

Vocational Training Instructions For the Client/Applicant

- Request the Vocational Training (VT) (forms DHS 7788A-H) packet from your Case Manager
- Complete the JOBS My Self Assessment Form (DHS 7823) to be included with VT packet or provide copy of the completed DHS 7823
- Complete the Vocational Training Request Form (DHS 7788B)
- Complete the Employer Feedback Form – (DHS 7788C) – (Three (3) recommended with at least one (1) Human Resource contact) For assistance with this form, please see DHS 7788D for ideas on how to get started.
- Complete the Labor Market Research Worksheet (DHS 7788F)
- Obtain copy of Financial Aid Award Letter to be included with packet if applicable
- Complete the Budget Information Worksheet (DHS 7788G)
- Complete the Child Care and Transportation Plan (DHS 7788H)
- Contact Workforce Investment Act (WIA) about training opportunities, if applicable
- Schedule an appointment with your Case Manager to review your completed packet and then be scheduled for the next Vocational Training staffing.
- Attend your Vocational Training staffing appointment



Vocational Training Request Form

Name: _____

SSN: _____ Worker: _____

Complete this form if you are asking for approval of a Vocational Training plan. Answer each question and attach other information if needed.

Training Requested:

Dates of Training:

School or Agency Giving Training:

Does the school help you find a job after training?

How long will it take you to finish the training?

List the help you want from the Department of Human Services (DHS). Tell us how much you think this will cost.

Tell us about your skills, prior work history, and interests that will help you with this training.

Have you been in any other training programs in the last three (3) years? If so, tell us about that.

Have you ever been arrested or convicted of a crime? If yes, please give dates, crime(s) and explain what happened.

Client Signature: _____ Date: _____

Employer Feedback Form

Applicant Name: _____ Date: _____

The job I am interested in is: _____

I want to attend training at the following school: _____

Employer or Applicant Please Complete

1. How many jobs are available in this field? (many, average, few) _____

2. How many graduates have you hired from the above named school? _____

3. Were they prepared to do the job? _____

4. Is this type of training needed for a person to be hired to do this job? _____

5. Is there a faster or better way to obtain training or a job in this field? _____

6. Would you recommend this training program? _____

7. The starting wage is: _____ The average wage is: _____

8. Benefits include: _____

9. Additional information: _____

Employer Information

Company or organization name: _____

Your name: _____ Telephone: _____

Your title: _____ Date: _____

Comments: _____

The Informational Interview

What is it?

The Informational Interview is a way to find out about a specific career or job. This is done by talking with a person who does that kind of job. It is best to do the interview in person so that you are able to see the place this type of work is done. Also, since people are usually more relaxed and talkative in person, you are likely to get more information (and perhaps even a tour of their facility). Remember, in an Informational Interview, you are in control.

How do I get started?

The best way to begin is to think about the jobs or careers that you want to know more about. Your choices may come from Career Exploration Class or your own ideas. You might even want to take interest tests and do some research through the Oregon Labor Market Information System (OLMIS) so that you will have a better picture of that field of work.

Once you have some ideas on jobs to research, start thinking about people who do these types of jobs. Do you know anyone that you may be able to interview?

- Is there a friend, relative, neighbor, former co-worker or supervisor you can contact?
- Consider your own business contacts – people like the staff at your doctor's office, bank, children's school, etc.
- Ask other students if they know anyone who does the job you are researching.
- If you cannot think of someone you know who does this type of work, then you must do a cold contact – this is simply someone you don't know yet.

Some ideas for cold contacts....

Yellow pages – look up the type of business you want to work in. Make sure you know the title of the job you want to do.

Want Ads – if you see an ad for a position you are interested in, call the company and ask to talk to someone doing that job.

Contact a local Community College or training facility to talk to them about the job you are interested in. Many Community College instructors come from the business community and are willing to talk to people about their experiences on the job.

How do I set up an Informational Interview?

1. Make a list of companies and people who you might want to talk to. It is a good idea to start with at least five.

REMEMBER: Always contact the person by phone first to set up a time to talk (either in person or via telephone). Don't just walk in and expect to see someone without an appointment.

2. Write a script or at least make some notes for what you will say when you get someone on the phone. This way, you will have something to refer to if your mind goes blank or you get nervous.

Example:

Hello, my name is Jane and I am a student at _____ . I want to learn more about careers in the health care field. I would like to talk with you or someone in your office about working as a (Job Title). I would like to meet with you for about 15-20 minutes at a time that works best for you. I will be asking some questions about your job. I am trying to find out more about this career to see if it is right for me. I am not looking for a job at this time, just some information.

3. Suggest several times that might work to meet. Most people are busiest in the morning and are more available in the afternoon. The person you call may ask that you do the interview right then on the phone. If so, go ahead. It is fine to do a couple of them over the phone, but try to do at least one interview in person.

How is it done?

Before the interview, make a list of questions to ask. Ask yourself, "What is it that I want and need to know about this job?"

Here are some questions you might want to include:

- On a typical day in this position, what do you do?
- What part of this job do you like the best? Like the least?
- What personal qualities or abilities are important to being successful in this job?
- What are the skills and aptitudes needed to do this job?
- How did you decide that this is the job you wanted to do?
- What kind of experience does one need to get into this job? Is a degree or certificate required?
- What entry level jobs are best for learning as much as possible in this field?
- Does this company provide any on the job training?
- Do you know which schools provide the best training for this job?
- What opportunities for advancement are available in this field?
- Is there a demand for people in this occupation?
- May I ask the salary range for this job? (starting and potential future wages)
- What special advice could you give someone entering this field?
- What professional journals and organizations would help me learn more about this field?
- Do you know of other people in the field who might be willing to be interviewed?

