**Instructions for Career Center GED Table**

* Collect transportation cards from each person coming to job seek, two transportation cards if they are GED and job seeking.
* You must see photo ID before helping anyone. Check their Life Card to make sure they have it.
* When a customer comes to the Career Center to job seek, they need to fill out the job application each time and turn it in (it doesn’t matter if it’s filled out completely or not). The application process is to simulate real job hunting but also to make sure they spend a little time at the booth to represent the amount of time it would take to actually job seek.
* Job seekers pick from the many job seeking cards – write the result on their Life Card in the Career Center spot.
* If a participant gets a job, tell them to report to the employer next week and they can leave the Career Center, once you have recorded their employment information on their Life Card.
* If they draw a *did not job search* card send them away and write that in the appropriate space on their Life Card.
* If they fail to report for any week, place an **X** in the box for the week they didn’t report.
* If they need Clothes send them to the clothes bank and write that in the box.
* If they attend GED, place a  in the box Life Card that corresponds with the current week. If they fail to attend GED classes any of the weeks, place an **X** in the corresponding box.

\*\*\*On the participant’s Life Cards:  represents a positive transaction

**X** represents a negative transaction

**\*\*\*Use only dry erase marker to mark on the Life Cards**

**Career Center/ GED Box Inventory**

Please verify that all items are in your box.

Contact a facilitator if anything is missing

* + - * Ink Pen
      * Dry Erase Markers
      * Sticky pad for taking notes
      * Career Center action cards
      * Name displays for table:

GED Classes

Career Center

* + - * Applications for Employment
      * Instruction Sheet

Sample Life Card (1 of 6 different ones)

The following are your living expenses and court ordered appointments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Cost | 1st week | 2nd week | 3rd week | 4th week |
| Probation | $30/month |  |  |  |  |
| Treatment | $15/visit |  |  |  |  |
| Food | $25/week |  |  |  |  |
| Rent/Utilities | $500/month |  |  |  |  |
| Child Support | $200/month |  |  |  |  |
| UA Test(s) | $5/test |  |  |  |  |
| AA/NA | Free |  |  |  |  |
| GED Class | Free |  |  |  |  |

You have the following ID: State ID  Birth Certificate  S.S. Card 

Housing situation changes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check in at Career Center weekly to look for full time employment.**

Career Center:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

Home Cards:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |



If they attend GED place a check

in the box

Transportation Ticket

Write results of cards they draw here

If they present a “Home Card” mark that they completed what it said.

All 3 boxes must be checked