



CONNECT TODAY. TRANSFORM TOMORROW.

CareerConnect Program Handbook

Table of Contents

Program Overview	2
Program Goals.....	2
Targeted Participants	2
Current Partners	2
Current Employers.....	3
Program Description and Activities	3
Training and Support.....	4
Intended Outcomes.....	4
Mentee Expectations	5
Mentee CareerConnect Application.....	6
Guidance Counselor Expectations.....	10
Parent or Guardian Expectations	11
Parent/Guardian Application.....	12

PROGRAM OVERVIEW

The CareerConnect Program through MentoringWorks is a job shadowing experience for high school student's grades 11th-12th in Adams, Webster, Nuckolls, and Clay counties. The CareerConnect Program is for mentees who are interested in learning about on-site job opportunities in their area of interest. While matched with their career mentor the pair will be involved in the typical workday of the mentor, examine the work and lifestyles the career provides, and build a better understanding of that specific working environment. Mentees will also learn about the educational requirements of that position, along with the challenges and benefits of the career. Being matched with a mentor, mentees will gain better self-confidence, improve decision-making skills, improve school performance, and show an improvement in peer and adult relationships.

Program Goals

To meet a pressing need that addresses work-related skillsets and future planning capacities for youth in transition, while building networking opportunities for mentees within the local job community. To identify mentees with an interest in furthering their education to either stay or return to the area to pursue their careers.

Targeted Participants

Student's 16-18 years of age from our partner schools who demonstrates academic, social or career interest. Youth are referred to the program by teachers, guidance counselors, or chose to participate through recruitment events during the school year.

Current Partners

- Manufacturing Pathways Advisory Team
- Hastings Area Manufacturing Association
- Hastings Economic Development Corporation
- Adams, Webster, Nuckolls, and Clay Counties

Current Employers

- ThermoKing
- Bruckman Rubber
- Nebraska Aluminum Castings
- Centennial Plastics
- Eaton
- TL Irrigation
- Eagle Plastics
- Drake Tool and Die
- Pacha Soap
- Hastings Ford
- Flowserve
- Dutton Lainson
- Hastings HVAC
- Johnson-Imperial Construction
- Mary Lanning Hospital
- Pediatric Dental Specialists

Program Description and Activities

The CareerConnect Program is a comprehensive, mentored career exploration opportunity for high school students from Adams, Webster, Nuckolls, and Clay counties. The program works with mentees who are interested in learning about opportunities in manufacturing and private sector jobs. Mentees and their families are often not aware that most manufacturing jobs are accessible, and offer competitive wages, benefits, and promotional opportunities without a four-year degree.

The program builds awareness and connection through mentoring for eleventh and twelfth (11-12th) graders, who are ready to take their exploration to the next level and are interested in on-site training. They are matched with mentors who work in their designated field of choice. The mentee and mentor will meet twice a month for sixty to ninety (60-90) minutes per visit.

During their mentoring meetings, the match may get involved in the daily work of the mentor, examine the work and lifestyle the job provides, connect with other adults and build an understanding of the work environment. They may talk about the educational requirements of that position, the challenges, benefits, and areas for career advancement. The relationship is designed to be mutually beneficial as the mentor has experience of being of service and valued for their knowledge and competency.

The program has great potential to be a groundbreaking model, which previous years have started to demonstrate that evidence. The one-on-one mentoring is eye opening for the mentees where they get to:

- Witness first-hand the reality of the jobsite/business environment.
- Build their knowledge base about potential careers.
- Engage in adult conversation about future career paths, education and training; and
- Test out their own work theories and career interests before investing in career/educational paths.

The surrounding employers benefit from the experience by developing future employment opportunities, increasing the community's understanding and appreciation for their career paths, giving employees a chance to benefit from providing community service, and retaining young professionals within the community.

