

# Get a Job! Helping **Teens** Get (and Keep) Their First Gig!

ILA Annual Conference 2022 | October 19 from 3-4 p.m.





# What was your first job?

What did you love or hate about it?

# Hello, we are from **Arlington Heights!**



**Alice Son, MLIS**  
Teen Services Supervisor



**Brittany Coleman, MLIS**  
Info Services Librarian



**Matt Williams**  
Material Handling Supervisor



## Our presentation objectives...

### Service Ideas

Come away with ideas for implementing services and programs that support teens in their first-time job seeking.

### Call to Collaborate

Identify potential community partners and collaborators within your own organizations to provide career programming for teens.

### Coaching Skills

Gain an understanding for successfully coaching teens as employees and volunteers.

# AHML Teen Job & Career Programming 2022





# Presentation Roadmap

Set the TJF Date, Reflect,  
Reach out

1

Teens Get a Job:  
Mock Interviews

3

Hiring and Coaching  
Teens

5

Teens Get a Job:  
Resume Workshop

2

Teen Job Fair

4

Q&A

6



# **Save the Date!**

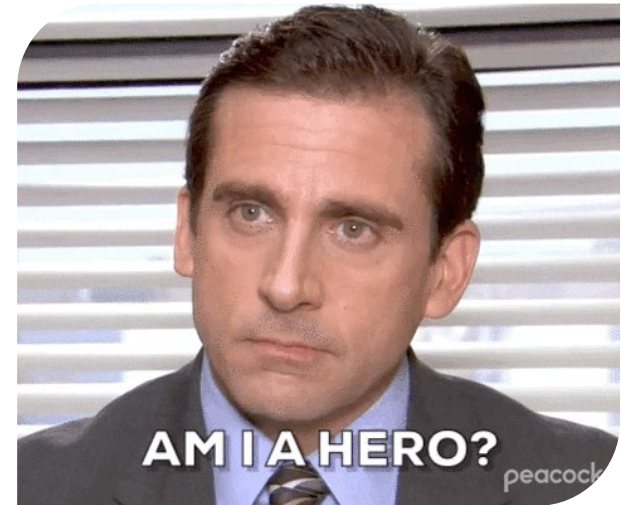
## **Teen Job Fair is March 1, 2022**

Set the Date, Reflect, Reach Out



## A Teen Librarian's Reflection

- It sometimes feels easier to 'do it all'
- Tap the experts within your building
- Help spread the message of teen services







## Reaching Out

- ☉ Alice: “Teen person,” provided similar programs solo in the past.
- ☉ Brittany: Career and job-seekers programming for library.
- ☉ Matt: Hires and supervises teen employees at the library.





# **Get a Job!**

## **Workshop for Teens: Part 1**

Resume and Job Seeking Workshop



## Preparing Teens for Their **First Jobs**



- How to present yourself
- Managing Expectations
- Resume writing
- Transportation
- Asking questions in an interview

# Dylan Lemay

Arlington Heights, IL | dylan.lemay@gmail.com | (847) 555-5555

**Objective:** Enthusiastic student seeking a part-time position with a local ice cream parlor.

**Education:**

Senior at John Hersey High School  
GPA of 3.5

**Skills:**

Time management and prioritization  
Negotiation and persuasion  
Leadership  
CPR certified

**Activities:**

Basketball | Junior usher | Boy Scouts

Position	Location & Dates	Role
Snow Removal	Arlington Heights Block Club Arlington Heights, IL December 2020–Present	Shovel snow from neighbors' walkways, driveways, and spread salt in those areas.
Hersey Boys' Basketball Team Captain	John Hersey High School Arlington Heights, IL January 2021– Present	Make decisions on strategy and approach, coordinating the efforts of the team. Call out plays during games. Keep detailed records of the team's performance.
Babysitter	The Garcia Family Rolling Meadows, IL June 2021–Present	Care for a 3-year-old and a 9-year-old two nights a week. Help 9-year-old with homework and test preparation. Responsible for transporting children to 2+ activities and play dates weekly.





