

PREPARING FOR THE FUTURE

A Transition Handbook for Success



Butte County SELPA

WorkAbility 1 Program

Revised 2021

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Dear Student,

Congratulations!!!! You have finished an important chapter in your life by completing high school. This is an exciting time as you are now faced with several decisions about your future. This handbook is meant to help you transition to the world of work by giving you the tools you need to plan for a successful future. You have accomplished a huge goal and you are on your way to accomplish many more! Always believe in yourself, strive to do your best, and most importantly never forget to smile and enjoy every moment life brings! We wish you all the best and happiness in the years to come....

Sincerely,

Your WorkAbility Team:

Julie Romero, Manager Employment Services

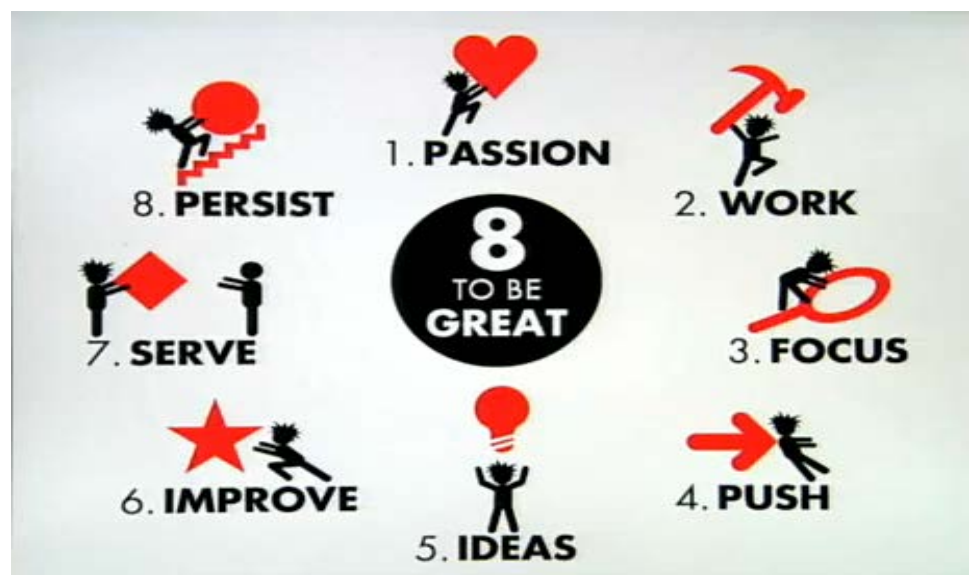
Danielle Bailey, Job Developer

Lynn Bakke, Job Developer

Sharon Byrne, Job Developer

*Carla Geyer,
Administrative
Assistant*

**1870 Bird Street
Oroville, Ca 95965
(530) 532-5922**



Personal Recordkeeping

One important step into adulthood is the responsibility for keeping your own personal records. These are documents that you will need when applying for a job, college/university, technical school, or even an apartment and more! It's a good idea to keep them together in one safe place so that you will be able to find them easily when you need them.

1. Social Security Card (original card):

National SS Website: www.ssa.gov

Social Security Office (Chico)
1370 E. Lassen Ave., Ste. 150
Chico, Ca 95973
(800) 772-1213

Social Security Office (Oroville)
115 Table Mountain Blvd.
Oroville, Ca 95965
(800) 331-7130

Social Security Office (Yuba City)
355 Percy Ave.
Yuba City, Ca 95991
(866) 331-5449
TTY: (530) 671-1896

Social Security Office (Redding)
2660 Park Marina Drive, Ste. A
Redding, Ca 96001
(866) 964-1236
TTY: (530) 246-5055

Documents needed to apply for a replacement card: Birth Certificate and Photo ID

2. Driver's License or California ID Card:

National DMV Website: www.dmv.org

DMV Office (Chico)
107 Parmac Rd #1
Chico, Ca 95926

DMV Office (Oroville)
775 Mitchell Ave.
Oroville, Ca 95965

DMV Office (Yuba City)
1570 Poole Blvd.
Yuba City, CA 95993

Documents needed to apply for a CA DL or ID: One identity document which includes date of birth and true, full name (such as a passport or birth certificate), and two residency documents that prove you live in California (such as utility bill, insurance or registration documents, medical bill – if you are a minor, this can be in your parents' name if you can show relation on a birth certificate, adoption papers or foster family agency agreement).

