

# Buffalo Youth Works Buffalo Youth Works

## Youth Self-Assessment Form

Name _____	Date of Birth _____
Street _____	Telephone _____
City, State, Zip _____	

### Education

Are you currently enrolled in school: Yes No Highest Grade Completed \_\_\_\_\_

What school are you enrolled in? \_\_\_\_\_

What time do you get out of school? \_\_\_\_\_

High School Students Only: Are you enrolled in a career program? Yes No

What career program? \_\_\_\_\_

How are you on the computer? Poor Average Good Very Good

What programs are you skillful in? (Circle all that apply)

Internet Explorer Microsoft Excel Microsoft Word Microsoft Publisher

Microsoft Access Microsoft PowerPoint Apple iMac Java

What's the highest college degree or skills training certificate you want to obtain?

Associates Bachelors Masters Doctorate Other \_\_\_\_\_

After school what do you want to be? \_\_\_\_\_



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## A Little About You

What are your hobbies? \_\_\_\_\_  
\_\_\_\_\_

What fields of employment are you interested in?

Business/Financial

Healthcare (Medical Doctor, Nursing, or Special care)

Protective Services (Security)

Office or Administrative

Architecture, Engineering, Sciences

Social Services & Community Services

Legal Services (Law)

Education (Teaching)

Arts, Design, Entertainment, & Media

Food service

Building, Grounds & Maintenance

Construction

Sales & Marketing

Government/Politics

Hospitality (Hotels)

Retail

Recreation/Amusement Parks

Other \_\_\_\_\_

How can Buffalo be a better place to live? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

For Office Use Only

Intake By: \_\_\_\_\_

Group: \_\_\_\_\_

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## Employment Information

Have you ever been employed?    Yes    No

If so please list position with a brief description of duties:

Employer

Position Held

Reason for Leaving

1. \_\_\_\_\_

Description of Duties: \_\_\_\_\_

2. \_\_\_\_\_

Description of Duties: \_\_\_\_\_

3. \_\_\_\_\_

Description of Duties: \_\_\_\_\_

What job search tools do you currently have?

Resume    Letters of Recommendation    Skills Certification: \_\_\_\_\_

Method of Transportation:

Public Transportation    Drive my own car    Drive the Family Car    Supported Transportation

Do you have a valid New York State Drivers License?    Yes    No



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## **Resource Center**

Searching for a job can be very intimidating; however being prepared and confident can make your search easy. We have included links to resources from building a resume to helpful tips for an interview.

Employers are looking for energetic and educated young adults to enter the workforce. If you are not in school we encourage you to browse several of the college sites listed below and consider the continuation of your education. Obtaining a degree will maximize your chances of gaining employment. Please feel free to browse and good luck in your job search.

### **Area College Websites**

#### **New York State**

University at Buffalo: [www.buffalo.edu](http://www.buffalo.edu)  
Buffalo State College: [www.buffalostate.edu](http://www.buffalostate.edu)  
Empire State College: [www.esc.edu](http://www.esc.edu)

#### **Erie County (2 Year)**

Erie Community College: [www.ecc.edu](http://www.ecc.edu)

#### **Private:**

D'Youville College: [www.dyc.edu](http://www.dyc.edu)  
Medaille College: [www.medaille.edu](http://www.medaille.edu)  
Hilbert College: [www.hilbert.edu](http://www.hilbert.edu)  
Trocaire College: [www.trocaire.edu](http://www.trocaire.edu)  
Canisius College: [www.canisius.edu](http://www.canisius.edu)

### **Local Apprenticeship Programs**

**Buffalo Building and Trades**  
**ECC & WDC Partnership Program**



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## Interview Tips

Resumes are judged on their credentials, while your interview is judged on your appearance and personality. Listed below are a few tips that will help you before your interview with a potential employer.

- Know the business you are interviewing for; research the company's history and current status
  - Review your resume with someone and practice speaking about your work and academic experiences
    - If you have questions for the employer write them down to be prepared
- BE ON TIME FOR YOUR INTERVIEW; leave early if you are unsure of the area and bring all the information with you regarding the interviews place and time
  - Dress nice and be clean
  - Listen to the questions and answer them truthfully
    - Be clear and firm with your answers
    - Be polite and grateful for the interview
  - Remember to bring extra copies of your resume and other relevant information
    - Be Confident and be yourself

## Appearance, Appearance, Appearance

- 45% of the success or failure of an interview is directly related to a person's appearance
  - 35% depends upon the applicant's responsiveness (facial expressions, smiling, verbal responses)
- That means 80% of what determines the success of the interview is 100% YOU.
  - The interviewer forms an opinion within the first 90 seconds

**What women should wear:** business suit; skirt, blouse, and nice dress shoes; or nice pants, a blouse and nice shoes

**What men should wear:** Business suit, dress pants, shirt and tie, and shoes; dress pants, polo shirt, and shoes

**Men & Women should not wear:** t-shirts, short skirts, shorts, sneakers, sandals, excessive jewelry (men should consider not wearing earrings), excessive cologne, hats, and sunglasses



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## Resume Tips

Your first impression to a business is your resume. Your resume will include a summary of work experience, educational, and professional qualifications. It's primary purpose is to get you an interview of with an employer. This is why developing a strong resume is critical your search for employment. Listed below are a few tips that can help you build a solid, well-organized resume:

### **What you should include in your resume**

**Heading-** Your full name, address, telephone numbers, and your email

**Employment Objective-** List the type of position you are applying for

**Work Experience-** List your most recent employment first; include your job title, company name and location, date of employment, and your duties performed.

**Educational Experience-** Include high school, GED, college, or vocational. If your education is more relevant than your work experience than feel free to put this before work experience.

**Skills-** List skills that would be beneficial to the job you are applying for (i.e. computers, answering phones, bilingual abilities)

**Other Information-** This is optional however listing your military service, honors, or accomplishments can be helpful.

**References-** You can list your references or you can simply put "references upon request". Your references should have a copy of your resume and don't use family. Businesses will usually ask for 3 references.

### **Points to Remember**

- Be brief, keep resume to one to two pages
- Be clear and specific; the employer must understand you
  - Be thorough; do short change yourself
- Never use I, me, or my; Only in job objective section
  - Know your skills and abilities
- Check your resume over and over, and let others review it
  - Keep it updated; it is a work in progress
  - Be Confident