

BE YOUR OWN
SUPERHERO

TRANSITION FAIR 2024



SUPERHERO
WORKBOOK



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Colors reflect sections in the main event room



ELEVATOR SPEECH



Imagine - you are in an elevator and the person standing next to you is someone you admire that's in the career field you are interested in. What would you say about yourself in the time the elevator doors close, the button for the floor is pushed, what would you say about yourself before you reach your floor that could potentially change your life?



Creating and using an elevator speech is helpful to help you to network, promote your ideas, helps to explain who you are, what you do, why you are valuable, how you can benefit your listeners, and what you want to get out of the interaction. You can change the template to fit your needs.

Your Elevator Speech

Describe your skills and abilities in the spaces provided in this template to help you come up with yours.

My name is _____, I am looking for work as a _____.

I have ___ years of experience in _____ and am also familiar with _____ and _____ . Here is my information,

I'd love to hear back from you if you have any openings or opportunities.

AFTER YOU GIVE YOUR ELEVATOR SPEECH. ASK YOURSELF THE FOLLOWING:

Does the listener remember:

- | | |
|----------------------|--------------------|
| Who you are? | What you do? |
| What you want to do? | What your goal is? |

Elevator Evaluator

Student: _____ Date: _____

Interviewer: _____

Please rate the interviewee on a scale of 1 (lowest) to 10 (highest) in the following areas.

Nonverbal Behaviors

Initiated Handshake	1	2	3	4	5	6	7	8	9	10
Maintained Eye Contact	1	2	3	4	5	6	7	8	9	10
Showed Confidence and Enthusiasm	1	2	3	4	5	6	7	8	9	10
Smiled	1	2	3	4	5	6	7	8	9	10

Verbal Behaviors

Introduced Themselves	1	2	3	4	5	6	7	8	9	10
Expressed passion for what they want to do	1	2	3	4	5	6	7	8	9	10
Expressed their skills/abilities	1	2	3	4	5	6	7	8	9	10
Emphasized qualifications and/or experience	1	2	3	4	5	6	7	8	9	10
Spoke clearly and audibly	1	2	3	4	5	6	7	8	9	10
Asked to follow up	1	2	3	4	5	6	7	8	9	10

Please add the things that went well and areas on which to improve on: _____

RESUME BUILDING



To plan and develop your resume it should properly display who you are and what your career goal is. Think of how you want to promote the services you can offer.

Your resume should include:

- Your Full Name
- Phone Number
- Email Address
- Your City and State
- Education Courses
- Activities & Awards
- Work Experience
- Volunteer Activities & Extracurriculars
- 3 references that have seen your work ethic

Grades and test scores are important, but colleges not only look at your grades but also want to see the person you are becoming and the skills you've learned outside of the classroom. These activities will demonstrate leadership, teamwork, communication skills, and community involvement.

Extracurricular activities are things that aren't required for high school credit. They show colleges who you are and your characteristics that will help them form a positive impression that you are willing to learn new skills, work with others as a team, exploring interests, and achievements. This will help you to **stand out**.

 **Update your resume once a year to update jobs, skills, courses, honors, internships, and activities. This way, you can be ready if someone asks for it, or if you see an internship or job that you are interested in.**

EXTRACURRICULAR ACTIVITIES

LEADERSHIP ACTIVITIES

such as being a club officer or sports team captain.

INTERNSHIPS

are a training period with a company.

ATHLETIC PARTICIPATION

such as football, soccer, baseball, basketball.

WORK EXPERIENCE

that aligns closely with your career goal to become a power addition to your resume.

ACADEMIC TEAMS & CLUBS

such as math, science, history, or chess club.

CREATIVE PURSUITS

such as art, theater, and dance.

TECHNOLOGICAL SKILLS

such as digital media, project management, data analysis or school newspaper.