For a list of all acceptable documents, see www.dmv.ca.gov

Personal Recordkeeping

3. Birth Certificate:

For a certified copy of your birth certificate, contact the vital records office in the state where you were born for instructions on how to request a copy and get information on any fees.

Birth certificates are available for births occurring in Butte County.

The fee for a certified copy of a birth certificate is \$25.00. You may order a copy of a birth certificate by using *one* of the following:

1. Fill out an application online, then appear at the Clerk-Recorders Office within 10 working days, at 155 Nelson Ave., Oroville with a valid ID. You will receive the certified copy at that time.
2. Coming in to the office at 155 Nelson Ave., Oroville. The process takes approximately 10-15 minutes. You will receive the certified copy at that time.
3. Mail the completed applications and the \$25 fee to

Butte County Clerk-Recorder
155 Nelson Ave
Oroville, CA 95965

4. Order online through the VitalChek Network.

4. IEP Information:

Contact the high school where you graduated (files are kept for 3 years after graduation).

5. High School Transcripts:

Contact the high school where you graduated.

Local Resources

Department of Rehabilitation

The California Department of Rehabilitation (DOR) is an employment and independent living resource for people with disabilities. DOR provides Vocational Rehabilitation Services to Californians with disabilities who want to work. The services include employment counseling training and education, mobility and transportation aids, job search and placement assistance.

The following is a list of the programs or services DOR offers:

- Mobility Evaluation – driving, passenger and wheelchair evaluations
- Specialized Services for the blind, visually impaired, deaf and hard of hearing
- Assistive Technology – service and devices to improve or maintain capabilities
- Social Security Work Incentives and the Ticket to Work Program
- Independent Living
- Business Enterprises Program (BEP) – opportunity for legally blind to become independent food service professionals
- Schedule A – program to remove barriers and increase employment opportunities
- Limited Examination and Appointment Program (LEAP) – alternate examination and appointment process for State service positions
- Training – vocation and education opportunities to assist with skills needed for career

For more information about DOR and how to apply, please log onto the following website:

www.rehab.cahwnet.gov

Chico Location

1370 E Lassen Ave. #110
Chico, CA 95973
(530) 895-5507

Yuba City Location

1237 Live Oak Blvd. #B
Yuba City, Ca 95991
(530) 822-4591

Redding Location

1900 Churn Creek Rd #100
Redding, CA 96002
(530) 224-4708

Local Resources

One-Stop Centers

One-Stop Centers help youth and adults find employment, plan a career, and provide a variety of training to help you prepare for the world of work. Please visit the websites listed below, at the One-Stop Center nearest your location, for more information and resources.

Locations:

Chico Location:

765 East Ave.
Chico, CA 95926
(530) 552-6621

www.butteonestop.org

Oroville Location:

78 Table Mountain Blvd.
Oroville, Ca 95965
(530) 538-7301

www.butteonestop.org

Paradise Location:

Paradise Library
5922 Clark Road
Paradise, CA 95969
Tues and Thurs 12:00-5:00

Sutter County Location:

950 Tharp Road #1000
Yuba City, Ca 95993
(530) 822-5120

www.sutteronestop.org

Plumas County Location:

1953 E Main Street
Quincy, CA 95971
(530) 283-9675

www.aworkforce.org

Willows Location:

420 Laurel Street
Willows, CA 95988
(530) 934-6514

www.hra.co.glenn.ca.us

Modoc County Location:

221 North Main Street
Alturas, CA 96101
(530) 223-4161

www.aworkforce.org

Orland Location:

604 E. Walker Street
Orland, CA 95963
(530) 865-6102

www.hra.co.glenn.ca.us

Lassen County Location:

1616 Chestnut Street
Susanville, CA 96130
(530) 257-5057

www.aworkforce.org

Local Resources

Alliance for Workforce Development, Inc. provides assistance for low income youth and young adults to acquire the knowledge and skills necessary to overcome barriers blocking completion of their educational and/or employment goals. AFWD's Youth Program accomplishes this by offering activities, trainings, mentoring, recognition for achievement, and continued follow-up with youth to ensure their success.

All youth have access to the One-Stop computer labs; including resume writing assistance, job search assistance, typing tests and other core services.

