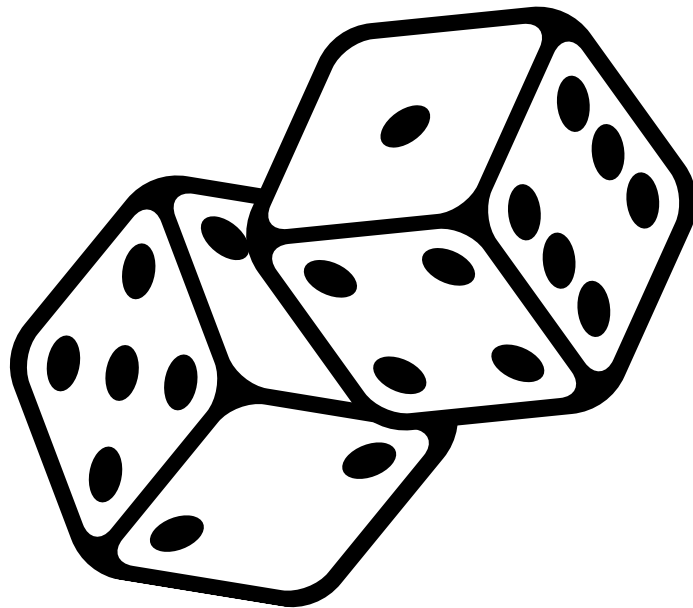


2026

TRANSITION FAIR

GAME ON!

Brought to you by Workforce Solutions North Texas



THIS JOURNAL BELONGS TO: _____



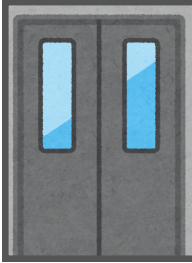
TABLE OF CONTENTS

COLOR	TOPIC	PAGE
	Elevator Speeches	2-3
	Resume Building	4-5
	Job Applications	6-12
	Soft Skills	13-14
	Dress for Success	15
	Interview Skills	16-17
	First Day of Work	18-23
	Self-Advocacy	24-26
	SMART Goals	27-28
	Budgeting	29-33
	Communication	34
	Bonus Content	35- 42

Colors reflect sections
in the main event room



ELEVATOR SPEECH



Picture this: you're in an elevator with someone you admire, a professional in the field you're passionate about. As the elevator doors close and the button for your floor is pressed, what would you say about yourself during that brief moment? What can you share that might have the power to change your life before you reach your destination?



An elevator speech is a short and clear way to explain who you are and what you do. It's called an "elevator speech" because it should be quick enough to say during a short elevator ride—about 30 seconds. This speech is useful when you meet new people and want to share your ideas or goals.

- **Introduce Yourself:** Start with your name and what you do. For example, "Hi, I'm Sarah, and I'm a student who loves science."
- **Explain What You Do:** Share what you're passionate about or what you are learning. "I enjoy doing experiments and learning how things work."
- **Share Your Value:** Talk about what makes you special or how you can help others. "I am good at solving problems and working in teams."
- **State Your Goal:** End with what you hope to achieve from the conversation. "I would love to connect with others who like science too!"

Feel free to change this to fit your style. Practice it until you feel comfortable sharing it with others!

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:
DOES THE LISTENER REMEMBER...

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

Tips for Networking Face-to-Face



OPEN THE
CONVERSATION



INITIATE THE
HANDSHAKE



USE YOUR
ELEVATOR
SPEECH



ACT AS IF
YOU ALREADY
KNOW THEM



SPEAK WITH
CONFIDENCE
AND A POSITIVE
ATTITUDE



ASK QUESTIONS
THAT ARE
MEMORABLE

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 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.**

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

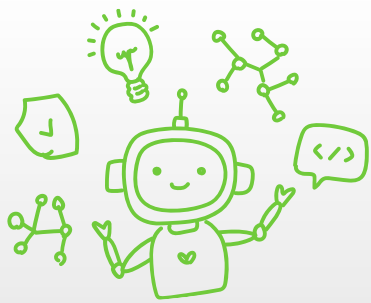
such as art, theater, and dance.

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.



APPLICANT TRACKING SYSTEM (ATS)

- Companies use technology to help speed up their hiring process. The system is programmed to quickly filter through and find qualified applicants for their job openings.
- Make sure that you are tailoring each resume to the position you are applying for by using the job description as a guide.
- The ATS system collects, scans, and ranks job applications with the resume. You must score 75% or higher to get your application and resume to the hiring manager.
- Many people will apply for the same job/position, so make yours stand out.

HELPFUL TIPS

- Create a professional email address
- Make sure all information on your job application matches what's on your resume.
- Have someone else proofread your resume to check for errors before printing or submitting it with your online application.
- Print out your resume and bring it to the company to help you with your chances of getting an interview set up.
- Put your resume on a flash drive.



Refresh 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.

