



# WORKABILITY I

October 2021 Newsletter

## Jobs, Jobs, Jobs!

If you're looking for work experience or some extra money, we're here to help you!

### COMMONLY ASKED QUESTIONS:

#### *How can you help me get a job?*

YES! We have three options:

1. We can give you a job with one of our business partners for a total of 48 hours (2 four hours shifts a week for 6 weeks.)
2. We can give you a longer work experience with one of our business partners for a total of 100 hours (8 - 12 hours per week for approx. 8-12 weeks).
3. We can help you apply for what we call a \*direct hire job. We help you look for a local business that's hiring, apply, put together a resume and practice your interview skills. If you get the job, it will be for as many hours as they are offering.

#### *Okay, what do I do next?*

Come and see us! We have a lot of business partners and there are so many businesses hiring right now, there's sure to be a good fit for you!

#### *What if I have no experience?*

Almost all of the students who come to us for assistance have never had a job...it's not a problem.

#### *Do I need a work permit?*

Yes, if you're under 18. We will issue the work permit if we place you through our program. If we help you apply for a \*direct hire job, we will make sure you get a work permit through the Future Center (Career Ctr.)

#### *Do I need a resume?*

If we're helping you get a \*direct hire job, we'll help you create a resume.

#### *Will I have to work a cash register?*

No. If we place you in a job through our program you can choose a job where you won't be asked to cashier. If we help you apply for a direct hire job, we're guessing you won't apply for a cashiering job!

#### *What if I want a job but I have other activities after school?*

If you apply for a job through our program, we can work around most

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## HOW TO INTERVIEW WELL

So you want a job but you're worried about the interview. You're not alone, interviews are a little scary for all of us. You want the job, so you want to make a great impression and that's scary. Don't worry, we've got you covered! We will practice interview skills with you as many times as you think you need to, to feel comfortable, but if you don't have time to come and see us, here are some great tips!

### ***What shall I wear?***

It's easier to tell you what *not* to wear!

- No jeans or shorts, no hoodies or sweats, no rips, tears, or stains on your clothes.
- Nothing too short or too low.
- No flashy jewelry, no perfume, cologne or strong aftershave lotion—many people are allergic!
- No flip-flops.
- Don't walk into an interview with a backpack, chewing gum or eating.
- Don't put anything on the desk (other than a file containing your resume), including a cell phone or water bottle.

*DO* wear plain pants in black, navy or khaki and (depending on the weather), a polo shirt, cardigan or sweater, or wear a plain skirt and blouse or dress.

### ***How do I introduce myself?***

Make eye contact, smile, extend your hand and give the interviewer a firm handshake (but don't crush their hand!) of not more than 1 second, while maintaining eye contact and saying, "Hello, I'm [your name], thank you for taking the time to interview me today."

### ***How do I appear less nervous?***

- Make sure you take a few, good deep breaths before you go into the interview.
- Don't fidget, it will make you feel more nervous and it will make the interviewer nervous too! A trick is to cross your hands and hold one of them with the other to stop it moving or to put your hands on your thighs. Don't cross your legs and keep both feet still on the floor.
- Smile! Really? Yes, it will make your voice sound friendlier and smiling will make you feel more relaxed and put the interviewer at ease too.
- Make an effort to slow down your breathing, relax your shoulders and speak more slowly. Not only will these things will make you seem calm, they will actually make *you* feel calmer!

### ***What questions will they ask?***

It depends on the business but often you'll be asked to tell them something about yourself, why you want a job with them, if you have any experience, your strengths and weaknesses and if you have any questions for them. It would take a book to go over all the possible questions and answers you may come across, so practice answering these few questions with a family member or teacher, or better still, come and see us and we'll give you lots of great answers to these questions! We have a great record of helping students do well in interviews.

### ***How do I end the interview?***

The same way you started! Give the interviewer a firm handshake with good eye contact, thank them for their time and let them know that you hope to hear from them. Ask for their business card and follow up the interview with a brief thank you email, letting them know you're very interested in the position and hope to become one of their employees.

# Senior Field Trips 2021-22

Hi Seniors!

We have some great field trips lined up for you this year, beginning in December!

All of them will leave campus just before 8:30 am and return in time for you to get lunch.

We will be sending home the details and the forms to your parents/guardians in the next couple of weeks. When they are complete, please drop them off to the WorkAbility office at your school site, you can also hand them in to your caseload manager and ask them nicely if they will give the forms to us.

**Mission Hills High School** students:

the WorkAbility Office is located at the far end of the counseling building.

**San Marcos High School** students:

the WorkAbility Office is located behind the Finance Office in room 151

Here's what we have coming up!