For more information please visit the following website:

www.afwd.org

Chico Location:

500 Cohasset Road Ste 30
Chico, Ca 95926
(530) 895-4364

Oroville Location:

78 Table Mountain Blvd.
Oroville, Ca 95965
(530) 538-7301

Plumas County Location:

7 Quincy Junction Rd
Quincy, Ca 95971
(530) 283-1606

Lassen County Location:

1616 Chestnut St
Susanville, CA 96130
(530) 257-5057

Modoc County Location:

701 North Main St #1
Alturas, CA 96101
(530) 233-4161

Sierra County Location:

305 South Lincoln St.
Sierraville, CA 96126
(530) 994-3349

Grass Valley Location:

988 McCourtney Rd
Grass Valley, CA 95949
(530) 265-7088

Truckee Location:

10879 Donner Pass Rd #A
Truckee, CA 96161
(530) 550-3015

Local Resources

Independent Living Services of Northern California

ILSNC is a nonprofit organization helping community members with disabilities to achieve and/or maintain their optimal level of self-reliance and independence.

It is the purpose of ILSNC to assist persons with disabilities to achieve and/or maintain their independence. ILSNC will provide support services (eg. information, housing assistance, and provider referrals) and to eliminate barriers (physical, emotional, societal, etc.) to increase opportunities for participation in the community. ILSNC will also work to ensure provision of needed services, identified by persons with disabilities and other community members, while supporting consumers' rights to live independently.

The following offices serve Butte, Glenn, Lassen, Modoc, Plumas, Shasta, Siskiyou and Tehama Counties:

Chico Location:

1161 East Ave.
Chico, Ca 95926
(530) 893-8527

Redding Location:

169 Hartnell Ave. Ste. 128
Redding, Ca 96002
(530) 242-8550

Disability Action Center - <https://actionctr.org/>

Disability Action Center is a private, non-profit organization founded in 1980 to meet specific needs of people with disabilities living in Northern California. Their staff provides free support to help community members with disabilities achieve and/or maintain their optimal level of self-reliance and independence. They can provide support services such as information, housing assistance, and provider referrals. Their goal is to work with each individual client to eliminate barriers (physical, emotional, societal, etc.) to increase opportunities for participation in the community.

DAC serves Northern California Counties including:
Colusa, Butte, Glenn, Tehama, Plumas, Shasta, Lassen, Siskiyou, and Modoc.

Chico Location:

1161 East Ave
Chico, CA 95926
(530) 893-8527

Redding Location:

2453 Athens Ave.
Redding, CA 96001
(530) 242-8550

Local Resources

National Guard Youth ChalleNGe

Applicants must commit to complete the voluntary program, which includes a 22-week residential phase followed by a 12-month post-residential phase. Once accepted into the program, cadets are introduced to the military structure, participate in team-building activities, practice making healthy choices, attend school daily, gain organizational and study skills, participate in a wide range of extra-curricular activities, and receive the support they need to turn their lives around. Military service is not required or encouraged for youth participating in this program.

For selection into the program, the applicant must be:

- 16-18 years of age at the time of entry into the program.
- A high school dropout, at-risk for drop-out or credit deficient.
- A citizen of legal resident of the United States.
- Unemployed, or underemployed.
- Not currently on parole or probation.
- Free from use of illegal drugs or substances.
- Physically and mentally capable to participate in the program.

Discovery ChalleNGe:

700 East Roth Road
Lathrop, CA 95330

Phone: 1-844-633-3301

Email:

admissions@discoverychallengeacademy.com

Website:

<https://iamdiscovery.org/>

Grizzly Youth Academy:

721 Mendocino Ave.
San Luis Obispo, CA 93405

Phone: 1-800-926-0643

Email: gyaadmissions@gmail.com

Website:

<https://www.grizzlyyouthacademy.org/>

Sunburst Youth Academy:

4022 Saratoga Ave. #21
Los Alamitos, CA 90720

Phone: 562.936.1752

Email:

admissions@sunburstyouthacademy.com

Website:

<https://www.sunburstadmissions.com/>

Local Resources

California Job Corps

Job Corps is a free education and training program. Students can earn a high school diploma or the equivalent, and college credits. Job Corps also offers tuition-free housing, meals, basic health care, a living allowance, and career transition assistance. For eligible young people ages 16-24 that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life.

