

They earned it, ask for it.

Students will be issued both a full size and a wallet size certificate similar to the one shown below.

Please ask to view the certificate when interviewing a qualified youth.

Certificate of Employability
Schools Name (High School)

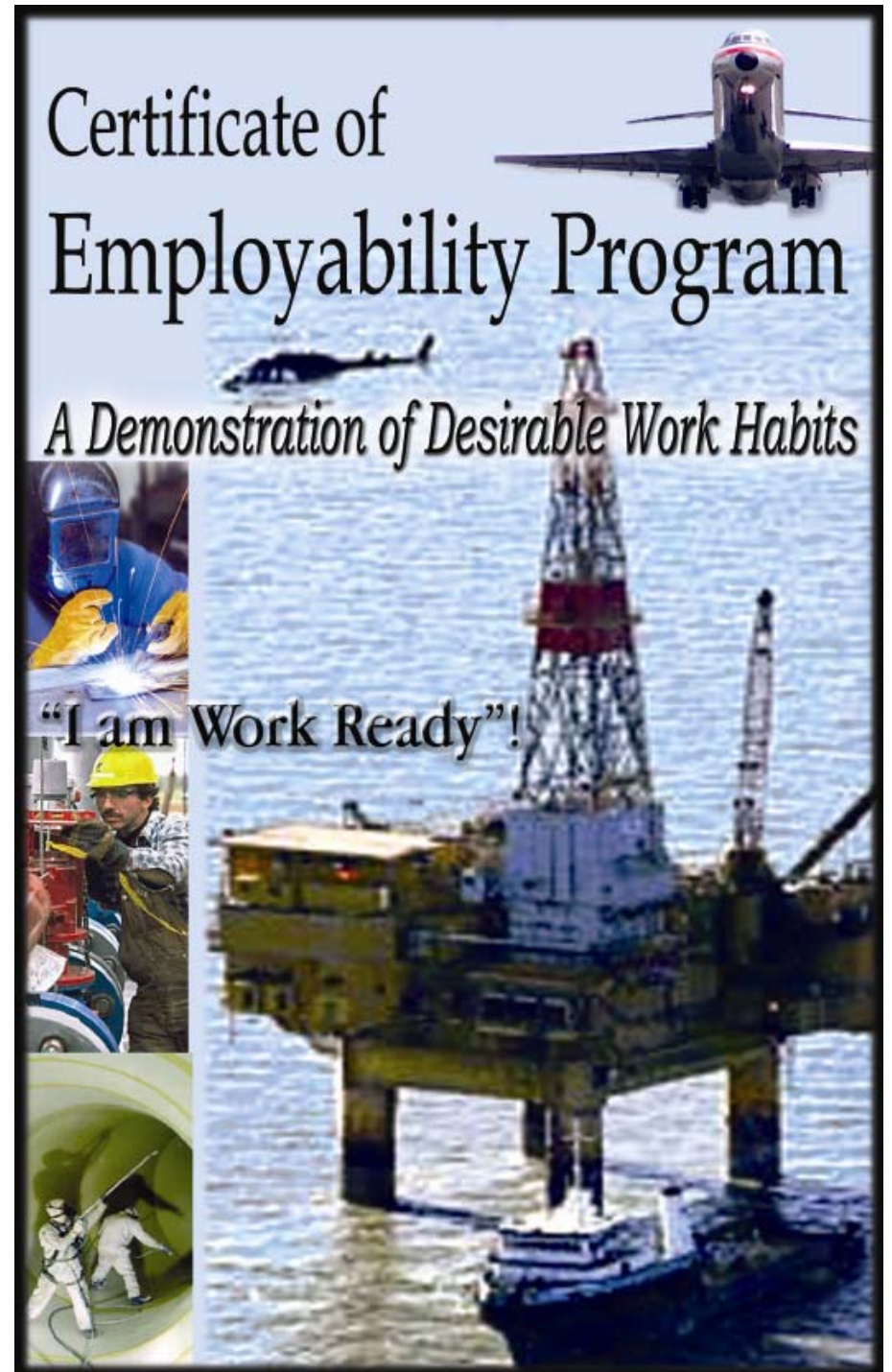
First Name _____ Last Name _____

Has successfully met the employability standards necessary to receive this certificate. Issued 00/00/07

(School, Employer or Training Representative)



For more information or to support the TALENTS program contact: Loretta Spalding at 907-283-2966 or Walt Ward, Workforce Development Center 907-262-7411. This project is Funded Through The Department of Labor and Workforce Development Division of Business Partnerships and can only be Used With Permission from the Independent Living Center 907-235-7911.



Desirable Work Habits

The TALENTS project promotes the following Youth Employability Skills (YES):

1. Productive Attitude and Personal Qualities:
 - * Personal character, honesty, ethics, integrity
2. People Skills:
 - * Contributes as a Team member. Accepts feedback.
3. Punctuality and Attendance:
 - * Arrives on time, prepared to work.
4. Critical Thinking and Problem Solving:
 - * Identify problem, makes informed decisions.
5. Time and Resource Allocation:
 - * Dependable in work assignments, meets deadlines.
6. Business Basics:
 - * Understands organizations mission statement, dependable, dresses appropriately, is well groomed.
7. Information and Analysis, Technology and Communication:
 - * Demonstrates communication skills necessary to accomplish

Team Work Is The Key

A strong partnership between the State, employers, educators, parents and students requires mutual commitment, high standards and clear expectations. The Chamber of Commerce, Department of Labor and Workforce Development, School District plus the TALENTS Program are dedicated to establishing and sustaining such standards.



A student practices welding at the Workforce Development Center.

Qualifications

To be eligible for the Certificate of Employability the youth **must** meet the following:

- Complete the Certificate application process and be accepted into the program.
- Have limited unexcused absences and tardies. (excluding school related activities).
- Make adequate progress in school or training programs.
- Earn an average score of the “exemplarily or acceptable” on the evaluation in all categories (see criteria below).

Performance Evaluation

- ◆ Qualified youth who have applied for the program and have met specific eligibility standards will earn a Certificate.
- ◆ All youth must meet the acceptable level in the Youth Employment Skills (YES) program to be issued a Certificate of Employability.
- ◆ A Certificate of Employability will be an endorsement of the student’s/youth’s work habits within the classroom or workplace.
- ◆ Employers can benefit by hiring youth who have demonstrated Youth Employability Skills (YES). Area employers should ask for the certificate when considering youth for employment.