

Youth Wanted



What is the Youth Employment Project?

The Youth Employment Project (YEP) is an opportunity to assist young adults in finding employment, and has been operated by the Workforce Alliance (WA) since 2009. Services to young adults through YEP include pre-employment career exploration, job preparation workshops and connection to employers who are hiring part-time and or temporary summer positions.

Seeking Youth Workers!

Employers are hiring for summer work experiences. Apply for YEP at www.workforce-ks.com/YEP

Who is eligible to participate in YEP?

The YEP application is open to all young adults over age 14, however priority and work experience opportunities will be given to youth ages 16 and over, and some employers can only place those 18 and over. Additionally some special funds are available to serve young adults with barriers or who are low income.

What are the next steps in the process?

After registering on www.kansasworks.com and submitting the application, WA staff will screen for completeness and accuracy. Applicants who have completed the online application and **KANSASWORKS** account will be sent information for next steps to participate in YEP, including a schedule of YEP Workshops and Job Fairs.

YEP Workshops

The YEP Workshop series includes the following:

Employment Planning and Workplace Etiquette Workshop	Financial Literacy and Money Handling Workshop	Customer Service Workshop
<ul style="list-style-type: none"> • Attendance & Punctuality • Communication • Respect for co-workers • Timeliness and breaks • Dress code • Time Management • Telephone etiquette 	<ul style="list-style-type: none"> • Personal finances and budgeting • Banking overview • Money handling • Confidentiality and personal information 	<ul style="list-style-type: none"> • Manners and greetings • Service expectations and standards • Conflict in the workplace • Friendship with co-workers • Social media and technology

For each workshop completed, young adults will earn a digital badge, which can be displayed online through social media accounts or listed on a resume. When all three of the series are completed, the participant will earn a Youth Essential Skills Certificate, which has been recognized by employers in Wichita to identify young adults who are work ready.

For more information and to sign up for YEP Workshops visit <http://workforce-ks.com/yep/yep-workshops/>



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Labor Match and Job Fairs

Assistance will be provided to connect YEP applicants to potential employment opportunities based on their skills and interests. YEP will also host two job fairs in May and June for youth to meet directly with employers who have part-time or summer openings. Many young adults are able to find jobs on their own or by attending a YEP job fair.

Youth Work Experiences

After attending YEP Workshops, many young adults are able to find jobs on their own or by attending a YEP job fair. Others will be identified for potential work experiences through YEP based on employer and interest matches.

Applicants not selected for YEP placements can continue with job search and have direct contact with hiring employers the Workforce Center. This includes resume writing and interviewing workshops, various job search training sessions, as well as receiving information about job postings and hiring events.

How can a young adult sign up?

Young adults interested in YEP should apply at www.workforce-ks.com/YEP

More Information?

For more information visit <http://workforce-ks.com/yep/youth-employment-project-faq/>

Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Disability Resource Coordinator at the WorkforceCenters, 316-771-6800, TDD: 711 or 1-800-766-3777, (mfink@workforce-ks.com). Requests should be made at least five (5) working days in advance of the event.



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