Job Corps offers career technical skills training in 10 high-growth industry sectors:

- Advanced Manufacturing
- Automotive and Machine Repair
- Construction
- Finance and Business
- Healthcare
- Homeland Security
- Hospitality
- Information Technology
- Renewable Resources and Energy
- Transportation

Locations:

Sacramento Job Corps Center

3100 Meadowview Road
Sacramento, Ca 95832
(916) 394-0770
<http://sacramento.jobcorps.gov>

San Jose Job Corps Center

3485 East Hills Drive
San Jose, Ca 95127
(408) 254-5627
<http://sanjose.jobcorps.gov>

Treasure Island Job Corps Center

351 H. Avenue, Building 442
Treasure Island
San Francisco, Ca 94130
(415) 277-2400
<http://treasureisland.jobcorps.gov>

Sierra Nevada Job Corps Center

14175 Mt. Charleston St.
Reno, NV 89606
(775) 789-1000
<https://sierranevada.jobcorps.gov/>

**for more locations please visit Job Corps website: <http://www.jobcorps.gov/centers/ca.aspx>*

Local Resources

California Conservation Corps (CCC)

The California Conservation Corps is a state agency that puts together young people and the environment, to the benefit of both. Corps-members -- young men and women between the ages of 18 and 25 -- sign up for a year of working outdoors to improve California's natural resources. They also assist with emergency response: fighting fires, floods, earthquakes and pest infestations.

The CCC, modeled after the original Civilian Conservation Corps of the 1930s, is the oldest and largest conservation corps now in operation. Created by Governor Edmund G. Brown Jr. in 1976, more than 120,000 young people have been a part of the CCC since that time.

For more information, including more locations, please visit the CCC website:
<http://www.ccc.ca.gov>

Chico Location

341 Huss Drive
Chico, CA 95928
(530) 894-0495

Tahoe

1949 Apache Ave.
South Lake Tahoe, CA 96150
(530) 577-0850

Magalia Fire Center

6640 Steiffer Road
Magalia, CA 95954
(530) 327-6252

Yreka – Siskiyou

1515 S. Oregon St.
Yreka, CA 96097
(530) 841-1795

Placer Center

4411 Highway 193
Greenwood, CA 95635
(530) 823-4075

Sacramento – Energy Corps Center

570 Bercut Drive
Sacramento, CA 95811
(916) 414-6202

Redding – Shasta Cascade

4900 Mountain Lakes Blvd. Ste-A
Redding, CA 96003
(530) 241-3030

Local Resources

Far Northern Regional Center is a fixed point of referral for individuals with developmental disabilities and their families.

FNRC also provides services to infants and toddlers (from birth to three years old) who are showing a delay in their development or who are at substantially high risk for a developmental disability.

FNRC coordinates community resources such as education, recreation, health, rehabilitation and welfare for individuals with developmental disabilities.

Locations:

Butte County:
1377 E. Lassen Ave.
Chico, Ca 95973
(530) 895-8633

Shasta Center:
1900 Churn Creek Rd
Redding, CA 96002
(530) 222-4791

Plumas County:
401 Peninsula Dr. Suite 2
Westwood, CA 96137
(530) 895-8633

www.farnorthernrc.org

Some of the FNRC Service Providers in Butte County:

ARC of Butte County - Dedicated to ensuring the opportunity for individuals with developmental disabilities to realize goals and enhance their quality of life.

We Care a Lot Foundation - We Care provides the support and creates opportunities for people to pursue their hopes and dreams and to contribute to their communities.

Little Red Hen - a non-profit organization with six locations serving children and adults with developmental disabilities. 100% of their sales / donations benefit quality programs for children and adults with developmental disabilities like autism, cerebral palsy, Down's syndrome and other cognitive disabilities.

Caminar - services designed to enable adults and older adults with mental health, physical and developmental disabilities to live and work in their community in accordance with their ability and desire.

Autism Lifespan - promote lifelong access and opportunities for persons within the autism spectrum and their families, to be fully included participating members of their communities through advocacy, public awareness, education, and research related to autism.

Mains'I - offers supports to those who need it so they can live a life of their own choosing.

Local Resources

PRIDE Industries

PRIDE Industries, one of the nation's largest nonprofit employers of people with disabilities, provides outsourcing solutions that meet the manufacturing and service needs of Fortune 500 companies and government agencies nationwide.

PRIDE Industries Mission, Vision, and Values:

Mission

To create jobs for people with disabilities.

