, MN. This event is open to all ALC & ALP students who attend school within WSA 6. Last year we had a total of 42 students attend between the ages of 15 and 20 years old. Prior to the 2011 registration deadline, we already have 47 scheduled to attend, but are expecting approximately 80

students from Marshall, Worthington, Windom, Montevideo and Redwood Falls areas. This year the students who attend are going to be exposed to different aspects of life after High School. They will all participate in a campus tour at SMSU and then come together for a panel question and discussion session presented by the SMSU Cultural Diversity Department, which contains members of diverse cultures, 1st generation college students and low income students, who will discuss how they thought college was not an option, but how they

made it work. There will also be 3 breakout sessions:

1. Banking Basics - Learning about savings, checking accounts and the do's and don'ts of banking (Bremer & Wells Fargo)
2. On Your Own - Learn what you need to from renting/home ownership and what you should plan for (SW MN Health & Human Services)
3. Apply Yourself- Application Do's & Don'ts (SW MN PIC)

CALENDAR OF EVENTS

FOUND ON PAGE 3

- ◆ **Eriann** (Lincoln, Lyon, Murray & Pipestone)
- ◆ **Hope** (Rock, Nobles, Cottonwood & Jackson)
- ◆ **Kati** (Redwood, Big Stone, Chippewa, Lac qui Parle, Swift & Yellow Medicine)



INSIDE THIS ISSUE:

<i>Job Hunting Tips for</i>	2-3
<i>Calendar</i>	4
<i>Career Expo</i>	5
<i>Get to know the team</i>	6
<i>Growing & Going</i>	6

Check out GFC Free Learning Online for some great educational tools related to career exploration, computer skills, and stuff you SHOULD know when on your own

www.gfclearnfree.org

Job Hunting Tips for Teens

Job Hunting Tips for Teens

THE HUNT

Sometimes it does happen...but most likely an employer is NOT going to call you up and offer you a job out of the blue. So...if you want to find a job, be prepared to work at it.

Here are some tips:

First of all, make sure you really do want to have a job. Having a job means making a commitment to the employer. It may mean not being able to do things with your friends because you are scheduled to work.

Read your local newspaper. You can find it in the library if you don't want to buy one. Find out about new and expanding businesses. Check out the want ads for those jobs that are formally advertised.

Tell everyone! If you decide you really do want to have a job, tell your friends, your family, your friends= family, your neighbors, your teachers, etc. that you are looking for a job. Less than 20% of jobs are formally advertised. The rest of those jobs are filled by:

- people hearing about a job opening through someone else
- someone recommending a person for an unadvertised job opening
- approaching a business that hasn't actually advertised a job opening

THE APPLICATION

Picking Up the Application

When going to pick up an application, don't look like it was a spur of the moment thing.

Shower or take a bath and brush your teeth

Consider taking out piercings and covering tattoos

Consider getting a hair cut

Dress appropriately in clean clothes

Know something about the business and what they do (ask around)

Know something about the job you'd like to apply for

Don't have a cigarette right before you go in the door to the business and don't chew gum

Don't bring a friend or family member in with you to the business

Have the necessary information with you *in case they want you to complete the application there:*

Resume if you have one

Work History (this will be asked for sure)

Dates you worked

Names of employer and supervisor

Addresses and phone numbers of past employers

Description / Title of the job(s) you held

Hourly pay

Reason for leaving

Don't forget about unpaid or volunteer jobs you have done, or work you have learned to do at home or at school, like lawn mowing, cooking, computer usage, fund raising, etc. Just because they weren't paid jobs doesn't mean you didn't learn valuable skills you can bring to the work place!!

Driver's License

Social security card



Completing the Application

Make a copy first to practice on (if possible), or pick up an extra application

Make sure you answer all questions or draw a line thru the answer space if the question doesn't apply to you

Use black ink

Print clearly

Spell words correctly (get some help if you need it)

Make sure you sign the application

DON'T fill out your application while you are eating or drinking something

DON'T fill out your application on a dirty table top or with dirty hands

DON'T fold up your application - get a folder or a large envelope

THE INTERVIEW

The same information applies to interviewing as to picking up an application, so go back and read that part!