**See the next page for more information about these field trips. They are great opportunities for you to explore some of the different options that are out there for you after you graduate.**

## **Mission Hills High School**

12/08/21 UEI, Access, Inc. & California Conservation Corps 12/09/21

01/26/22 MiraCosta College

02/09/22 Palomar College

02/23/22 MiraCosta College's Technology Career Inst.

## **San Marcos High School**

12/09/21 UEI, Access, Inc. & California Conservation Corps 12/09/21

01/27/22 MiraCosta College

02/10/22 Palomar College

02/24/22 MiraCosta College's Technology Career Inst.

**PLEASE** make sure you get all forms (for the trips you'd like to attend and we recommend you check out all of them!) back to us as soon as possible. We will not chase you down to collect forms as there are so many of you and we just don't have the time...any anyway, you're young adults so we know you'll be responsible and get them back to us.

We look forward to taking you on these field trips so you can learn more about all the great options available to you for your futures!

# Senior Field Trip Descriptions

## **PALOMAR AND MIRACOSTA COMMUNITY COLLEGES**

If you want to attend a local community college after high school, these field trips include a tour of the campus, a presentation and an introduction to the college department that assists students who had an IEP in high school. This department can help you choose the classes you need to take to work toward your career goal and get any additional help you might need, like tutoring, someone to take notes for you, a recording device for lectures, extra time on tests, etc..

## **ACCESS ONE-STOP CAREER CENTER YOUTH PROGRAM**

Access is a government funded program. They offer a lot of support as you decide what you'd like to do with your future and how you're going to get there. Help includes work readiness training, *paid internships, career exploration, college exploration, occupational certifications, job placements, and job and life skills training (you get paid to attend these workshops!)*.

## **CALIFORNIA CONSERVATION CORPS (CCC)**

Get paid while you learn skills that can lead to great careers like firefighting, energy, forestry, and more! Yes, this program pays you! A year in the CCC teaches you new job skills and helps you grow as an adult while you are protecting and conserving California's natural resources. CCC's hard work on environmental projects and emergency response help make California a safer and better place to live!

## **CERTIFICATE PROGRAMS**

If you would like certification in a career path that will pay big bucks, these certificate programs were designed for people like you! The field trips will include a tour of the campus and a presentation. These programs offer fast, low cost training and assistance with helping you find a job when you finish.

UEI (United Educational Institute): Quick, hands-on job training courses include automotive, business office administration, criminal justice, dental assistant, electrical technician, heating, ventilation and air conditioning (HVAC), medical assistant, medical office specialist, and pharmacy technician.

MiraCosta Technology Career Institute: Quick, hands-on job training courses in advanced manufacturing, biomedical equipment technician, CNC operation or programming, child visitation monitoring, craft brewing technician, electronics, engineering technician, fabrication, human resources, machinist technology, massage therapy, phlebotomy, photography, professional scuba driving instructor, real estate sales license, and unmanned systems, veterinary assistant, and welding. Scholarships and financial aid are available.

WorkAbility has worked with UEI and MiraCosta College Technology Career Institute for several years. They will support you if you need additional assistance in taking their courses and financial aid and other funding sources are available to pay for the courses.

# The San Marcos Promise

We also have another excellent resource on campus to help assist you with the transition from high school into adult life - The San Marcos Promise, who can also help you develop job, career, and life-readiness skills.

Amanda (Mission Hills HS) and Roy (San Marcos HS) The San Marcos Promise Education Coordinators, can be found in your school site's Future Center.

They have some great workshops coming up if you want to apply and don't forget to check out the Future Center and Counselors' Newsletter to see what's coming up to assist you in applying for financial aid for college and lots of other great workshops and events!



Rogelio "Roy" Huerta & Amanda Yantzer

Check out these great workshops coming up!

**FYI**  
FUTURE YOU INITIATIVE

## MONEY MATTERS

**A PERSONAL FINANCE SKILLSHOP SERIES**

Join us for monthly personal finance classes on Zoom from 5 pm - 6 pm PST  
Attend all 7 sessions to receive a certificate, and be entered to win a Visa Giftcard!

 <b>September 8</b> Banking Basics	 <b>November 3</b> Budgeting & Saving	 <b>February 9</b> How to Buy a Car	 <b>April 6</b> Successful Money Habits
 <b>October 6</b> The Power of Credit	 <b>December 8</b> Paying for Post-secondary Education	 <b>March 16</b> Taxes for Teens	

For more information, please email:  
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**TO REGISTER, SCAN THE QR CODE OR USE THE SIGN UP FORM: [BIT.LY/SKILLSHOPS2021](https://bit.ly/skillshops2021)**

PIMA MEDICAL INSTITUTE