Vision

To be the premier employer of people with disabilities; the vendor of choice in the markets we serve; and the recognized leader in meeting the needs of individuals in overcoming barriers to employment.

Values

Mission: Creating good jobs for people with disabilities while operating our business profitably.

PRIDE Industries Headquarters:

10030 Foothills Boulevard
Roseville, CA 95747-7102
(916) 788-2100
Toll Free: (800) 550-6005
www.prideindustries.com

Nearest Office Location:

950 Tharp Road, Suite 601
Yuba City, Ca 95993
(530) 755-1736

College Info/Resources

Individualized Education Plans (IEPs) are not available in college, but a copy of your transition IEP from your high school might help set up services to help you succeed in college. All colleges and universities will offer a department that specializes in assisting students with disabilities, though they might be called something different. It is advised that you contact them as early as possible to request accommodations. Examples of services available through their department for students with disabilities include:

- Testing Accommodations
- Assessment for Learning Disabilities (limited and at the discretion of the director)
- Specialized Counseling
- Interpreter Services for hearing-impaired students
- Mobility Assistance
- Note-taking Services
- Reader Services
- Transcription Services
- Registration Assistance
- Specialized Instruction
- Adaptive Technology

***** Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.gov*****

College Info/Resources

Community Colleges:

Butte College:

3536 Butte Campus Drive
Oroville, Ca 95965
(530) 895-2511
www.butte.edu

Disabled Student Programs and Services (DSPS):

Butte College Main Campus – SAS 238
(530) 895-2455
www.butte.edu/dsps

Financial Aid Office:

Butte College Main Campus – SAS 160
(530) 895-2311
www.butte.edu/financialaid

Yuba College:

2088 North Beale Rd.
Marysville, Ca 95901
(530) 741-6700
<http://yc.yccd.edu>

Disabled Student Programs and Services (DSPS):

Yuba College Main Campus – Building 1800
(530) 741-6795
Videophone: (866) 274-7530
Email: dspsinfo@yccd.edu
Website: <http://yc.yccd.edu/student/DSPS/>

Financial Aid Office:

Yuba College Main Campus
(530) 741-6781
<http://yc.yccd.edu/student/financial-aid.aspx>

Shasta College:

11555 Old Oregon Trail
Redding, Ca 96049
(530) 242-7500
www.shastacollege.edu

Disabled Student Programs and Services (DSPS):

Shasta College Main Campus – Room 2006
(530) 242-7790
www.shastacollege.edu/Student%20Services/DSPS

Financial Aid Office:

Shasta College Campus
(530) 242-7700
<http://www.shastacollege.edu/Student%20Services/Financial%20Aid>

Lassen Community College:

478-200 Hwy 139
Susanville, CA 96130
(530) 257-6181
<http://www.lassencollege.edu/>

Disability Services & Programs for Students

Creative Arts Building
(530) 257-6181 ext 8914
lccdspd@lassencollege.edu

Financial Aid Office:

Student Services Building
(530) 251-8849

College Info/Resources

State Universities:

Chico State University:

400 W 1st Street
Chico, Ca 95929
(530) 898-4636
www.csuchico.edu

Disabled Student Services and Information:

Student Services Center – 170
(530) 898-5959
<http://www.csuchico.edu/arc/disability-info>

Financial Aid Office:

Student Services Center – SSC 250
(530) 898-6451
<http://www.csuchico.edu/fa>

Sacramento State University:

6000 J Street
Sacramento, Ca 95819
(916) 278-6011
www.csus.edu

Office of Services to Students with Disabilities:

Sac State Campus – Lassen Hall – Room 1008
(916) 278-6955
www.csus.edu/sswd

Financial Aid Office:

Sac State Campus/Student Services Counter- Lassen Hall Room 1006
(916) 278-6554
<http://www.csus.edu/faid/future-students>

University of California, Davis:

One Shields Ave.
Davis, Ca 95616
(530) 752-1011
www.ucdavis.edu

Student Disability Center:

Division of Student Affairs – 54 Cowell Building
(530) 752-3184
<http://sdc.ucdavis.edu>

Undergraduate Financial Aid Office:

1100 Dutton Hall
(530) 752-2390
(530) 752-2971 -Admissions
http://admissions.ucdavis.edu/cost/financial_aid.cfm

College Info/Resources

Private Universities:

