

Expect employment

# SUCCESS!

- Expect to learn new skills—the effort you put forth will directly affect the level of success you achieve
- Expect support from your Work Success Coach and Employment Counselor
- Expect to take ownership for your learning and achievements in Work Success
- Expect to receive cutting-edge information and state-of-the-art employment resources
- Expect to meet other job seekers and develop a networking support system
- Expect to be fully engaged in Work Success—finding a job is a full-time job!



YOU ARE NOT ALONE!

You have a built-in support group—Work Success coaches, employment counselors and other participants.

## Work Success Policy

Work Success cares about your employment success. Your Work Success Coach is committed to helping you successfully find and keep a job that works for you. You will get out of Work Success what you put in and that means being committed to attending every day, being fully engaged in job-finding activities and following the Work Success Guidelines.

Work Success has a Performance Policy which includes two actions: 1) Formal Warning - critical conversation and problem-solving session with the coach, and 2) Performance Improvement - critical conversation with the coach and exit from the program. These actions are implemented for arriving late, leaving early, not showing up, not fully participating, inappropriate dress, disruptive behavior and a poor attitude.

A participant who receives both a Formal Warning and Performance Improvement action will no longer be eligible to participate in the Work Success program. Participants working with an Employment Counselor will be referred for problem resolution, ongoing assessment or reassignment to other employment related activities. This decision will be based on individual circumstances.



[jobs.utah.gov](http://jobs.utah.gov)



Utah Department of Workforce Services

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Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



Where jobs are landed & careers launched

It's up to

# YOU

to choose success



## WHAT YOU GET

- Employment Skills Training:
    - Applications
    - Resumés and Cover Letters
    - Networking Strategies
    - Job Searching Techniques and Technology
    - Interview Skills
  - Résumé Consultation and Review
  - Cover Letter Consultation and Review
  - Social Networking Coaching
  - Interview Coaching
  - Skills Assessment and Identification
  - Career Portfolio Development
  - Budgeting and Financial Management
  - Life Skills Seminars
  - Stress Management Seminars
  - Additional Seminars:
    - Marketing Message and Personal Branding
    - Goal Setting
    - Dress for Success
    - Overcoming Barriers
    - Career Management
    - Advancement Strategies
    - Professional Development
    - Values and Ethics in the Workplace
    - Employment References
    - Parenting Skills
    - Coping Strategies
- ... and more

Make a commitment  
to be successful  
today!



Dress for

# SUCCESS

## MEN

- Collared shirt (dress shirt or polo)
- Full-length pants of non-denim material with a belt
- Dress or business shoes (loafers) with socks
- Blazer or business jacket
- Shirt and tie
- Clean body, hair and teeth
- All clothing clean, pressed and in good repair

## UNACCEPTABLE DRESS & GROOMING

- Gym clothes or athletic wear
- Rumpled or ripped clothing
- Miniskirts
- Underwear as outerwear
- Exposed cleavage and midriffs
- Flip flops and beachwear
- Shorts and tube tops
- Denim jeans and t-shirts
- Outrageous jewelry
- Extremely tight clothing
- Any distracting clothing or grooming
- Extreme piercings or visible tattoos

## WOMEN

- Skirt (of reasonable length, no minis)
- Full-length pants of non-denim material
- Dress shirt, polo or sweater set
  - Business-type dress (of reasonable length)
- Dress or business shoes
- Appropriate jewelry and makeup
- Clean body, hair and teeth
- All clothing clean, pressed and in good repair



It's better to over  
dress than to  
under dress.  
Smile, and make a  
good impression!

## WORK SUCCESS GUIDELINES

This two to four week program requires a daily on-time morning check-in session and afternoon check-in session totaling 40 hours per week; 32 hours in supervised activities and 8 hours of individual employment activities. Participants must:

- Be able and available to work full-time
- Arrange childcare and backup childcare before beginning Work Success
- Have reliable transportation
- Be on time
- No friends or family may attend Work Success, unless eligible
- Appropriate business casual/professional dress **REQUIRED**
- Provide flash drive and portfolio case
- Participate actively by using mutual respect, listening actively, asking questions, sharing issues and celebrating success
- Be fully engaged in employment activities
- Report activities daily and enter time in the Work Success Self-Services screen
- Replace any lost materials provided by Work Success (pen, flash drive, portfolio, etc.)
- Follow Work Success program expectations provided by the Work Success coach
- Find and retain successful full-time employment

You and only YOU are  
responsible for your **SUCCESS**;  
do your part and follow these  
guidelines.