Jane Hopper

Wichita Falls, TX

Phone: (111) 111-1111

Email: Eleven@gmail.com

Professional Summary

Highly motivated and resourceful individual with unique problem-solving ability. Proven ability to overcome adversity and adept to challenging situations. Eager to contribute to a team-oriented environment and learn new skills.

Summary of Abilities

- Ability to sense and understand the emotions of others to assist them efficiently.
- Proven ability to navigate challenging environments and demonstrate resourcefulness in high-pressure situations.
- Communication, thrives in collaboration, and the ability to work well with others.

Professional Experience

2020 - Current

Pizza Delivery

Surfer Boy Pizza, Indianapolis, IN

Employment Type: Part Time (Less than 30 Hours)

- Provide fast and reliable pizza delivery services to the community.
- Exceptional customer service to ensure customer satisfaction.

2019 - Current

Volunteer

Hawkins Community Center, Indianapolis, IN

Employment Type: Part Time (Less than 30 Hours)

- Assist in organizing and participating in community events.
- Provide support to local residents in need.

Education

General High School Curriculum

High School Diploma

Hawkins High School, IN

Honors & Activities

- 2017 Science Fair Winner at Hawkins Middle School

Detailed References

Mike Wheeler

mwheeler@gmail.com

Chief Hopper

jhopper@hpd.org

Let's create your own! Use the template to build your own resume.

(Legal Name) _____

(City, State) _____

(Phone) _____

(Email:) _____

Mission (What type of worker are you, what do you want to do)

Ability Summary (What are the skills you are great at)

Experience (Work, Volunteer, Internship)

Year to Year OR Year to Current

(Company) _____

(City, State) _____

(Role) _____

(Duties) _____

Education

(Graduation Year)

(Name of School)

Honors & Activities (Accomplishments, Awards, Sports, Extracurricular Activities)

Detailed References

(People who have seen your work ethic, Type: Personal/Professional)

Reference #1

Name: _____

Phone #: _____

Type: _____ Years Known: _____

Reference #2

Name: _____

Phone #: _____

Type: _____ Years Known: _____

Reference #3

Name: _____

Phone #: _____

Type: _____ Years Known: _____

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

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

- *Examples: time management, customer service, attention to detail*

Hard Skills are the skills we learn through education or hands-on experience related to specific technical knowledge and training.

- *Examples: office equipment, tools, certificates, training, and bilingual.*



Soft skills are our personality traits and behaviors that help us to work well with others. You can develop them with self-awareness 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



Time Management

Effectively managing your time can lead to reduced stress and anxiety, enhanced productivity, and improved mood and energy levels. Start by prioritizing your tasks to avoid overcommitting yourself. This approach will free up time for health-promoting activities, such as exercising, relaxing, enjoying your hobbies, and spending quality time with loved ones.

💡 Helpful Tip 💡

The **Pomodoro Technique** is a time management strategy that encourages you to work on a task for 25 minutes. It aims to boost productivity while promoting a healthy work-life balance.

Here's how it works

Choose a task, set a timer for 25 minutes, focus on the task without distractions, and when the timer rings, take a short break. Repeat this process.

Don't forget to join the "Can You Guess the Minute" activity at the Soft Skills booth! Instructions will be available at the Soft Skills table.

Extended Practice Template

Log any activities you would do during your day.

Examples: Sleeping, brushing teeth, showering, eating, entertainment, etc.

TIME-MANAGEMENT DAILY BREAKDOWN

TIME	TASK
5:00 AM	
5:30 AM	
6:00 AM	
6:30 AM	
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
12:00 PM	
12:30 PM	
1:00 PM	
1:30 PM	
2:00 PM	
2:30 PM	
3:00 PM	
3:30 PM	
4:00 PM	
4:30 PM	
5:00 PM	
5:30 PM	
6:00 PM	
6:30 PM	
7:00 PM	

DRESS FOR SUCCESS

Professional Conduct: First Impressions are Important



Your attitude and what you wear will show how serious and professional you are. Most companies require their employees to follow a certain dress code or wear a uniform. Ask your employer what their dress code is so you can follow it correctly.

When a company hires you, you become a representation of them.

It's how you present yourself, the way you carry yourself, the way you dress, and your attitude. It's by doing the right things even when no one is watching, whether you're on or off the clock. If you ever have a bad first impression, you can change it with time, consistency, and effort.



Regardless of work environment, remember these basic tips:

- Make sure you shower and your hair is clean and neatly styled
- Keep your outfit simple and make sure it is clean
- Wear simple jewelry/accessories
- Wear appropriate shoes - closed-toed heels, flats, or short boots



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.



ROCK YOUR NEXT INTERVIEW

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 the company is the right work environment for them.

Look at the job description and research the company.



Prepare ahead of time for the interviewer's questions.

Research the company and find out their mission, what do they do, and why you are interested in working for them. Look at the job vacancy and reflect on how you are going to communicate to them that you would be a great addition to their team. Assemble copies of your resume and letters of recommendation in a clean folder. Bring a notepad with questions you want to ask. Don't forget to bring a pen so that you can take notes during the interview.