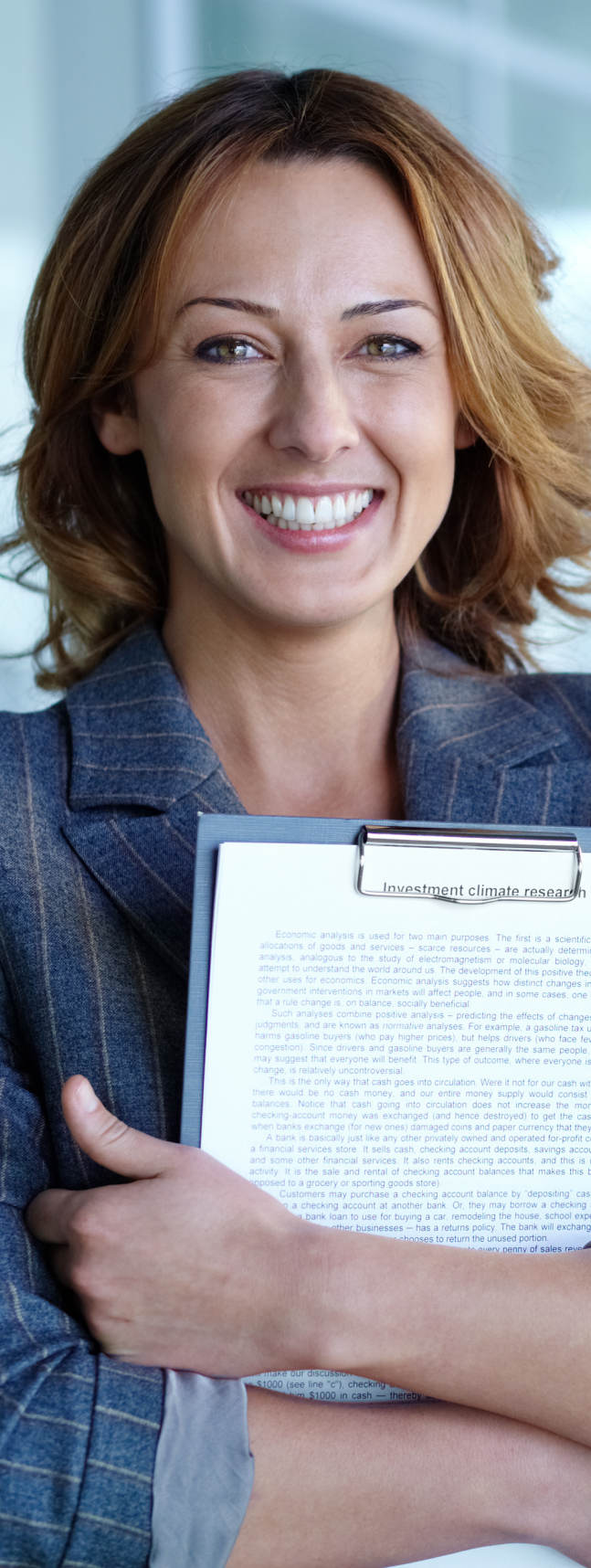
POLITICAL ACTIVISM

can be a powerful activity to include in an application such as working on a political campaign, working on a specific cause, or joining a protest.



★★★★★
TOP QUALITY

EMPLOYER EXPECTATIONS



- Come to work prepared, on time, clean, and wearing clean clothing.
- Come to work each scheduled shift and stay until your shift is over.
- Do your assigned tasks and duties as instructed.
- Follow all company rules.
- Don't steal from the company or coworkers.
- Be helpful and keep your workplace clean.
- Don't bring weapons to work or come to work under the influence of drugs and/or alcohol.
- Unless otherwise instructed, don't be on your cellphone while clocked in.

JOB APPLICATION CHECKLIST

Source: Career Accelerate

Preparation is key to a successful job search. Follow these steps to reduce your frustration and improve success in the long run!

TO APPLY ONLINE, YOU WILL NEED:

- Access to the internet
- Email address for job searching
 - Avoid unprofessional email addresses like IHateEverything@email.com. Stick to simple addresses that include your name and some numbers.
- Up-to-date resume
- Your complete employment history
 - Include previous employers, positions, dates worked, etc.
- Your employment references (personal and professional)
 - Always ask your reference before using their name and contact information
- Be prepared to take an online employment test (typing test, personality test, etc.)
- Review sample job application forms before you apply online
 - Complete an application manually so you know what information you will need to enter when applying for jobs online.
- Determine your work availability
 - Are you looking to work full time or part time? What hours and days are you free to work?
- Read, then re-read BEFORE you submit
 - Be sure you have completed all items requested
 - Applications are legal documents! Make sure all information is complete and accurate.



SAMPLE JOB APPLICATION

PLEASE NOTE: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address							
Name (First, MI, Last)				Social Security Number			
Mailing Address							
City, State, and Zip Code							
Telephone				Alternate Phone			
If under 18, please list age				Email			
Job Type							
Days/hours available to work							
<input type="checkbox"/> I have no preference.	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thurs.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
I am seeking a:		<input type="checkbox"/> Full-time job		<input type="checkbox"/> Part-time job		<input type="checkbox"/> Full- or Part-time	
How many hours can you work weekly?				Can you work nights?		Date available to begin	
Additional Information							
Have you ever been employed by this organization in the past?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:							
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No				Driver's license number		Issued in what state?	
Have you had any accidents during the past three years?						How many?	
Have you had any moving violations during the past three years?						How many?	