Brandman University

3301 East Onstott Road
Yuba City, CA 95991
(530) 674-2758

<https://www.brandman.edu>

The Office of Accessible Education and Counseling Services

Phone: (949) 341-9823
Fax: (714) 644-9973

<https://www.brandman.edu/disability-services>

Financial Aid Onestop Office

Phone: (530) 674-2758

Fax: (530) 674-2953

Email: onestopYC@brandman.edu

University of the Pacific

3601 Pacific Avenue
Stockton, CA 95211
(209) 946-2011

<http://www.pacific.edu/>

Office of Services for Students with Disabilities

Phone: (209) 946-3221

Fax: (209) 946-2278

Email: ssd@pacific.edu

Financial Aid Office

Phone: (209) 946-2421

Email: financialaid@pacific.edu

The Art Institute of California

2850 Gateway Oaks Dr. Suite 100
Sacramento, CA 95833
(800) 477-1957

<https://www.artinstitutes.edu/sacramento/>

Office of Disability Support Services

Phone: 1-855-855-0567

Email: TheCenterDSS@edmc.edu

Financial Aid Office

Phone: (800) 477-1957

Stanford University

450 Serra Mall
Stanford, CA 94305
Phone: (650) 723-2300

<http://www.stanford.edu/>

Office of Accessible Education (OAE)

Phone: (650) 723-1066

Fax: (650) 725-5301

Email: oae-contactus@stanford.edu

Financial Aid Office

Phone: (650) 723-3058

Email: financialaid@stanford.edu

Employment Tips

Picking up and Filling out the Application

Be careful, your application may be the first and only impression, and most often determines who will be called for an interview.

- Always print in black or blue ink or type.
- Always read the application (carefully follow directions).
- Answer all questions. If they do not apply to you, write N/A (not applicable).
- Make certain all information is correct.
- Be sure there are no smudges, erasure marks or cross outs on your application.
- Use correct spelling.
- Keep it positive! Never give negative answers. If necessary, you can explain at the interview.

Be sure to know the following information (you may want to have the following data on a card in your wallet).

- A telephone number where you can be reached.
- Names, addresses, and phone numbers of previous employers.
- Positions you held at each job, dates you worked, and wages paid.
- Schools you attended and the locations and dates you attended.
- Social Security Number.

References: A professional reference is a reference from a person who can guarantee your qualifications for a job. A professional reference is typically a former employer or co-worker, a supervisor or someone else who can recommend you for employment (not a family member). Use business people, former teachers, counselors, employers. Know full names, current addresses, titles, and phone numbers. Inform the people you will be listing as references that they may be contacted.

Resume

- List all employers starting with current or most recent.
- Do not use pronoun phrases, such as “I am”, or “I have”. It is a given that statements are about you.
- Use words that communicate success at a job and how well you did at that job.
- Keep your resume to one page.
- Have references available but do not list them on the resume. Include the phrase “References Available Upon Request”.

Sample Resume

Sarah Thomas
1234 Bird Street
Oroville, Ca 95965
(530) 123-4567
saraht@sample.com

Employment Objective:

To gain valuable work experience while working in a positive and upbeat environment.

Education:

2010-2014	Oroville High School	Oroville, Ca
B Honor Roll- June 2013		

Work Experience:

May 2013-July 2013	WorkAbility Program- GameStop	Oroville, Ca
<i>Associate Assistant</i>		

- Customer Service
- Organizing games
- Cleaning and re-stocking shelves

Volunteer Experience:

Dec. 2012-Feb. 2013	YMCA Youth Program	Oroville, Ca
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- Assisted staff with outdoor activities
- Assisted staff in preparing meals and clean-up

Skills: Responsible, great listener, works well with others, and always positive.

Hobbies: Dancing, reading books, listening to music, and swimming.

