



### WELCOME TO THE 2018 MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM ONLINE ORIENTATION

**Please Note:** In addition to English and Spanish, you can select the language you feel most comfortable using/reading while navigating through the online orientation process. These languages span the globe from Afrikans to Hebrew, Hindu, Vietnamese, Latin and Portuguese, just to name a few. This tab is located on the bottom right of the page.

#### Getting Started (The Most Important Step)

1. First you'll need to set up your very own E-Portfolio. A very important step in getting you started and setting yourself apart from the competition!
2. Here's the link [http://careeredge.com/mbsyep/edit\\_profile.php](http://careeredge.com/mbsyep/edit_profile.php). However, you can go straight to the online orientation site from your MBSYEP Portal.
3. Under the "Basic Information" tab, you will be asked to enter in some personal information (e.g. name, address, email, cell phone number, your social media pages— Facebook, LinkedIn, Twitter, etc.)
4. Then you'll tell us a little about yourself. Things like skills you currently have, what's special or unique about you? For example, are you a Blogger, YouTuber? Have you won any awards, academic or athletic? What are you great at? What do you like? Etc.
5. Then, you'll upload your resume. If you don't have a resume, don't worry. You can use the site's "Resume Builder" to build one.
6. Do you have a cover letter? If you do, you can upload it. It's just that simple! If you do not have a cover letter we can help you create one.
7. If you have references from prior employment, school, projects you've been a part of, programs or church leaders, add them to your E-Portfolio. This lets employers know that you have established meaningful and respected relationships.
8. Next, click on the "Career Preference" tab. This is where you tell us what your work shift and schedule preferences are (e.g. part-time, fulltime, etc)
9. Next, click on the "Employment Information" tab. In this section let us know if you are available to work. If you are currently working, you will need to enter that information.
10. Once you have completed these steps, hit the green "Save and Continue" icon to go to the next step.

*"Why do I have to do all of this", you ask? This will help you sell yourself to possible employers, connect you to the jobs you are most interested in and get you on the path of establishing professional relationships with prospective employers. These are the stepping-stones to not just professional development, but evolving into the owner and author of your dreams! Let's Dream Big!*

## Ready, set...now, let's grow!!!

There are 8 steps you will need to take in order to complete your on-line orientation. The steps are listed below. These are the instructions for each step and it's really user friendly. We are sure it will be a breeze!

Okay, first things first.

This is the first section of your online orientation, and the most important step. It's as simple as getting to know someone by telling them 10 things about yourself.

### 1. Ten Things About Me (Block #1)

In this section, there are boxes labeled with numbers 1 through 10. In each box you will tell us 10 things to help people understand you. This could be what you do or don't like or how you react to sad or happy situations. What makes you feel good or bad? If you get stuck, look at the bottom of the page for examples on how to start your writing.

*Once you've completed this section you are now ready for the next section entitled "The 5 P's"*

### 2. The 5 P's (Block #2)

Click on the video and watch the video "The 5P's. Don't worry it's a very short video, just 2 minutes and 30 seconds long. This will help you understand how to find your passion, purpose and develop your dreams using the 5 P's Formula. The cool part is that, just to the right of the video, you can take notes to look back on. This can help you reassure yourself while on your journey to great success. Let's face it, we are all human and sometimes the road gets rough. However, it's all about hanging in there.

*After viewing the video click on the "My Passion" (Block #3)*

### 3. My Passion

This section will help you to uncover your true passion by answering 3 really simple questions. All you need to do is finish each sentence in your own words.

Yep, it's just that simple. Now on to the next block! *(Block #4)*

### 4. Taking Initiative On the Job

One of the most important parts of the MBSYEP online orientation is letting us help walk you through learning how to make a positive difference at your assigned worksite. We've included a great video called "Taking Initiative On the Job". It's a bit longer than the first video you watched, but it's so important. Watch the entire video. There is a cool notepad to the right of the video that lets you take and keep your own notes. You can go back into your portal to view them at any time!

*Once you've watched the video and jotted down your notes, click the green arrow on the lower right corner of the page.*

### 5. On the Job Initiative

On this page, we've created a list of ways you can show initiative on the job initiative. We may have missed some things and need your help completing this list. At the bottom of the page, you'll see the question "What else can you do to take initiative at work? This is where we need your help. Enter additional ways you can show on the job initiative.

*Once you've completed this step, click the green arrow on the lower right corner of the page.*

GREAT JOB!!! YOU ARE 90% DONE AND ON YOUR WAY TO COMPLETING THE 2018 MBSYEP ONLINE ORIENTATION CERTIFICATION PROCESS! WE PROMISED IT WOULD BE A BREEZE AND HELP GET YOU ON THE PATH TO BECOMING A GREAT ADDITION TO THE WORKFORCE. YOU ARE ON YOUR WAY TO NOT ONLY A GREAT EMPLOYMENT OPPORTUNITY, BUT NOW YOU ARE BETTER EQUIPPED WITH ALL THE NECESSARY TOOLS TO MAKE A POSITIVE IMPACT. WE ARE SO VERY PROUD OF YOU!

## 6. SMART Goals

This section helps you understand the importance of setting smart goals. Through a short video that is just under 2 minutes, you will learn how to be specific in creating SMART goals, being sure they are realistic, creating timeframes, etc. Again, there is a cool notepad to the right of the video that lets you take and keep your own notes. You can go back into your portal to view them at any time!

*Once you've watched the video and jotted down your notes, click the green arrow on the lower right corner of the page.*

## 7. Short Term Goals

In this section you will enter the 3 most important goals you'd like to set for yourself. Beneath each goal, tell us why you chose your goal. Remember, it could be about your job, health, finances, relationships, or thing anything about your life you want to make positive progress in.

*Once you've completed this step, click the green arrow on the lower right corner of the page.*

*You've Made It!!! You are now at Orientation Wrap-Up!!!*

## 8. Orientation Wrap-Up

Here is where you are asked 8 multiple-choice questions, based on the videos you've watched and the exercises you have completed. There is also a Question #9, where you can tell us what you liked or disliked about this year's orientation process and you can take initiative and tell us your ideas on how we can improve next year!

*Once you have completed and correctly answered all of the questions, you will see a large badge that will read "ONLINE ORIENTATION COMPLETED"*

---

## Rate Us!

We would appreciate your feedback on certain parts of the online process. Please share your thoughts, comments, feedback about this Orientation. Please also let us know your ideas on how we can improve this program. The survey is located on the bottom portion of the last page of the orientation process.

*By the way, don't forget that your e-portal can be used anytime! This is a great tool for your use to track your personal and professional growth and goals. It can also develop and help to sharpen your skill sets through the many educational and professional development modules. The modules can help you plan for interviews, assist in creating an effective and competitive resume and setting goals to assist in planning your future. There is also a "Life Skills" section that can help you to grow personally. Take a look around to see some of the awesome tools we've created to assist you on this journey called "LIFE".*

page -3-