Education

School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				

College or Business/Trade School

Military

Have you ever been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date entered
Are you now a member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Discharge date

Specialty

Work Experience

Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact this employer? Yes No

Work Experience (continued)

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, and Zip Code	End Date	Final Salary
Phone number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

References

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.

1.

2.

3.

4.

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature

Date

SOFT SKILLS



What are soft skills and why are they so important that we put them on our resumes?

Soft skills are the skills we use when we manage ourselves and how we interact with others.



Soft skills are our personality traits and behaviors that help us to work well with others. With self-awareness you can develop them and excel in any profession.

"Your smile is your logo, your personality is your business card, how you leave others feeling after having an experience with you becomes your trademark." – Jay Danzie

REFLECT

Think about the following questions:

- What soft skills am I great at? _____
- What soft skills do I need to work on? _____
- How do I treat others? _____
- How do I communicate with others? _____
- What would others say about how I treat them? _____

Employers' Most Wanted Soft Skills

- Communication and Teamwork
- Reliability and a Positive Attitude
- Customer Service
- Creativity
- Adaptability
- Critical Thinking and Problem-Solving
- Organization and Planning
- Initiative and Work Ethic
- Time-management
- Leadership
- Learning
- Technology
- Conflict Resolution

DRESS TO IMPRESS



First impressions are important when it comes to job interviews through your attitude and what you wear. Dressing in a business professional manner will show your professionalism, attention to detail, and how serious you are.

What Not to Wear



Avoid wearing headphones, faded clothing, ripped jeans, denim, poorly fitted clothes or shoes, sandals/flip flops, house shoes, shorts, stained or wrinkled clothing, unprofessional accessories, too much cologne, sneakers, and pajamas.

DRESS TO IMPRESS FOR LESS

Clothes and shoes I have now that are appropriate for job interviews:

Clothes and shoes I need before I can interview for the type of job I want:

What personal grooming do I need to focus on to “look the part” for the job I want?

Places I might look for clothing, shoes, and/or grooming items that will help me make a good first impression at an interview:

Regardless of the work environment you are applying for, remember these basic tips when thinking about what to wear to an interview:

1. Make sure your hair is clean and neatly styled, avoid bright unnatural colors.
2. Keep your outfit simple and make sure it is clean without wrinkles or holes.
3. Choose colors that are classic and timeless such as black, navy blue, or grey.
4. Wear simple jewelry/accessories and avoid wearing too much make-up and cologne.
5. Wear appropriate shoes such as closed-toed heels, flats, or short boots.

INTERVIEW SKILLS

An interview is a conversation between the interviewer(s) and the interviewee, where questions are asked to help narrow down the qualified candidates. This helps interviewers find the person who is best suited for the job, while the interviewee is seeing if their company is the right work environment for them.



DAY OF THE INTERVIEW

- Start off confidently, your first impression is right here, right now.
- Make and maintain good eye contact. Keep a pleasant smile.
- Introduce yourself and offer to shake their hand.
- Give each interviewer a copy of your resume.
- Sit when asked, not before.
- Be comfortable and speak clearly and slowly.
- Try your best to answer each question, and communicate what you can do if given the opportunity.
- Be positive and enthusiastic.
- Never complain about past employers.



BODY LANGUAGE

We don't always have to communicate with words. We also use:
Facial expressions, hand gestures, and eye contact.

DIFFERENT TYPES OF INTERVIEWS

Traditional

Most common type of interview. You will meet at their business to discuss your fit for the position. You can prepare for this type of interview by knowing about yourself and by researching the company.

Panel

Multiple people interview you at once so that each interviewer can offer input regarding your candidacy. Remember to breathe, be confident in yourself, and to think of why you are the best candidate while answering.

Video

Most frequently used when hiring for remote work positions. Treat it like a traditional interview by preparing yourself and your responses beforehand. Sit in front of a tidy, neutral backdrop so the interviewer can focus on your responses.

AFTER THE INTERVIEW

Get your interviewer's email address and send a thank you email. This is an opportunity to show your character, to answer any questions you couldn't, or to ask questions you forgot during the interview. Thank them for their time. This will help you to stand out from the other candidates.

MOCK INTERVIEW EVALUATION

Student:	Date:
Interviewer:	
Please rate the interviewee on a scale of 1 (lowest) to 10 (highest) in the following areas.	

