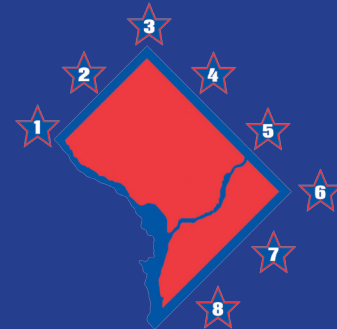


SYEP 2012

Mayor Vincent C. Gray's One City Summer Youth Employment Program



NEXT STEPS

So, you've proven your eligibility, but in order to receive your summer job assignment, you *MUST* complete these additional steps.

We will send personal emails with additional information on deadlines, locations, and other important instructions.

STEP 1:

Master the SYEP Youth Portal!

The SYEP Youth Portal allows you to check the status of your application, view your personal information, view important messages about the program, and more!

To log into your SYEP Youth Portal, please visit www.summerjobs.dc.gov and click the 'Youth Information' button. You will need to use the email address and password you provided when you applied.

For example: USERNAME: Youth1@gmail.com PASSWORD: summer2012

STEP 2:

Complete a resume and upload it in your SYEP Youth Portal!

A resume is an important document that tells employers about your experience, education, and skills. It also helps us to identify a summer job that best matches your interests.

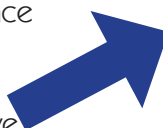
In order to receive a summer job, all youth who are between the ages of 16-21 **are required** to submit a resume by no later than **Thursday, April 5, 2012**.

Youth who are between the ages of 14-15 are also strongly encouraged to complete a resume, but are not required to do so to maintain their seat in SYEP.

How to submit your resume...

1. Upload a resume you have already created to the SYEP Youth Portal;
2. Create your resume using the Resume-Builder Tool available in the SYEP Youth Portal. This tool walks you through the process of creating a resume; or
3. Attend one of our resume workshops.

Never worked before? Don't think you have enough job experience to create a resume? Not true! Attend a resume workshop where you can learn how to include volunteer experience, community service, and extra-curricular activities on your resume that you have done or are currently involved in.



**ATTEND A
RESUME
WORKSHOP**

Workshop 1:

Monday, April 2, 2012
3:30 p.m. - 5:00 p.m.
DOES HQ (4058 Minnesota Avenue, NE)

Workshop 2:

Tuesday, April 3, 2012
3:30 p.m. - 5:00 p.m.
DOES HQ (4058 Minnesota Avenue, NE)

The Department of Employment Services is an Equal Opportunity Employer/Provider. Language interpretation services are available without cost. Auxiliary aids and services are available upon request for individuals with disabilities.



Government of the District of Columbia
Vincent C. Gray, Mayor

Department of Employment Services
Lisa María Mallory, Director

STEP 3:

Apply for jobs that interest you!

Starting on **Monday, April 2, 2012**, you will be able to log into your SYEP Youth Portal to search for and view all of the job positions that are available this summer. If you see one that you want, simply click Apply!

You may apply for up to five (5) job positions that interest you. Be sure to rank these jobs in the order that you prefer them.

Attend the Career Exploration Fair

To help you identify jobs that are of interest to you, we will be hosting the 2012 SYEP Career Exploration Fair. All youth are required to attend (except for DC resident college students who attend college outside of the DC Metropolitan Area).

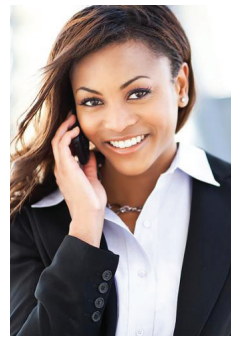
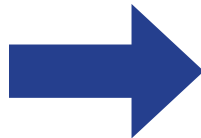


If you are between the **ages of 14-15**, you will be invited to attend on **Thursday, April 5** at the **DC Armory** (2001 East Capitol Street, SE).

If you are between the **ages of 16-21**, you will be invited to attend on **Friday, April 6** at the **National Building Museum** (401 F Street, NW).

We will email you with more information including your specific time slot, your confirmation number, and a list of participating employers soon.

Remember, you should plan to wear business-appropriate clothing to the job fair. Be sure to dress for success!



STEP 4:

Attend a mandatory orientation session!

You will be invited to attend an orientation session. These sessions will be taking place on evenings and weekends beginning in April and ending in June. We will send you an email with your assigned date and confirmation number and will also include this information in your SYEP Youth Portal.

Attendance at your assigned orientation session is mandatory!

If you do not attend orientation, you will not be permitted to receive a summer job.

If you have any additional questions, please visit www.summerjobs.dc.gov and log into your SYEP Youth Portal. Also, please be sure to check your email on a regular basis, as we will send you important program updates via email.