Training and Support

Every volunteer participates in mandatory training before being matched with a mentee. CareerConnect mentors discuss child safety, cultural diversity, activity ideas, and effective approaches to mentoring with MentoringWorks team members. Additionally, monthly phone calls or bi-annual surveys allow our team time to identify solutions, provide ongoing training, and resources to mentors. Mentors often have questions that may need to be referred on to school guidance counselors, administration, or teachers. Match support contact allows for training and guided conversations, specific to every mentee and mentors unique needs.

Once matched, the mentees and mentors meet at the worksite and spend a minimum of sixty to ninety (60-90) minutes engaged in work-related task, training, or conversations. The mentor may simply have the mentee job shadow him/her while going about regular tasks, or may tour the facility, describe educational paths, converse about time management, or complete work projects.

Intended Outcomes

Currently MentoringWorks aligns our major intended outcomes with those of evidence-based practices that support our mission. These include: every child develops in the area of confidence, competence, and caring. The intent is that the program will increase employability, future wage earnings, participation in the economy, academic achievement, school attendance, and retention in the community.

MENTEE EXPECTATIONS

(Mentees must meet all expectations in order to be considered eligible for the CareerConnect Program)

- Be in grades eleventh and twelfth (11th and 12th).
- Participate in a scheduled interview with two team members from the Mentoring Works office.
- Complete the application process before being placed with mentor.
- Agree to hold a minimum grade point average of seventy (70%) (C) at all times.
- Participate in monthly match support meetings from MentoringWorks via face-to-face or by a phone call (texting is not allowed for match support).
- Openly listen and learn from your designated mentor.
- Arrive to meetings on time, if not please let your mentor and program coordinator know immediately.
- Eager and ready to learn about your chosen field.
- Communicate to the program coordinator in a timely manner, in the event you do not like your chosen field to allow time for a suitable replacement site.
- Meet with mentor at least twice a month for sixty to ninety (60-90) minutes per visit.
- Abide to MentoringWorks social media policy.
- Have access to transportation to get to and from matches, meetings, and trainings; and
- Willing to communicate to MentoringWorks, school guidance counselor, and mentor if no longer interested in the CareerConnect Program.

Mentee CareerConnect Application

Please give completed application to your school counselor, mail it to 223 East 14th St., Suite 260 Hastings, NE 68901, or email it to the program coordinator at admin@mentoringworksne.org. If you have any question, please email or call us at 402-463-5652.

First Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Can we text this number? Yes or No (Circle)

DOB: _____ Gender: _____ Employer (If, Employed): _____

High School: _____ Grade: _____ Graduation Year: _____

Driver's License

Yes or No (circle)

State of Issue: _____ License Number: _____ Expiration Date: _____

Race/Ethnicity

Check all that apply.

- African American/Black
- Asian
- White
- Latino/Hispanic
- American Indian or Alaska Native
- Native Hawaiian or other Pacific Islander
- Other _____

- Do you speak another language other than English? Yes or No (Circle)

If yes, what language _____

- Have you ever been involved with any of the following?

- Juvenile Justice System
- Foster Care System
- Charged or convicted of a crime
- Placed in a residential or treatment facility

If, yes please explain _____

- What are your top three designated career choices to shadow?

1. _____

2. _____

3. _____

Class Schedule

Please list current class schedule, along with grade.

Period	Black Schedule	Orange Schedule	Current Grade
1			
2			
3			
4			
5			
6			
7			
8			
9			

Current Overall GPA: _____ Counselors Signature to verify: _____

Extracurricular Activities Involvement

Please list if any, extracurricular activities below.

Activity	Years of Active Involvement

Social Media Screening

Please list your social media name/handle for all accounts that you have.

Facebook: _____ Twitter: _____

Snapchat: _____ Instagram: _____

YouTube: _____ TikTok: _____

References

- One school reference: teacher, administrator, guidance counselor, coach, etc.
- Two personal references: neighbor, church member, work supervisor, etc.