Nonverbal Behaviors

Firmly shook hand of the interviewer(s)	1	2	3	4	5	6	7	8	9	10
Maintained eye contact	1	2	3	4	5	6	7	8	9	10
Maintained good posture	1	2	3	4	5	6	7	8	9	10



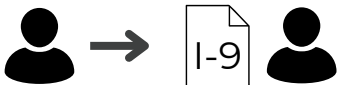
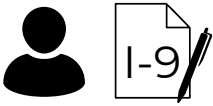

Verbal Behaviors

Introduced themselves/Greeted the interviewer	1	2	3	4	5	6	7	8	9	10
Listened closely to questions	1	2	3	4	5	6	7	8	9	10
Expressed qualifications	1	2	3	4	5	6	7	8	9	10
Kept the interview positive/ Displayed enthusiasm	1	2	3	4	5	6	7	8	9	10
Acted politely throughout the interview process	1	2	3	4	5	6	7	8	9	10
Asked appropriate questions	1	2	3	4	5	6	7	8	9	10
Spoke clearly and was audible	1	2	3	4	5	6	7	8	9	10

Please add the things that went well and areas on which to improve on: _____

WHAT TO BRING TO YOUR FIRST DAY OF WORK

Employers must complete an I-9 Form and Employment Eligibility Verification form for every person they hire. And you fill out Section 1 and a W-4 as well. The following information will help you to know how to fill these important documents.

	Employee accepts offer for employment
	Employee completes Section 1 of the form no later than first day of work for pay
	Employee gives documents and form to employer
	Employer completes Section 2 of the form no later than 3rd business day employee starts work for pay
	If Employee's work authorization expires, complete Supplement B



Make sure that you are prepared to bring all required documents for your first day to prove who you are and that you are allowed to work.

Driver's License or Identification Card



Social Security Card



Other documents that could be requested on your first day of work:

- Birth Certificate
- Proof of Auto Insurance
- High School Diploma/ GED
- Immunization Record

For a full list of acceptable documents or if you would like more information on how to fill out an I-9, please visit:

<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>



DIRECT DEPOSIT

If you have a bank account, visit your bank to get a voided check to bring with you on your first day. It will have your routing number and account number to set up your direct deposit. You will also need the information of your bank.



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No.1615-0047

Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>	Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):					
	<input type="checkbox"/> 1. A citizen of the United States					
	<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)					
	<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)					
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
If you check Item Number 4. , enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee				Today's Date (mm/dd/yyyy)		

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> ● Receipt for a replacement of a lost, stolen, or damaged List A document. ● Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. ● Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



For minors under the age of 18 and certain individuals with disabilities who are unable to produce any of the listed identity documents, special notations may be used in place of the List B document.



If you are not married, do not have children, and have only one job, then simply fill in your full legal name, address, social security number, and status (single). Finally, sign and date the form.

Your employer will send the Internal Revenue Service (IRS) the money you owe to pay your annual income tax bill based on how you answered this form. The amount they take out determines if you get a refund or have to pay when you file your income taxes at the beginning of every year.

Form W-4 Department of the Treasury Internal Revenue Service	Employee's Withholding Certificate Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.	OMB No. 1545-0074 <div style="font-size: 2em; font-weight: bold;">2024</div>
Step 1: Enter Personal Information	(a) First name and middle initial _____ Last name _____ Address _____ City or town, state, and ZIP code _____ (c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)	(b) Social security number _____ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
<p>Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.</p>		
Step 2: Multiple Jobs or Spouse Works	Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/>	
<p>Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)</p>		
Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here 3 \$ _____	
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$ _____ (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$ _____ (c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) \$ _____	
Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. _____ Employee's signature (This form is not valid unless you sign it.) Date	
Employers Only	Employer's name and address _____	First date of employment _____ Employer identification number (EIN) _____



For more info: <https://www.investopedia.com/articles/personal-finance/081214/filling-out-your-w4-form.asp>

SELF-DETERMINATION AND ADVOCACY

SELF-DETERMINATION

Self-determination is the process of taking control and making decisions that affect one's life. Self-determination provides students with the skills and abilities to:



- Make Choices
- Make Decisions
- Problem Solve
- Set and Attain Goals
- Self-Advocate
- Independently Perform

Self-determination means that individuals with disabilities have the freedom to plan their own lives, pursue the things that are important to them, and experience the same life opportunities as other people in their communities. It means taking the responsibility for communicating one's needs and desires in a straightforward manner to others.

Simply Stated, self-determination skills are the skills needed to manage one's life. In schools, students' need for self-determination instruction are identified and documented in the individual educational plan (IEP)*



SELF-ADVOCACY

Self-advocacy is recognized as the ability to speak and act on behalf of one's self or a cause. Self-advocacy is an important skill that students use in their youth and throughout life. Self-advocacy skills include being assertive, knowing one's rights, negotiating, and speaking up for one's self or a cause.