Types of Interviews

The company you are applying for gives you **80%** of success in landing the job. That leaves job seekers with **20%** of preparation work. Knowing the different types of interviews that hiring managers may host can help you to prepare for success. When you get a call to set up an interview, ask them what type of interview it is and where it will be held. Employers can assume that your preparedness will transfer into your job. Once you know the location, do a trial run to see how long it takes you to get there.



Phone

Depending on how many applicants applied for the position, the hiring manager will narrow down the list by conducting a phone interview.

Pro Tip:

Limit background noises and distractions so that you can be attentive to any questions asked.



Traditional

A traditional 1-on-1 is the most common type of interview. You will meet at their business to discuss your fit for the position.

Pro Tip:

Know about yourself and research their company.



Video

Most frequently used when hiring for remote work positions. Treat it like a traditional interview by preparing yourself and your responses beforehand.

Pro Tip:

- Sit in front of a tidy, neutral backdrop so the interviewer can focus on your responses
- Limit fidgeting, background noises, and distractions



Panel

Multiple people interview you at once so that each interviewer can offer input regarding your candidacy.

Pro Tip:

- Breathe and think of why you are a great candidate while answering their questions.
- Make sure to look at each interviewer while answering their question.

Inside the mind of the interviewer:

How much training is this person going to need? • Can I believe what this person is saying? • How well will this person get along with the rest of the team? • Is this person qualified/do they have the experience we need? • Will this person make me look good because I hired them?

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 write what went well and what areas to improve on: _____

WHAT TO EXPECT ON YOUR FIRST DAY

The function of a clock is to tell us the time, which would be its mission. A company runs the same way. Each employee has a specific role and function. Researching the company and looking at the job vacancy will give you an insight into what you are expected to do.

Please ensure you participate in the What-If Activity. Instructions will be provided at the First Day Booth.

"Proper preparation prevents poor performance." – James Baker

Who do I report to? _____

What number do I call in case of an emergency? _____

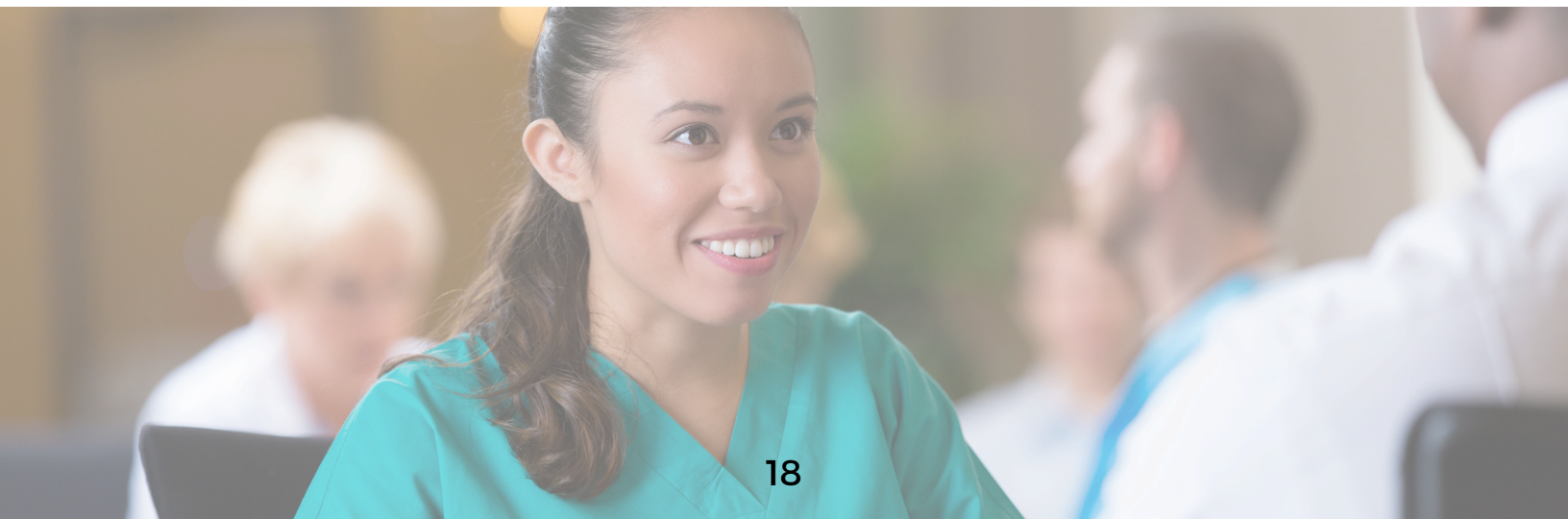
Where do I go? _____

What time do I need to be there? _____

How will I get there? _____

What do I need to bring? _____

What do I need to wear? _____



WHAT TO BRING TO YOUR FIRST DAY OF WORK

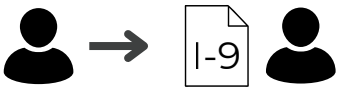
Employers must complete an I-9 Form and Employment Eligibility Verification form for every person they hire. And you fill out Section 1 and a W-4 as well. The following information will help you to know how to fill these important documents.