Make sure you know when and where your interview is going to be, and get there **ON TIME!**

Remember that the purpose of the interview is to find out if you are the kind of person the employer wants to train for the position, if you will fit in with the rest of the employees, and if you will be dependable

Make good eye contact, sit up in the chair, and try not to be nervous

Practice answering questions, like:

Tell me about yourself (Avoid going into too much detail - stick to work related issues)

So, why did you leave your last job? (Avoid saying AI was fired@ or AThe boss or co-worker had it in for me.@ That makes YOU look like a troublemaker.)

Why do you want to work here? (Don't say AI just need a job.@ Say something positive about the company.)

What did you do at your last job or jobs? (Explain your job duties - remember your unpaid work experiences too)

What are your strengths? (Fast learner, dependable, easy to get along with, etc.)

Are you out for any sports, do you have any conflicts that we would need to work around? (Try to know as much as you can about your schedule.)

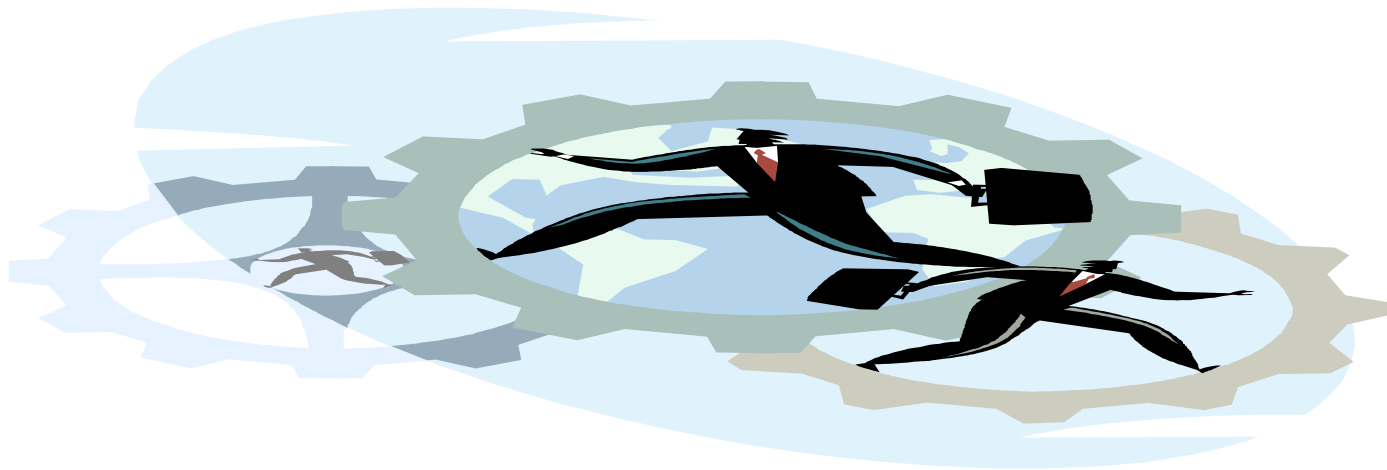
Do you have references? (Ask teachers or other reputable people if you can use them as references - make sure they will say good things about you!! Don't use family members.)

Do you have any questions? (Ask about job duties, unless they have been fully discussed, or ask who you would report to, or things like that. Or say no, if everything has been fully explained.)

Be polite and make sure you thank the interviewer and shake hands if offered.

Good Luck in your job search!! Feel free to call the WorkForce Center if you have any questions or if you would like some assistance (1-800-422-1346).

Remember, finding a job takes work!!



