

First District Mental Health Court

Productive activity is an important aspect of the mental health court program. The Utah Department of Workforce Services (DWS) can be a key resource in the job search process. Please complete the following assignments, enter the date completed, have DWS staff initial each completed assignment, and return the sheet to the court within 30 days.

Assignment Date: _____

DWS JOB SEARCH ASSIGNMENT SHEET				
DWS ACTIVITY	ACTIVITY DESCRIPTION		DATE COMPLETED	INIT
1	Register on jobs.utah.gov/job seeker	Registration creates an account with DWS. You may access a computer terminal and register at the DWS office (180 N. 100 W. Logan) if needed. Once on the website: (1) click Register, (2) select a sign-in method (Utah ID, Facebook, Google, or Yahoo) and enter user name and password, (3) fill out a personal profile, and (4) start searching for jobs.		
2	Attend Employment Essentials Workshop	In the Employment Essentials workshop customers learn skills for Job Search Technology, Skills Identification, Networking Strategies, and Résumé, and Interviewing Skills. Register for the workshop either in the DWS office or using your jobs.utah.gov profile.		
3	Attend Resume Building Lab	This lab helps customers learn how to write and design a cutting-edge resume and cover letter or improve a current resume to increase the chances of getting a job interview. Register for the lab either in the DWS office or using your jobs.utah.gov profile.		
4	Create a Master Resume	Applying the design and format skills and tools learned and developed in the resume lab, customers create an actual master resume template including job experience, education history, skills, certificates, and achievements, which can then be tailored to specific job applications.		
5	Create a Master Application	Employment applications are generally similar with respect to the information requested. Developing a master application, as an information template, helps customers quickly, easily, and thoroughly complete future job applications.		
6	Participate in a Mock Interview	Meet with an Employment Counselor for a Mock Interview. Attend the appointment dressed for an interview and bring your resume. The Employment Counselor will ask you occupation related interview questions and give you feedback. You will get great advice for your next interview.		
7	Complete a Work Readiness Evaluation	This meeting will address issues related to (1) individual job search, (2) employment networking, (3) readiness profile - e.g., able, available, and qualified for employment, (4) professional image, and (5) effective communication skills.		
8	Attend the Work Success Program (if recommended))	Work Success is a 2-4 week program where referred customers will work 40 hours per week in job search/job readiness activities so as to provide participants with coaching, tools and resources to find and retain full-time employment.		

Participant Signature

Date submitted to court