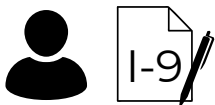
Employee **accepts offer** for employment



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

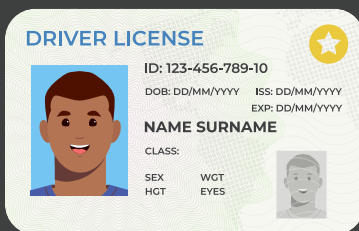


If Employee's work authorization expires, **complete Supplement B**



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>



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)	<p>Additional Information</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	<p><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
<p>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.</p>					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>
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Step 1: Enter Personal Information	(a) First name and middle initial _____ Last name _____	(b) Social security number _____
	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.)	

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.

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"/>
--	--

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.)

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

DIRECT DEPOSIT

Standard Form 1199A
(Rev. April 2021)
Prescribed by Treasury Department
Treasury Dept. Cir. 1076

EXAMPLE

OMB No. 1530-0006

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial)	D TYPE OF DEPOSITOR ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
ADDRESS (street, route, P.O. Box, APO/FPO)	E DEPOSITOR ACCOUNT NUMBER
CITY STATE ZIP CODE	F TYPE OF PAYMENT (Check only one)
TELEPHONE NUMBER AREA CODE	<input type="checkbox"/> Social Security <input type="checkbox"/> Fed. Salary/Mil. Civilian Pay
B NAME OF PERSON(S) ENTITLED TO PAYMENT	<input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> Mil. Active
C CLAIM OR PAYROLL ID NUMBER	<input type="checkbox"/> Railroad Retirement <input type="checkbox"/> Mil. Retire.
Prefix Suffix	<input type="checkbox"/> Civil Service Retirement (OPM) <input type="checkbox"/> Mil. Survivor
PAYEE/JOINT PAYEE CERTIFICATION	<input type="checkbox"/> VA Compensation or Pension <input type="checkbox"/> Other (specify)
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.	G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)
SIGNATURE DATE	TYPE AMOUNT
	JOINT ACCOUNT HOLDERS' CERTIFICATION
I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.	
SIGNATURE DATE	SIGNATURE DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME	GOVERNMENT AGENCY ADDRESS
------------------------	---------------------------

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION	ROUTING NUMBER	CHECK DIGIT
	DEPOSITOR ACCOUNT TITLE	
FINANCIAL INSTITUTION CERTIFICATION		
I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 208, and 210.		
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER DATE

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE. Reset

GOVERNMENT AGENCY COPY 1199-207

If you have a bank account, bring your bank's information:

- Bank Name
- Bank Address
- Bank Phone #
- Type of Account
- Account #
- Routing #



DIRECT DEPOSIT PRO TIP

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.

SELF-ADVOCACY

Self-Advocacy is recognized as the ability to speak and act on behalf of oneself or a cause. It's an important skill that students use in their youth and throughout life.

Please ensure that you participate in the Would You Rather Activity located at the Self-Advocacy booth. Instructions will be given to you at the table.

Reasonable Accommodations

Reasonable accommodations according to the Americans with Disabilities Act (ADA) include (but are not limited to):

- Larger computer monitor
- A written list of instructions
- Granting more time to accomplish tasks
- Anything that will help you to perform your job duties



To receive workplace accommodation, you must put in a request.

What are my needs?

What kind of support do I need to do my job?

How can I communicate to my employer what I need?

SELF-ADVOCACY SKILLS

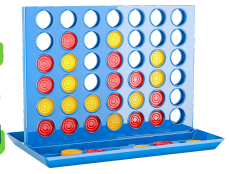
- Self-Awareness
- Disability Understanding
- Disability Disclosure
- Decision Making
- Set Goals
- Evaluate Options
- Identify Independence
- Accommodations
- Request & Utilize Accommodations
- Know Your Rights & Responsibilities

- 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



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

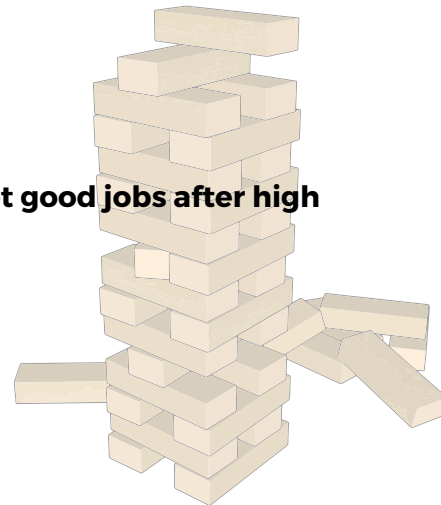
10 People with disabilities go to college.
a. Yes
b. I think
c. Not sure
d. No