Before the Interview

*The interview is the most important step in obtaining a job. **Be Prepared!!***

- Know yourself. What are your interests and qualifications? Be prepared to talk about them in the interview.
- What work have you done?
- How did you do it?
- Did you use any special tools or equipment?
- Have you done any volunteer work for a community organization at school or at home?
- Do you have hobbies that might help you on your job?
- Have you prepared copies of your resume?
- Know something about the company before going into the interview. This will help you provide information during the interview on how you can benefit the employer.
- Check your personal appearance before you leave for the interview. **Dress for success.**

Check for:

- Good hygiene (shower)
- Brushed teeth
- Deodorant
- Clean/cut Nails
- Combed Hair
- Clean Clothes
- Appropriate Shoes

What *not* to wear:

- Baggy Clothing
- Heavy smelling perfume/cologne/aftershave/lotion
- Hats or Caps
- Sunglasses
- Sportswear
- Bulky Coats
- Heavy Make-up
- Revealing Clothes
- Excessive Jewelry

How to Dress for an Interview (male)

DO



DON'T



PHOTOS COURTESY OF OFFICETEAM

How to Dress for an Interview (female)

Interview outfits

DO

Business casual

This interview look would be appropriate for these industries: IT, startups, teaching, entry-level government positions, environmental engineering, aerospace (non-management), architecture, health-care/life-sciences research, social media, advertising/PR and retail.



Detail adds interest but doesn't distract

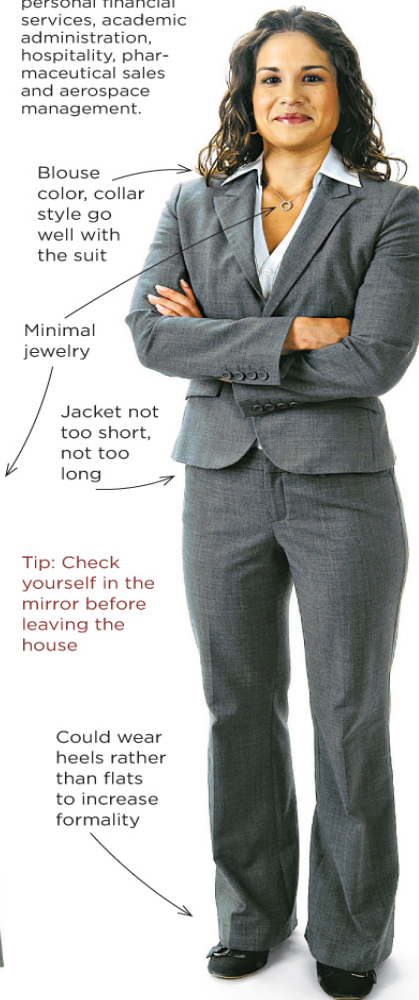
Sweater and pants fit well

Casual, yet polished

Pants are appropriate length for heels

Business professional

This more formal interview look works for these industries: health-care management and sales, hospital administration, biotechnology, banking, personal financial services, academic administration, hospitality, pharmaceutical sales and aerospace management.



Blouse color, collar style go well with the suit

Minimal jewelry

Jacket not too short, not too long

Tip: Check yourself in the mirror before leaving the house

Could wear heels rather than flats to increase formality

DON'T



Necklace too large

Tip: Avoid any bright or patterned clothing that may be distracting

Too tight

Cotton capris: too casual

Too informal; this would be a better outfit for shopping at Pike Place Market (with different shoes)

Meet the experts

Local career experts Lisa Quast, CEO of Career Woman, Inc., and Josh Warborg, district president of Robert Half International, provided critiques of these outfits.

"Appropriate attire depends on the industry and company in which you will be interviewing, the geographic location and time of year."



Quast

"Suits in conservative colors, such as black, gray or navy, paired with light, solid-colored shirts are a safe choice."



Warborg

PHOTOS COURTESY OF OFFICETEAM

Quick Review: Interview Tips

- Go to the interview ALONE.
- Leave your cell phone on silent, in your car, or at home.
- Smile, be courteous.
- Shake hands to introduce yourself
- Speak clearly.
- Make eye contact.
- Be enthusiastic.
- Practice good posture.
- Stay alert.



At the Interview

- Get to the interview a few minutes early; let the receptionist know who you are and whom you wish to see.
- Have your resume with you to give to the interviewer.
- Shake hands firmly (if offered).
- Keep answers brief and to the point.
- Be prepared to give examples of skills and job experience (extracurricular activities at school, such as sports, clubs, and any school or class offices you held).
- Avoid discussing personal problems.
- ASK QUESTIONS
- Request interviewer's business card.
- Thank the interviewer for his or her time before leaving.

The interview is over when:

- Interviewer allows time for your questions.
- Interviewer thanks you for your time.
- Interviewer stands.