SELF-ADVOCACY SKILLS

- Self-Awareness
- Disability Understanding
- Disability Disclosure
- Decision Making
- Set Goals
- Evaluate Options
- Identify Independence
- Accommodations
- Request & Utilize Accommodations
- Know Your Rights & Responsibilities
- Self-Determination
- Know How to Request & Accept Help
- Intrinsic Motivation
- Taking a Leadership Role
- In Support Plans
- Assertiveness
- Listen to Others' Opinions
- Problem Solving
- Monitor Progress
- Positive Self-Talk

ME! SCALE

PART 1

1 I know I am in special education.

- a. Yes
- b. I think
- c. Not sure
- d. No

2 I have a disability.

- a. Yes
- b. I think
- c. Not sure
- d. No

3 I have an IEP

- a. Yes
- b. I think
- c. Not sure
- d. No

4 I have IEP goals.

- a. Yes
- b. I think
- c. Not sure
- d. No

5 I know my IEP goals

- a. Yes
- b. I think
- c. Not sure
- d. No

6 I (or my parents) have a copy of my IEP.

- a. Yes
- b. I think
- c. Not sure
- d. No

7 I know what accommodations are.

- a. Yes
- b. I think
- c. Not sure
- d. No

8 I can tell my teachers about accommodations I need in class.

- a. Yes
- b. I think
- c. Not sure
- d. No

9 I feel good about my future.

- a. Yes
- b. I think
- c. Not sure
- d. No

10 People with disabilities go to college.

- a. Yes
- b. I think
- c. Not sure
- d. No

11 I can talk about my post-school goals and dreams.

- a. Yes
- b. I think
- c. Not sure
- d. No

12 I can explain to others how my disability impacts my school work.

- a. Yes
- b. I think
- c. Not sure
- d. No

13 I am comfortable telling others about my disability.

- a. Yes
- b. I think
- c. Not sure
- d. No

14 People with disabilities get good jobs after high school.

- a. Yes
- b. I think
- c. Not sure
- d. No



ME! SCALE

PART 2

15 List 3 things you are good at when you are at school.

1. _____
2. _____
3. _____

16 List 3 things you need help with when you are at school.

1. _____
2. _____
3. _____

17 List 3 things you are good at when you are somewhere other than school.

1. _____
2. _____
3. _____

18 List 3 things you need help with when you are somewhere other than school.

1. _____
2. _____
3. _____

19 The most important thing in my life is:

SETTING SMART GOALS

A dream is only a dream until you write it down. Once you write it down, it becomes a **goal**. A goal is the process of identifying something you want to accomplish by setting measurable and specific action steps to complete it within a specific timeframe. Finding and remembering your motivation is important to keep working on any goal you set.

S
M
A
R
T

Specific - What do you want to accomplish?

Measurable - How will you know you've accomplished your goal?

Attainable - How can your goal be accomplished?

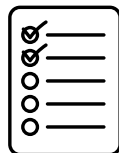
Relevant - Why is this goal important to you?

Timely - When will you reach your goal?

By using the **SMART** goal method, you can achieve your dreams by clarifying your ideas and breaking them down into manageable action steps.



IDEA



PLAN



SUCCESS

★ Start thinking of the life you want. Where do you see yourself in 3 months, 6 months, a year, 10 years from now? What do you need to do to make it happen?

"Many of life's failures are people who did not realize how close they were to success when they gave up." - Thomas Edison

SETTING MY SMART GOALS

FOCUS AREA	Specific What do I want to accomplish?	Measurable How will I know I've accomplished my goal?	Attainable How can my goal be accomplished?	Relevant Why is this goal important?	Timely When will I reach my goal?
HEALTH					
HOME					
FAMILY					
CAREER					
PERSONAL					
FINANCIAL					

CHOOSING A CHECKING ACCOUNT CHECKLIST

When looking for a checking account, take this checklist with you. It lists the types of checking accounts and some questions that will help you choose the checking account that is right for you.

Remember to refer to the questions on the Determining Your Checking Account Needs Worksheet. Compare your needs with what each account has to offer.