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. _____

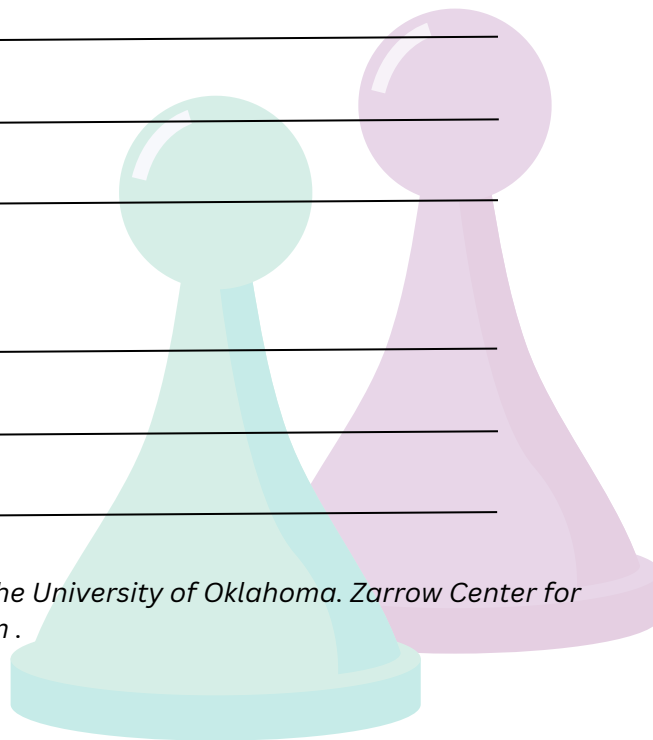
17 List 3 things you are good at when you are somewhere other than school.

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?

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



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?

You can create your own logo with things that represent your hopes and dreams. You can create it digitally and put it as your wallpaper on your phone and/or computer. Place it somewhere that will help you to stay on track. Having a visual of your goals can help you develop a better understanding that your choices can impact your future.

For every choice, think of these questions:

1. Will this decision help me to achieve my dream?
2. Will this decision delay my dream?
3. Will this decision prevent my dream?

CREATE YOUR OWN LOGO

BUDGETING

Money Management

To help you manage your money, calculate the number of hours a day an item is worth by how much you get paid an hour.

Is the item worth "X" hours of your time to pay for it?

How much do I get paid per hour? _____

How much is the item I want to buy? _____

How many hours do I have to work for that item? _____

Can You Budget?

Use the below **Shopping on a Budget** activity to engage students by putting them in the shoes of families in need to better understand the hard choices they make on a regular basis. What does a family do when they go grocery shopping but don't have enough money to purchase everything they need? With a very small budget to work with, they shop carefully trying to stretch every dollar, asking:



- Do we spend more money and purchase more nutritious/healthy food?
- Do we spend less money and get more food, but at much less quality and they are typically unhealthy items?
- How much can we get for the amount of money we have?
- What meals might my family have to skip this week, since we don't have enough money?

Use the documents below and have students work together in groups or individually to create a meal plan for sample families in need.

- Each scenario below includes a realistic situation and daily budget very similar to what people experience everyday.
- Use the sample food choices in this document to create a meal plan for a sample client family.
- Utilizing the worksheet below, you will be asked to create 4 meals - breakfast, lunch, dinner, and snacks - that all stay within the daily budget of the family or individual.



SHOPPING ON A BUDGET

SAMPLE SCENARIOS 1

Scenario #1

Mona Grey retired from her job one year ago. She receives her pension of \$670 a month, plus her Social Security check of \$840, for a total monthly income of \$1,510. After rent, electric, water, phone bills, and medical payments, she has \$50 a week, or about \$7.14 per day to spend on groceries for breakfast, lunch, and dinner. What groceries can Mona purchase and not be hungry?



Scenario #2

Leo Powell is a single man who lives in a boarding house. He receives General Assistance, which pays his rent, and receives \$187 in CalFresh Benefits (food stamps). He has about \$46 per week to spend on meals for himself, or \$6.67 per day. What can Leo purchase at the grocery store to feed him breakfast, lunch, dinner, and a snack under his daily budget?



Scenario #3

Lauren and Alex Ruiz have three children, ages 4, 6, and 10. One and a half years ago, Alex was injured and has not been able to work. He receives disability while Lauren works full time. The family has used most of their savings to supplement the single income. After bills, the family has \$560 a month to feed the whole family. Though that seems like a lot, the family only has \$140 a week or \$20 per day to spend on food for all 5 people in the Ruiz family. What can the Ruiz family buy?