Reference 1

Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Number: _____ Cell Number: _____

Relationship to Mentee: _____ Years Known: _____

Email Address: _____

Reference 2

Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Number: _____ Cell Number: _____

Relationship to Mentee: _____ Years Known: _____

Email Address: _____

Reference 3

Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Number: _____ Cell Number: _____

Relationship to Mentee: _____ Years Known: _____

Email Address: _____

I understand that MentoringWorks has the rights to contact listed references by telephone, email, or mail. I agree to commit to MentoringWorks and your mentor for at least one full school year. If for some reason your match isn't suitable, I will contact either my school guidance counselor or MentoringWorks as soon as possible. During part of the enrollment process, I may be asked to provide additional information so we can make any reasonable accommodations for the match. MentoringWorks is not obligated to match me with a mentor, nor give me a reason for not accepting me as a mentee.

Signature: _____

Date: _____

GUIDANCE COUNSELOR EXPECTATIONS

- Recommend any eligible student that might excel in the CareerConnect program.
- Complete a reference form for student requesting to participate in the CareerConnect program.
- Ensure student has ***at least*** a grade point average of seventy (70%) to participate in the CareerConnect program.
- Provide mentees and parents/guardians with CareerConnect information and/or application.
- Email completed applications/referrals back to admin@mentoringworksne.org.
- Communicate to the program coordinator of MentoringWorks any comments, questions, or ideas you may have regarding a match or the program.

PARENT OR GUARDIAN EXPECTATIONS

- Complete Parent/Guardian Application/Waiver and send back to your child's school guidance counselor.
- Agree to drive (if necessary) child to meet mentor at worksite during designated match time, at least twice (2) a month for sixty to ninety (60-90) minutes per visit.
- Agree to pick up (if necessary) child in a timely manner once the match meeting is over.
- Commit to attend any required MentoringWorks meetings, or trainings you may have, as needed.
- Contact your child's high school guidance counselor and the MentoringWorks program coordinator if you have any questions or concerns regarding the match.

Parent/Guardian Application

Parent/Guardian 1

Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Contact Number: _____ Can we text this number? Yes or No

Email Address: _____

Current Employer and Occupation (Optional): _____

Parent/Guardian 2

Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Contact Number: _____ Can we text this number? Yes or No

Email Address: _____

Current Employer and Occupation (Optional): _____

Parent Permission and Release Form for High School Mentees

I, _____ give permission for my child, _____ to be a mentee in the CareerConnect program with MentoringWorks. I understand that the minimum time s/he will be meeting the mentor is twice (2) a month for sixty to ninety (60-90) minutes per visit, or as otherwise determined by mentee and mentor. I understand that their involvement in the program will be under the guidance of MentoringWorks. I also understand that transportation to and from the mentoring site (mentor's worksite) and application training and meetings will be the responsibility of my child or me. I understand that my child will only meet with the mentor during the designated time frame that was agreed upon by the mentee and mentor.

Parent Signature _____ Date _____

Photo and Media Release

I hereby accept the invitation of MentoringWorks to appear and be identified in print in any publication or media production, or grant the right to use the image of the minor child as specified below. I hereby grant MentoringWorks the right to use this image and name (excluding any personal details) as they may desire, in all media and in all forms including, but not limited to, social media, publications, and televised photography and recording.

In consideration of \$0 to be paid, I hereby grant MentoringWorks the absolute right to use this image in whole or in part, in true or distorted character or form, alone or in conjunction with any other image, name or reproduction, in color or otherwise, for art, advertising, business, trade, or any other lawful purpose whatsoever.

I hereby release MentoringWorks from all claims, demands or liabilities and related financial costs that I may now or hereafter have arising in connection with MentoringWorks exercise of the right hereby granted, with my (or minor child's) appearance in any publication or production. These include, without limitation, claims for compensation, defamation, or invasion of privacy, or other infringements or violations of personal or property rights of any sort whatsoever.

I do **NOT** give permission for my (or minor child's) photo and/or name to be used for publication/media purposes

I **DO** give permission for my (or minor child's) photo and/or name to be used for publication/media purposes

Mentee Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____