	Bank A	Bank B	Bank C
Name of Bank			
Free/low-cost checking account <ul style="list-style-type: none"> • Monthly fee? • Number of free checks per month? 			
ATM checking account <ul style="list-style-type: none"> • Paycheck direct deposit? • Monthly fee? • Fee for teller services? • Unlimited check writing? 			
Regular checking account <ul style="list-style-type: none"> • Minimum balance or monthly fee? • Unlimited check writing? 			
Interest-bearing checking accounts <ul style="list-style-type: none"> • Minimum balance or monthly fee? • Amount of interest? • Transaction restrictions? 			
Other fees charged? (List)			
Close to work or home?			
Other services offered that are important to me? (List)			

Borrowing Money

- √ Never borrow money you can't pay back
- √ When you borrow money, you have an obligation and responsibility to pay it back
- √ You are using future income to pay for today's wants and needs
- √ Know how debt works so you can make informed decisions about it
- √ Usually pay interest and sometimes fees until debt is paid in full
- √ Affects your ability to get an apartment, how much you pay for insurance, utility deposits
- √ Affects how soon you can reach your goals
- √ Can affect your ability to get and keep a job because you are seen as untrustworthy

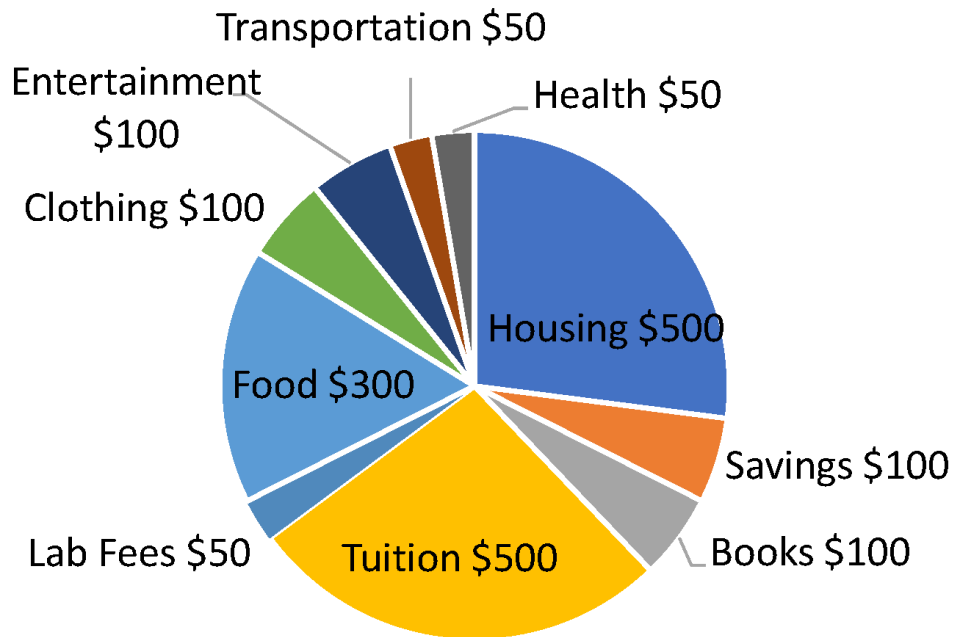
Before you get a loan, think about:

- Who you owe
- How much you owe
- How much the payments are
- When payments are due
- What are the interest rate and fees
- How long do you pay them
- When do payments stop
- Is there a balloon payment (you still owe more money)

Bottom Line
DON'T MESS WITH CREDIT!

- √ Money is for managing first and spending second
- √ A budget is a tool to manage your money
- √ A budget is a plan to:
 - Spend money before you have it
 - Spend your money on purpose and with intention
 - Meet your goals
- √ Keep track of what you spend every day to see how well you stick to your budget
- √ Takes 3-4 months to get it right
- √ Can use your bank's app
- √ Pay yourself first! Put money into a saving account.

College Budget



- Housing
- Savings
- Books
- Tuition
- Lab Fees
- Food
- Clothing
- Entertainment
- Transportation
- Health

“The dictionary is the only place success comes before work.” Mark Twain

- √ Managing your money is 80% discipline and 20% knowledge
- √ Never spend money before you have it
- √ Spend less than you make

- √ Get in the habit of saving at least 15% of every paycheck
- √ Save money to buy expensive items instead of borrowing money or using a credit card
- √ Have an Emergency Fund to cover unexpected expenses

- √ Can't buy happiness – it comes from within
- √ Just because someone else has something doesn't mean you have to have it too
- √ Sacrifice the unnecessary for the necessary

- √ Debit cards take the money from your bank account
- √ Credit cards borrow money from a bank
- √ Banks make a lot of money from credit card fees and interest

- √ Say no to credit cards
- √ People who use debit and credit cards spend 30% more than those that spend cash
- √ It takes will, discipline, and courage to not go into debt

- √ 0% interest plans don't give you the best deal on the cost of the item
- √ Pre-paid credit cards give the bank your money until you decide to spend it
- √ Just because a bank gives you a credit card doesn't mean you have to use it
- √ If you use a credit card, pay the total amount due every month to avoid fees and interest costs
- √ Credit card interest can be high as 33%! Why give the bank your hard-earned money?