SHOPPING ON A BUDGET

SAMPLE SCENARIOS 2

Scenario #4

Bill Moder is a disabled veteran who receives a military pension. Bill cannot drive due to his disability, and he lives in an area where the larger grocery stores are not easily accessible. After his monthly expenses, Bill is left with \$300 a month to purchase food for himself. He can only carry about two bags of food at a time, therefore he needs to buy food twice a week. He can only spend \$9 or \$10 a day on food for his money to last all month.



Scenario #5

Selena Macias is a single mother of 2 children, ages 3 and 1. She is a CalWorks participant and attends job training classes, while her children are in a subsidized child care program. She receives \$562 in Cal-Fresh benefits, but must provide breakfast and lunch for her children's daycare. Her daily limit is between \$16 - \$17 dollars a day so that her benefits last all month. Can you purchase breakfast, lunch, and dinner for the 3 of them for up to \$17 a day?



Scenario #6

Maylin Nguyen is a student who works part-time and attends school full-time. She lives in a boarding house and prepares her own meals separately from her roommates. She has a small refrigerator and she primarily uses a microwave oven to prepare her meals. Her budget to buy food is about \$200 a month, depending on her expenses. What can you buy for Maylin to eat for about \$7 a day?



MENU

BREAKFAST

CORN FLAKES 10 Servings	\$ 2.99
WHOLE WHEAT BAGELS 6 Servings	\$ 5.30
PREPACKAGED CINNAMON ROLLS 6 Servings	\$ 2.99
FROZEN WAFFLES 4 Servings	\$ 3.73
TURKEY BACON & VEGGIE OMELET 4 Servings	\$ 4.68
OATMEAL, FRESH BERRIES & LOW FAT MILK 1 Serving	\$ 3.20
YOGURT & FRESH BERRIES 1 Serving	\$ 3.20
DONUTS 1 Serving	\$ 1.00

DINNER

CHICKEN BREASTS 2 Servings Per Pound	\$ 3.50/LB
TOFU 3 Servings Per Package	\$ 2.00/PACKAGE
ZUCCHINI 3 Servings Per Pound	\$ 2.00/LB
FROZEN FETTUCCINE ALFREDO 1 Serving	\$ 1.10
ROASTED CHICKEN & MIXED VEGGIES 1 Serving	\$ 5.00
FROZEN PEPPERONI PIZZA 1 Serving	\$ 1.80
HOT DOGS 1 Serving	\$ 1.15
TURKEY BURGER W/ MIXED VEGGIES 1 Serving	\$ 4.25

LUNCH

PEANUT BUTTER & JELLY SANDWICH 1 Serving	\$ 0.80
MIXED FRUIT SALAD 1 Serving	\$ 1.00
WHOLE WHEAT PASTA W/ PARMESAN CHEESE 1 Serving	\$ 1.50
PRE-MADE SALAD 1 Serving	\$ 3.00
FAST FOOD FISH & CHIPS 1 Serving	\$ 5.00
TURKEY SANDWICH WITH SALAD 1 Serving	\$ 3.00
GRAPES 1 Serving	\$ 1.00
	\$ 3.00/LB
VEGETABLE WRAP 1 Serving	\$ 4.00
MANDARIN ORANGES 1 Serving	\$ 0.50/SERVING
	\$ 4.99/BAG

SNACKS

VEGGIES & HUMMUS 1 Serving	\$ 2.00
CANDY BAR 1 Serving	\$ 0.75
FRUIT SMOOTHIE 1 Serving	\$ 2.00
WHOLE WHEAT TOAST W/ PEANUT BUTTER & BANANA 1 Serving	\$ 1.20
MILK 1 Serving	\$ 0.50
JUICE 1 Serving	\$ 0.70
SODA 1 Serving	\$ 0.75
PLUM 1 Serving	\$ 0.75
APPLE 1 Serving	\$.60
POTATO CHIPS 1 Serving	\$ 1.39

SHOPPING ON A BUDGET WORKSHEET

BREAKFAST

ITEM	PRICE	AMOUNT PURCHASED

BREAKFAST TOTAL \$ _____

LUNCH

ITEM	PRICE	AMOUNT PURCHASED

LUNCH TOTAL \$ _____

DINNER

ITEM	PRICE	AMOUNT PURCHASED

DINNER TOTAL \$ _____

SNACKS

ITEM	PRICE	AMOUNT PURCHASED

SNACKS TOTAL \$ _____

COMMUNICATION



We see things differently and draw conclusions from the same things. We look at the emotions we are feeling. It can help you realize when you need to bring the situation to others to ask for their opinion to help remove the emotion you are feeling to see the situation clearly.

We don't only communicate with our words. Communication is judged off **7%** words, **38%** tone, and **55%** body language and facial expressions.

Non-Verbal Communication Game

Instructions: Hold up the color card for the corresponding face. Let's see if you can master the non-verbal communication being demonstrated.



Angry



Bored



Happy



Sad



Surprised!

TIPS TO FURTHER YOUR JOURNEY

SOCIAL MEDIA & ONLINE SAFETY

Be safe, respectful, and responsible.