Calendar

NOVEMBER 2011						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11 Offices Closed	12
13	14	15	16	17 Life Skills Event	18	19
20	21	22	23	24 Offices Closed	25 Offices Closed	26
27	28	29	30			

DECEMBER 2011						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Offices Close at 12pm	24
25	26 Offices Closed	27	28	29	30	31

Career Expo 2011

2011 Career Expo Gets “Liked”!

Did you know that a quarter of a BILLION people are now using FaceBook to connect with friends, family and customers! The 2011 Southwest Minnesota Career Expo harnessed the power of the social media giant to engage students at one of the state’s largest career development events for high school students. On October 27th and 28th 1,562 students from 31 regional high schools attended expo events at Southwest Minnesota State University in Marshall and Minnesota West Community and Technical College in Worthington. The expo has four objectives.

For high school sophomores and juniors to:

1. gain information about careers and educational options by visiting interactive exhibits and a career game show.
2. investigate career options that align with their skills and interests.
3. improve job seeking skills and understanding of what employers need.

become more aware of career opportunities right here in southwest Minnesota.

This year all students watched a “Good and Bad” interview skit that was performed by the Southwest Minnesota State University Theater Club, competed against other schools in a fast-paced game show called “The Career is Right” and spent one hour in a career exhibit area. There were over 70 businesses, industry, agency and college exhibitors this year! Each exhibitor provided an engaging activity for the students to complete that provided them an opportunity to “experience” the career. The “FaceBook Photo Booth” was a new (and extremely popular) addition to the expo. Exhibitors brought uniforms, equipment, and other items that represented their career area and students used the props to “ham it up” in the photo booth. This new feature brought a lot of energy to the event and made for a fun and memorable day.

The partnership that plans the event includes: Minnesota West Community and Technical College; SW/WC Service Cooperative; Southwest Minnesota State University; Minnesota West Carl Perkins Consortium; Southwest Minnesota Private Industry Council; Job Service; ISEEK; Worthington Area Chamber of Commerce; Marshall Area Chamber of Commerce; City of Marshall; Marshall, Montevideo, and Worthington Workforce Centers; Department of Employment and Economic Development; and many regional businesses and service agencies. For more information about the event go to:

www.lifetimeoflearning.com and be sure to view the FaceBook Photo Booth pictures and “like” our page at: <http://www.swsc.org/swsc/site/default.asp>. Planning will soon be underway for the 2012 Southwest Minnesota Career Expo.



GROWING & GOING



**WE'RE ON THE WEB:
WWW.SWMNPIC.ORG**

Please Use the following link to read about the success of the Growing and Going, all girls entrepreneurship Groups summer program, as published in the Marshall Independent, August 2011.

http://www.marshallindependent.com/page/content_detail/id/529359/You-grow--girl.html



Working in the Community Garden, picking weeds and planting vegetables, in partnership with Western Community Action of Marshall, MN. · XX\$

· Growing and Going

Give to the MAX day

What is Growing and Going?

- Leadership program

for girls ages 14-18 in Lyon County

- Learning about the principles of small business design and management

- Teaches girls to develop, manage, market and maintain a sustainable community garden

What do we do?

- Work with local businesses

- Develop education plans

- Research various careers

• College visits

• Explore Entrepreneurship

Information

-There is no fee

-The minimum donation for

GiveMN.org is \$10

-No maximum donation

-No limit to the amount an

Organization may receive on Give to the MAX day

What is Give to the MAX day?

- It's For Minnesotans to come together to raise as much money as possible for nonprofits in 24 hours by engaging as many donors as possible to give to their favorite Minnesota charities in one day

- GiveMN.org is showcasing Minnesota's unparalleled generosity to the world

How to give for Growing and Going

1. Go to www.givemn.org

2. In the search bar on the upper right corner, type in "Southwest Minnesota Private Industry Council"

3. Click on the link

4. Type in a donation amount and choose from the drop down menu whether you would like this to be a one time, weekly, monthly, or annually amount. After you have finished, click "Donate."

5. Check the box that says "give a designation" and type in the box "girlsBEST Growing & Going"

6. Fill in payment info.

7. Click "Donate Now"

8. Feel awesome because you just helped a worthy cause! 😊