

**Final Data: State Fiscal Year 2014 Youth Competitive Grants**  
**HIRED**  
**(Year-Round)**

**Participant Summary**

Total	15	Hispanic/Latino:	0
Male:	10	American Indian:	0
Female:	5	Asian/Pacific Islander:	0
		Black/African American	13
14-15:	0	White:	2
16-17:	5		
18:	3		
19-21:	5		
22-24:	2		

**GOAL 1: Provide work experience for youth who are economically disadvantaged or at-risk, ages 14 through 24.**

During this reporting period the HIRED Employment Counselor developed work experience sites for five participants. The sites developed were a; record store, accounting firm, architect firm, Brotherhood, Inc. and coffee shop.

Prior to developing the work experiences (intern sites), the HIRED Employment Counselor met with each participant and queried them on their interests, passions and aspirations. After developing initial goals, an interest assessment was administered; the results were discussed with the participant, checking to see if there were any correlations with what they noted initially. This information was used to give them an idea of what career paths exists based on these interests. After this "interests finding", work experience options were provided. After a participant agreed with one of the options, a work experience was developed and implemented.

The implementation process consisted of identifying a potential intern site and speaking with the owner of business or person in charge of hiring. Once it was agreed that the business would serve as an intern location, the HIRED Employment Counselor initiated an interview between participant and business. After which required paperwork was completed and start date set that began internship. The HIRED Employment Counselor in Youth Directions regularly checked in with the work experience supervisors to see how the internship was evolving.

Also, during this period the HIRED Employment Counselor assisted in 5 participants finding unsubsidized work.

**GOAL 2: Promote mastery of work-readiness competencies and 21st Century skills as demonstrated through workplace portfolios and other assessments.**

During the enrollment process an interest inventory and TABE (Tests of Adult Basic Education) assessment are administered. After a participant is enrolled into Youth Directions the HIRED Employment Counselor and participant begin working on a four unit Work Readiness Curriculum. The four units are as follows:

- Unit 1 – Your Personal Profile. This unit focuses on identifying and surveying work accomplishments, personal strengths, assets, work values, career interests, etc. Based on the findings career interests and short and long term goal setting are explored and discussed.
- Unit 2 – Written Credentials. This unit covers the “written” aspects of gaining employment. It discusses completing applications, resume’s, and cover and thank you letters.
- Unit 3 – The Interview. This unit speaks to personal appearance, first impressions and attitudes, and interviewing techniques. It also talks about finding jobs, time management, and goal setting.
- Unit 4 – Job-Keeping. This unit discusses tips for successfully starting and keeping a new job. It includes budgeting worksheets that help the participant save money. Also, a self-assessment of work values and evaluation of interpersonal skills is in this unit.
- Financial literacy – This session is designed to help participants gain their financial knowledge to successfully manage their everyday finances and make sound economic decisions.

**GOAL 3: Promote skill acquisition (academic and work readiness) through project based instruction.**

After the enrollment process is complete, as noted in the previous section, the Work Readiness Curriculum is implemented. In addition to that Individual time was spent with each participant. During this weekly one on one (1-2 hours); resume and cover letter development, mock interview, and a sample application were done to instill skills necessary to obtain and retain employment.

The HIRED Employment Counselor also urged of age participants to get a post-secondary education via college or vocational school. If a specific certification was desired, such as a Certified Nursing Assistant, the HIRED Employment Counselor assisted in finding that particular opportunity.

**GOAL 4: Increase exposure to in-demand jobs important to regional economies.**

To increase exposure to regional in-demand jobs the HIRED Employment Counselor utilized two internet sites, [www.iseek.org](http://www.iseek.org) and [www.careeronestop.org](http://www.careeronestop.org), to illustrate what the thriving careers were in Minnesota and across the rest of the country. These sites also noted what type of education was necessary to obtain a career in these particular fields.

**GOAL 5: Provide high-quality work sites and overall participant and employer satisfaction.**

As noted in Goal number 1, "...the HIRED Employment Counselor met with each participant and queried them on their interests, passions and aspirations." After this the type of work experience was determined and developed. For example, Youth Directions participants are fulfilling internships at the; Myslajek, Kemp and Spencer accounting firm, 4rmula architect firm and The Avenue Eatery Coffee shop where the owner of the business is not only providing him with a quality work experience but teaching the intern how to run a business as well.