Setting Goals

What do you want to do when you graduate?

- ✓ Get a job
- ✓ Go to college
- ✓ Go to trade school
- ✓ Buy a car
- ✓ Start a business
- ✓ Get an apartment

How much will it cost?

- ✓ Tuition
- ✓ Books
- ✓ Lab fees
- ✓ Transportation
- ✓ Housing
- ✓ Food
- ✓ Clothes

How will you get the money to reach you goal?

- ✓ Work
- ✓ Scholarships
- ✓ Bank of Mom and Dad
- ✓ Student loans

Calculate how much will you have to earn and save each month to reach your goal

Goal: buy a car for \$4,000 in June 2025

Anticipate all costs to buy the car:

Price of care	4,000
Taxes, tag, & license	400
Insurance (1 month)	<u>300</u>
Total	\$4,700

Count the number of months from now until you want to buy the car. In this example it's 15 months. Divide the total cost of the goal by the number of months you have to save the money. $\$4,700 / 15 = \315 per month you would need to save to reach your goal.

You would need to earn \$400 per month to save \$315 after they deduct taxes.

My First Paycheck

- ✓ You should get a pay statement with every paycheck telling you:
- How many regular hours you worked
 - Your hourly pay rates
 - How many overtime hours you worked
 - Your overtime rate
 - How much they deducted from your total pay
 - Why they deducted money from your pay

Big Company U.S.A.									
Leave as of 01/2/08		Beginning Balance	Used	End Balance	Employee ID #	Employee			
Sick		.0	.0	.0	0-123456	Patric J. Smith			
Vacation		.0	.0	.0	Branch Office 202				
Comp		.0	.0	.0	Pay Period: 01/02/08 - 1/18/08	Check Date: 1/25/08			
On-Call		.0	.0	.0	Check No. 22233441				
Hours and Earnings					Taxes and Deductions				
Hrs / Rate	Description	Earnings Current	Earnings Y-t-D	Description	Current	Y-t-D		Current	Y-t-D
80 10	Regular OT	640.00 120.00	640.00 120.00	Fed WH State WH Local WH FICA 401 (k)* Health* EIC	- 60 - 30 - 12 - 50 - 38 - 50 (+100)	60 30 12 50 38 50 (+100)			
Gross Pay		\$760.00	\$760.00	Total Deductions	\$140	\$140	Net Pay	\$620.00	\$620.00

1. Employee ID # = how they identify you
2. Employee = Your name
3. Pay Period = The time period they are paying you for. Can be a day, week, 2 weeks, half a month, or month.
4. The number of hours they are paying you for. Should equal the number of hours you worked.
5. What type of hours they are paying you for, such as regular, overtime, on-call, holiday.
6. Your regular hourly pay rate and your overtime rate.
7. Taxes your employer will pay for you.
FED WH = Federal Income Tax withholding.
State WH = State Income Tax withholding (Texas doesn't have a state income tax but Oklahoma does)
Local WH = Local Income Tax
FICA = Federal Insurance Contribution Act. Mandatory tax to fund Social Security and Medicare.
Social Security Tax is 6.2%; Medicare is 2.9% for a total of 9.1% taken out of every paycheck.
8. Benefits they may offer you that you will pay all or part of the cost.
401 (k) = Retirement plan
Health = Health Insurance
9. EIC = Earned Income Tax Credit. A tax break for low- and moderate-income workers. You may or may not qualify for this.
10. Gross Pay = Total amount of money you earned for the hours you worked.
11. Net Pay = How much you get after taxes and other deductions. This amount should equal the amount of your paycheck.