- Avoid sharing personal information during the initial stages of online applications.
- Use social media to follow, friend, and like other professionals.
- Participate in groups to learn about different career opportunities.
- Create a strong online presence, leverage your network, and target your job search.
- Follow and like companies you would like to work for.
- Represent yourself honestly.
- Always represent yourself professionally in comments and photos, even after you've been hired.
- Assume anyone can see what you post, regardless of privacy settings.
- Create a professional voice greeting for employers when they leave you a voicemail.
- Search for yourself online to see what others can learn about you.



Cell Phones

Unless otherwise approved by your employer, do not use your cell phone while clocked in during your shift. Most companies have an emergency line for you to provide to family members to be used in case of emergency.

How Big is the Problem?

- 55% of distractions in the workplace are caused by cell phones.
- 75% of employers say that 2+ hours are lost every workday due to distractions.
- 28% increase in mistakes after an employee gets a phone call.

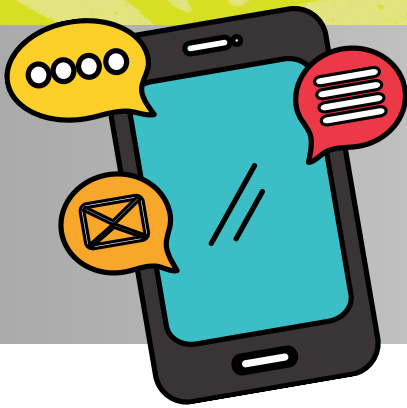
Harrassment

Is the unwelcome and sometimes unlawful actions that demeans, insults, and offends. Federal law prohibits harassment of individuals based on protected characteristics. If you are being harassed, tell your supervisor, and follow your employers' anti-harassment policy.

CREATING A WELLNESS PLAN



It's important that you recognize and address burnout. Symptoms include fatigue, irritability, diminished passion, feelings of distrust or that something isn't going to go well, or detachment. Practicing some type of self-care will help you to manage stress and lower your risk of illness and increase your energy.



What percentage of the battery on your cell phone does your personal indicator urge you to find a charger?



Positive Affirmations

Positive affirmations can significantly enhance your confidence, resilience, and overall mindset. Customize your affirmations to align with your individual strengths and needs, practice them regularly, and select ones that reflect qualities you recognize in yourself and wish to inspire in others! Here are a few examples to consider:

I am talented and kind. Those strengths will take me far.

I am unique and special.

I am brave and strong.

I am a good friend.

No matter my age, I am worthy of respect.

I am focused and consistent.

I am interesting company.

I get better every day.

I see beauty in others.

I appreciate this quiet moment.

I can do hard things.

I am happy and content.

I feel calm inside.

I believe in myself.

I am grateful for my health.

I love myself, flaws and all.





I am enough. A thousand times enough.

There is no failure, only growth.

I like the person I am growing into.

I am resilient and bounce back from setbacks.

CAREER WORKSHOPS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Job Searching in 2025</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Introduction to WorkInTexas.com • Preparing for a successful job search <p>What career field is right for you</p> 	<p>Setting SMART Goals</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Setting SMART goals • First impressions • Career blueprint 	<p>Financial Empowerment</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Money management • Creating a budget • Credit basics • Understanding your money 	<p>Interviewing</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Rocking your next interview • Be a S.T.A.R. interviewer • Why attend job fairs • Resume purpose and development <p>Resume Workshop</p> <p>1:00 PM - 3:30 PM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • How to navigate WorkInTexas.com • Building/uploading your resume in WorkInTexas.com 	<p>Mastering Soft Skills</p> <p>9:00 AM - 11:30 AM</p> <p>WORKSHOP OBJECTIVES</p> <ul style="list-style-type: none"> • Soft skills • Employer expectations • The week in review 

HOW TO ATTEND

In-Person

Galaxy Center - Entrance 5
4309 Old Jacksboro Hwy
Wichita Falls, TX 76302

Virtual

Once you are registered, you will be emailed the link to attend sessions online.



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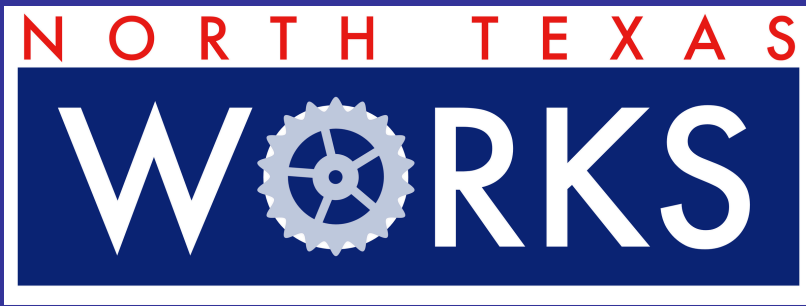


CONTACT US

940.322.1801, option 2

Workforce Solutions North Texas is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: (800) 735-2989 (TDD) or (800) 735-2988 (Voice) or 711

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Youth Program for Young Adults Ages 16-24



The North Texas Works Program assists eligible young adults, ages 16-24, to gain the skills necessary to succeed in tomorrow's workforce. Ask us about:



- Paid on-the-job training
- College preparation
- Leadership development opportunities
- Paid work experience
- Financial assistance for school, fees, and tuition
- Occupational skills training

Contact a location near you to determine eligibility and make an appointment for a Welcome Session with a Program Specialist.