Examples of appropriate questions:

- When will you be making your decision?
- May I contact you in a few days?
- May I ask about the dress code?
- Is this a new position? How long has the position existed?
- What do you like about working for this company?
- Describe the work environment?
- Describe the typical responsibilities of the position.
- What are the most challenging aspects of the position?
- Describe the opportunities for training and professional development.
- Will I receive any formal training?
- Are there opportunities for advancement within the organization?
- When can I expect to hear from you?

FOLLOW-UP

- Send thank you notes within three days.
- Check your mail and messages for a response.
- If you are unable to be near a phone, arrange for your messages to be taken.

Tips on Keeping Your Job

- Start on time every day
- Learn the rules and obey them
- You worked hard to get the job, work hard to keep it
- Learn about the company, not just your job.
- Get along with others.
- Beware of gossip and don't spread rumors.
- Respect all others.
- Be loyal, honest and trustworthy.
- Be responsible and take pride in our work.
- Communicate concerns with your supervisor.



When Changing Jobs Remember

- Give at least 2 weeks notice that you will be quitting.
- Give notice in person, not over the phone.
- Give a letter of resignation.
- Ask your boss for a letter of recommendation.
- Thank your boss for helping you learn the job.
- Thank co-workers for their help.
- Leave in a positive way, you may have to use them for a reference or you may decide to go back to that job again.



Online Career Information

www.O*NET.com

Full access, online version of the occupational network database

www.cacareerzone.org

Interactive career guide

www.careercruising.com

Career Cruising is an interactive career guide featuring multimedia interviews with real people in every career, in depth occupational profiles and comprehensive information.

www.careervoyages.com

Learn which occupations are projected to increase, know what skills and education are required, and find what training and education are in your area.

www.careergps.com

Provides information about occupations, schools and colleges, education, and training programs.

www.caljobs.ca.gov

Available jobs in the community.

www.monster.com

Find the job that's right for you. Use Monster's resources to create a killer resume, search for jobs, prepare for interviews, and launch your career.

www.chicojobs.com

Looking for jobs in Chico, California? Chico Jobs helps you find jobs in Chico, CA (and find Oroville jobs and Willows Jobs). The advantage in using Chico Jobs is that we are locally focused, helping those seeking jobs in Chico find jobs, careers and employment in Chico by connecting with local Chico employers. If you have employment or hiring needs in Chico, California, Chico Jobs is your solution.

Budget Worksheet

Name: _____

Month: _____ Year: _____

INCOME	MONTHLY INCOME
Wages 1	
Wages 2	
Other Income	
Other Income	
EXPENSES	MONTHLY EXPENSE
Rent/Mortgage	
Auto Maintenance	
Auto Insurance	
Auto Payment	
Gasoline	
Cable TV	
Child Care	
Groceries	
Medical or Health Insurance	
Hair Care	
Clothing	
Credit Card Payment	
Gifts and Donations	
Water and Garbage	
Gas and Electricity	
Entertainment & Recreation	
Home/Renters insurance	
Household items	
Laundry and Cleaning	
Home Phone	
Cell Phone	
School Expenses	
Vacations	
Subscription	
Prescriptions	
Cash	
Savings	
Other Payments	
Other Savings	
TOTALS	

21 SUGGESTIONS FOR S·U·C·C·E·S·S

by H. Jackson Brown, Jr.

- 1 Marry the right person.
This one decision will determine 90% of your happiness or misery.
- 2 Work at something you enjoy and that's worthy of your time and talent.
- 3 Give people more than they expect and do it cheerfully.
- 4 Become the most positive and enthusiastic person you know.
- 5 Be forgiving of yourself and others.
- 6 Be generous.
- 7 Have a grateful heart.
- 8 Persistence, persistence, persistence.
- 9 Discipline yourself to save money on even the most modest salary.
- 10 Treat everyone you meet like you want to be treated.
- 11 Commit yourself to constant improvement.
- 12 Commit yourself to quality.
- 13 Understand that happiness is not based on possessions, power or prestige, but on relationships with people you love and respect.
- 14 Be loyal.
- 15 Be honest.
- 16 Be a self-starter.
- 17 Be decisive even if it means you'll sometimes be wrong.
- 18 Stop blaming others.
Take responsibility for every area of your life.
- 19 Be bold and courageous.
When you look back on your life, you'll regret the things you didn't do more than the ones you did.
- 20 Take good care of those you love.
- 21 Don't do anything that wouldn't make your Mom proud.