You should bring your questions with you to the interview and take notes during the interview. You don't want to forget any of the information you might need.

Remember to respect the amount of time the worker is spending with you. For some it may be on their own time, during their lunch or a break, so be considerate. If however, the worker offers to spend more time with you or offers a tour of the workplace, take advantage of the opportunity.

It is important for you to dress appropriately for the workplace that you will be going to. Since you will most likely be speaking with workers who are at places that you may one day apply, you should consider this a business contact and dress professionally.

Being prepared before you go makes you look more professional and seem more confident. Arrive at the scheduled time, be polite and professional. Refer to your list of prepared questions, but allow time for discussion. Turn your cell phone off and try to resist any distractions while you are conducting your Informational Interview.

After the interview...

When you finish the interview, offer a firm handshake and ask for the worker's business card or company address so that you'll have the correct spelling of his/her name, plus the mailing address. You may want to keep this as a contact for future job search.

After the interview (and on the same day that you have conducted the Informational Interview) write a short thank you note to any worker you met with in person. If someone talked with you at length on the phone, you should also send him/her a thank you note. The note can be short and hand written on a card. In the note you simply want to say thank you for the person's time and the information that was given to you.

Resources Available to Gather Information

If you are thinking about investing your time and money in training any information you learn about the type of job you're considering will help you make a better decision. There are many resources available for people thinking about going to school. Before you start school you may want to learn more about the job you want to do and what it takes to do that job.

Resources that can be accessed from any computer:

Oregon Labor Market Information System

www.olmis.com

Occupational Outlook Handbook

www.bls.gov/oco

Resources that can be accessed at any Job and Career Center:

Career Information System

O*Net (available on-line or by book)

Careers Newspaper

Below is a list of the Job & Career Centers that have the resources available to assist you free of charge:

This list is to be created by each district.

Labor Market Research Worksheet

If you are thinking about investing your time and money in training, it is important you learn as much as you can about the job you're considering. The information you will learn while completing this worksheet will help you make a good decision. There are many resources available to help people thinking about going to school for a specific job. These resources will help you learn more about the job you're considering before you enter the training program.

The information can be found in the Oregon Labor Market Information System (OLMIS) – See form DHS 7788E for information on how to access.

Please provide printed copies of information

Title of job: _____

1. What would the usual starting wages be for this job in the county and surrounding area? _____

2. What are the minimum qualifications for entering this job field? _____

3. What type of schooling/training (and how long) is needed to do this job? _____

4. Which of the following best describes the job outlook for this occupation:

Grow much faster than average

Grow faster than average

Grow about as fast as average

Grow more slowly than average

Little or no change

Decline

5. Number of positions open locally? _____



Budget Information Worksheet

Date: _____

Participant Name:		Social Security Number:	
I. Monthly Income		II. Monthly Expenses	
Participant Take Home Pay		Rent/House Payment	
Spouse's Take Home Pay		House Insurance	
Unemployment Insurance		Property Taxes	
Projected end date: / /		Utilities (heat, electric, garbage, gas, water)	
TANF		Phone	
Child Support		Food & Household Supplies	
Veterans Education Fund		Car Gas	
Vocational Rehabilitation		Car Insurance	
Food Stamps		Car Payment	
SSI/Social Security		Car Repairs	
Disability Payments		Health & Other Insurances	
Worker's Compensation		Medical Expenses (doctor/dentist, prescriptions)	
Energy Assistance		Personal Expenses (clothing, haircut, laundry)	
Money from Relatives, Friends, etc.		Child Care	
National Guard or Reserves		Credit Payments	
Business or Farm Income		Recreation	
Interest or Dividends		Other (Specify)	
Private Insurance Benefits			
Other (Specify)			
SUBTOTAL	\$0.00	SUBTOTAL	\$0.00
Pell Grant		College Tuition/Fees	/ 3 = \$0.00
SEOG		College Books/Supplies	/ 3 = \$0.00
Other Grants		Tools & Equipment	/ 3 = \$0.00
Work Study		Transportation	/ 3 = \$0.00
Loans		Other (Specify)	/ 3 = \$0.00
Other (Specify)			
SUBTOTAL	\$0.00	SUBTOTAL	\$0.00
TOTAL MONTHLY INCOME	\$0.00	TOTAL MONTHLY EXPENSES	\$0.00

Child Care & Transportation Plan

Two areas that must be carefully planned are your childcare and your transportation.

Participant name: _____ Date: _____

Child Care

Who will care for your children each day?

Name: _____ Phone: _____

What exact hours will they care for your children each day? _____

How much will this child care cost each month? _____

Who will be your back-up child care provider if the main provider can't care for your children?

Name: _____ Phone: _____

How much will it cost? _____

Who will care for your children if they are ill?

Name: _____ Phone: _____

How much will it cost? _____

How will you pay for your child care? _____

Transportation

How will you get to your destination each day? _____

How much will it cost each month (include car insurance and gas)? _____

What will be your back-up transportation if the first one falls through? _____

How much will the back-up transportation cost? _____

How will you pay for your transportation? _____

Do you have a valid driver's license? _____