Apply Today!



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Email: WIOA@ntxworksolutions.org

Website: www.ntxworksolutions.org

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Wichita Falls: 940.322.1801

Bowie: 940.872.2424

Graham: 940.549.6363

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Serving Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young Counties of North Texas.

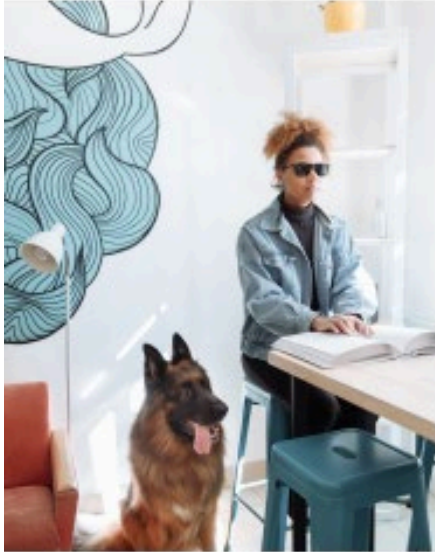
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Creating opportunities for your abilities

Start My VR 



Start My VR is an online self-referral form that offers a convenient way for Texans with disabilities to take the first step toward obtaining, retaining or advancing in employment. Follow the three steps listed here to get started. From there you will be connected with a Vocational Rehabilitation (VR) staff member to learn more about VR Services. Use your mobile phone to scan the QR code to access Start My VR.

1



Go online to the *Start My VR* portal and enter your information

2



Receive a confirmation Request Number

3



VR will contact you to discuss how VR services can benefit you

Questions? Contact us:
twc.texas.gov/VRNearMe
VR.office.locator@twc.texas.gov
 512.936.6400

Start My VR 



Summer Earn & Learn

Creating Pathways to Employment for

Students with Disabilities



Explore a Career Path & Earn a Paycheck

Summer Earn & Learn offers eligible students with disabilities paid work experience with a local employer who, together with VR, can provide the support and accommodations you need to succeed.

Apply Today!

For more information contact your local Texas Workforce Solutions Vocational Rehabilitation Services office:
www.twc.texas.gov/VRNearMe



- Receive workplace training and accommodations



- Learn job skills and build confidence



- Earn a paycheck

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VOCATIONAL REHABILITATION SERVICES

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Texas Workforce Solutions-Vocational Rehabilitation Services

101 East 15th Street
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512-936-6400
VR.office.locator@twc.texas.gov

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The Texas Workforce Commission accepts calls made through any relay service provider.

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These activities are financed under the TWC Federal Vocational Rehabilitation grant. For the Federal fiscal year 2022 (October 1, 2021, through September 30, 2022), TWC anticipates expending \$242,743,967 in Federal Vocational Rehabilitation funds. Funds appropriated by the State pay a minimum of 21.3% of the total costs (\$65,698,117) under the Vocational Rehabilitation program. Revised June 2022.

For purposes of the Supported Employment program, the Vocational Rehabilitation agency receives 94.7 percent of its funding through a grant from the U.S. Department of Education. For the 2022 Federal fiscal year, the total amount of grant funds awarded are \$1,484,466. The remaining 5.3 percent (\$82,470) are funded by Texas State Appropriations. Revised June 2022.

For purposes of the Independent Living Services for Older Individuals who are Blind program, the Vocational Rehabilitation agency receives 90 percent of its funding through a grant from the U.S. Department of Education. For the 2022 Federal fiscal year, the total amount of grant funds awarded are \$2,189,102. The remaining 10 percent (\$243,234) are funded by Texas State Appropriations. Revised June 2022.

TWC.TEXAS.GOV

We are here for you!

Contact us today.



Bowie Center

800 Highway 59 North
Suite A
Bowie, TX 76230

Local: 940.872.2424
Toll free: 800.972.2424
Fax: 940.872.2990



Graham Center

924 Cherry Street
Graham, TX 76450

Local: 940.549.6363
Toll free: 800.549.6363
Fax: 940.549.9821



Vernon Center

Wilbarger County Courthouse
1700 Wilbarger Street, #B7
Vernon, TX 76385

Local: 940.552.5211
Toll free: 800.888.5079
Fax: 940.552.2997



Wichita Falls Center

4309 Old Jacksboro Highway
Galaxy Center - Entrance 5
Wichita Falls, TX 76302

Local: 940.322.1801
Toll free: 800.333.8209
Fax: 940.322.8411



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