Some of the feedback from the intern sites:

"J.T is a very fast learner who is doing great. We are slowly giving him more responsibilities as his internship progresses"

"K.C is a joy to have in the office"

"C.D did a fantastic job. Very thorough and complete work"

**GOAL 6: Connect to and strengthen other key educational initiatives and systems in the area.**

Youth Directions and the HIRED Employment Counselor promote and support the participants in furthering their education. We do this by exploring schools and other options that focus on their passions and goals.

Three participants are currently enrolled in post-secondary education. One example where the HIRED Employment Counselor made an impact and served as a bridge back to college in a participant's academic career came when the counselor wrote a letter of support which served as the impetus of the participant being accepted back into college.

**YOUTH COMPETITIVE GRANT DATA SUMMARY**  
**SFY 2014 Annual Report Data (Cumulative Through June 30, 2014)**

<b>IDENTIFYING INFORMATION</b>		
<b>Grantee:</b> HIRED 1200 Plymouth Avenue North Minneapolis, MN 55411		<b>Contact:</b> Jane Samargia
<b>Phone #:</b> 612-287-1361		<b>E-mail Address:</b> Jane.Samargia@HIRED.org
<b>TOTAL SERVED – GROUP SERVICES</b>		<b>0</b>
<p>The number provided above is to include all persons who participate in grant funded group activity (or activities). For example, the number is to include the number of persons involved in job fairs or the number of family members of a participant who also participate and benefit from the granted funded activity. In the case of an activity led by a youth participant, the participant is to be counted in both the group services and individual services categories.</p>		
<b>TOTAL PARTICIPANTS SERVED – INDIVIDUAL SERVICES</b>		
Total Individual Participants Served		15
<b>Gender</b>	A. Male	10
	B. Female	5
<b>Age</b>	A. 14 – 15	0
	B. 16 – 17	5
	C. 18	3
	D. 19 – 21	5
	E. 22 – 24	2
<b>Ethnicity / Race</b>	A. Hispanic/Latino	0
	B. American Indian or Alaska Native	0
	C. Asian/Pacific Islander	0
	D. Black or African American	13
	E. White	2
<b>Education Level</b>	A. 8 <sup>th</sup> grade and under	0
	B. 9 <sup>th</sup> Grade – 12 <sup>th</sup> Grade	6
	C. High School graduate or equivalent	6

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	D. Post-Secondary Education	3
<b>Other Demographics</b>	A. Limited English Proficient	0
	B. Youth From Families Receiving Public Assistance	0
	C. Foster Youth	15
	D. Youth with a Disability	0
	E. High School Drop-Out	0
	F. Youth Offender	5
	G. Pregnant or Parenting Youth	0
	H. Basic Skills Deficient	10
	I. Homeless or Runaway Youth	2
	J. Not Employed at Program Enrollment	15
	K. Veteran	0
<b>PROGRAM SERVICES, ACTIVITIES, AND OTHER RELATED ASSISTANCE</b>		
	A. Received Education or Job Training Activities	15
	B. Received Work Experience Activities	5
	C. Received Community Involvement and Leadership Development Activities	5
	D. Received Post-Secondary Exploration, Career Guidance and Planning Activities	15
	E. Received Mentoring Activities	n/a at this time
	F. Received Support Services	12
<b>INDICATORS OF PERFORMANCE</b>		
	A. Attained Work Readiness or Education Goals	15
	B. Received Academic Credit or Service Learning Credit	0
	C. Obtained High School Diploma, GED, Remained in School, Obtained a Certificate or Degree, or Dropout – Returned to School	15
	D. Entered Post Secondary Education, Vocational/Occupational Skills Training, Apprenticeship, Military, Job Search or Employment	3
	E. Completion Rate *all youth are still participating	0*
<b>CUSTOMER SATISFACTION</b>		
	A. Number of participants rating experience as “Excellent”	n/a at this time

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B. Number of participants rating experience as "Very Good"	n/a at this time
C. Number of participants rating experience as "Average"	n/a at this time
D. Number of participants rating experience as "Below Average"	n/a at this time
E. Number of participants rating experience as "Poor"	n/a at this time
F. Total Number of Surveys Completed	n/a at this time

**NOTE: Customer satisfaction surveys will be completed at the completion of each youth's participation in the program.**