CREATE YOUR OWN LOGO

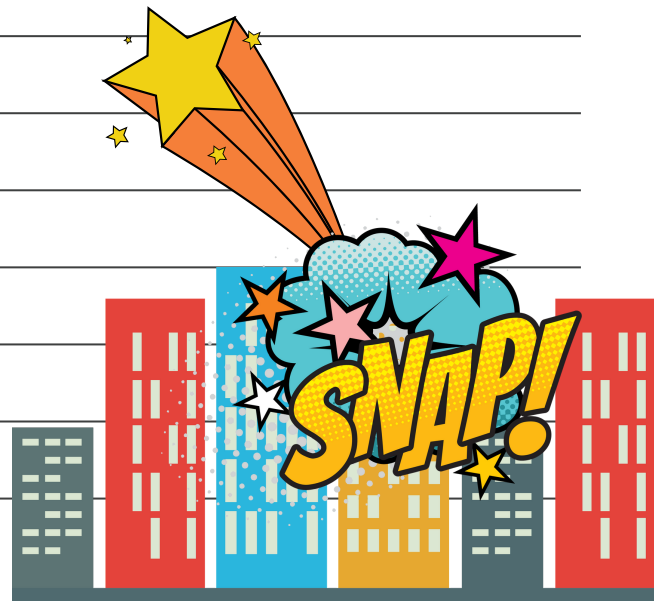


**SUPER
HEROES**

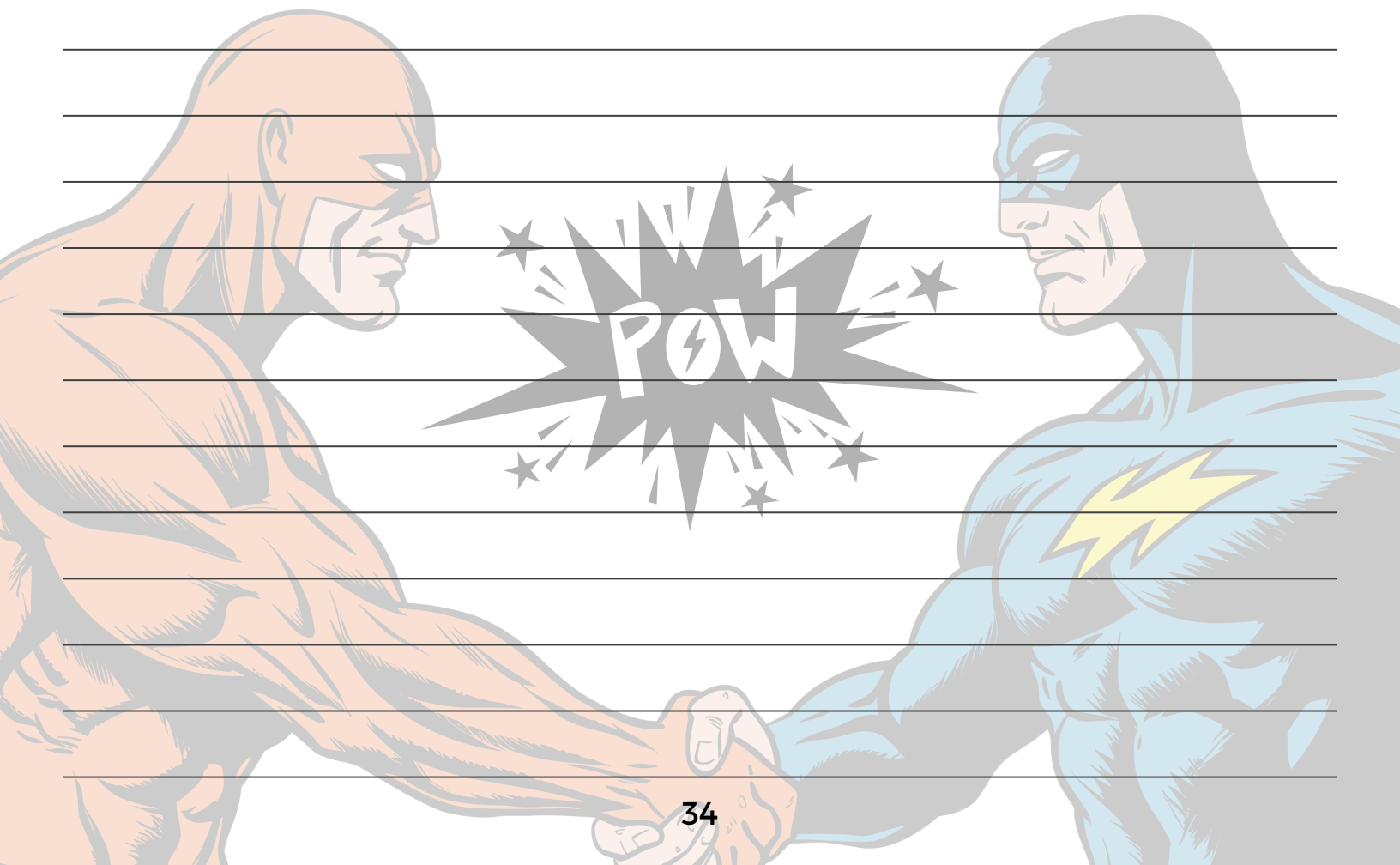
NOTES



KAPOW! NOTES



NOTES!!!



SUPER!

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Graham, TX 76450

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Wilbarger County Courthouse
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Vernon, TX 76385

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Wichita Falls Center

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