## Teen Job Search Tools



Resume  
Samples

Included a sample with no  
work history.



Resume  
Worksheet



Tip Sheet

Resume writing tips  
Interview tips  
Research on [BLS.gov](https://www.bls.gov)  
Negotiating pay



List of teen-  
friendly job  
opportunities

Included salary  
information.



## Opportunities for Teens

- Summer camps
- Local food chains (ice cream shop, pizza parlor, fast-food)
- Water parks and beaches
- Six Flags Great America
- Animal shelters
- Movie theaters
- Local government

**Cook County**  
**CAREER CONNECTOR**  
Connecting Talent & Employers

**Opportunity Summer**  
**Paid Youth Internships**  
For Suburban Cook County Youth Ages 16-24



**June 13- August 12**  
**\$15 per hour**  
**25 hours a week**

Gain experience in exciting careers from fulfilling summer internships!

**Get ahead of the game this summer!**

**Earn money while you explore career paths in high-growth, high-demand industries.**

Find rewarding careers this summer!

**Register at [ChicookWorks.org/OppSummer](https://ChicookWorks.org/OppSummer)**



# **Get a Job!**

## **Workshop for Teens: Part 2**

Mock Interviews



## **Preparing** Teens for Mock Interviews

- ☉ Teens now had a resume to work from to help prep!
- ☉ Told them what time mock interviewers would be arriving.
- ☉ Shared the questions that the interviewers were going to ask. (2 standard questions & 1 surprise question!)



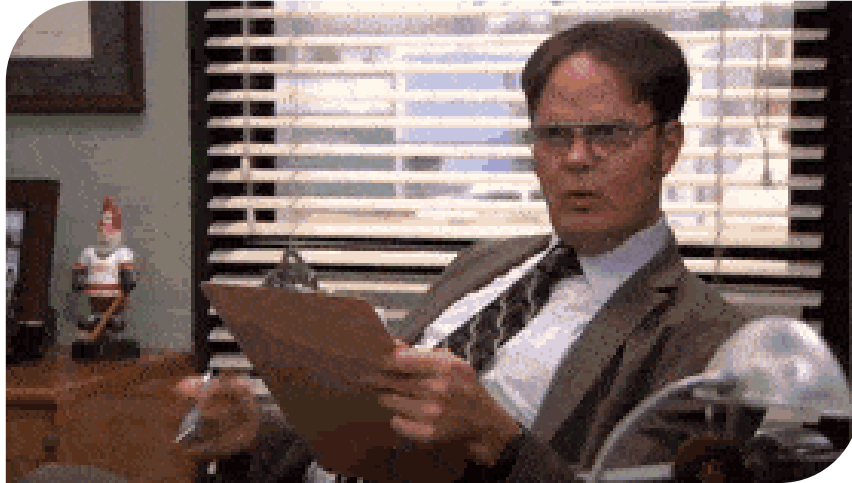




## **Preparing Mock Interviewers for Teens**

- Shared slide deck for program.
- Highlighted what we would be working on with the teens, including a tasteful way to discuss pay.
- Provided the 2 standard questions and gave them a list of surprise questions they could potentially ask.

# The Mock Interview Experience





## What We **Learned** from Workshop Programs

- Examples that are teen-friendly, but maybe not *too* teen-friendly.
  - Backfired **TikTok** example :(
- Worksheet worked well! Keep job-seeking accessible to teens.
- Mock Interviews
  - Create a fake job.
  - Make them less scary, but not *too* less scary.
- Change room set-up to help separate mock interviewing space.



# Teen Job Fair

The big one...





## Teen Job Fair 2022

- 2022 was our 10th TJF!
- Library partnership with the AH Youth Commission and AH Park District
- 217 attendees in 2022
- 28 businesses in 2022





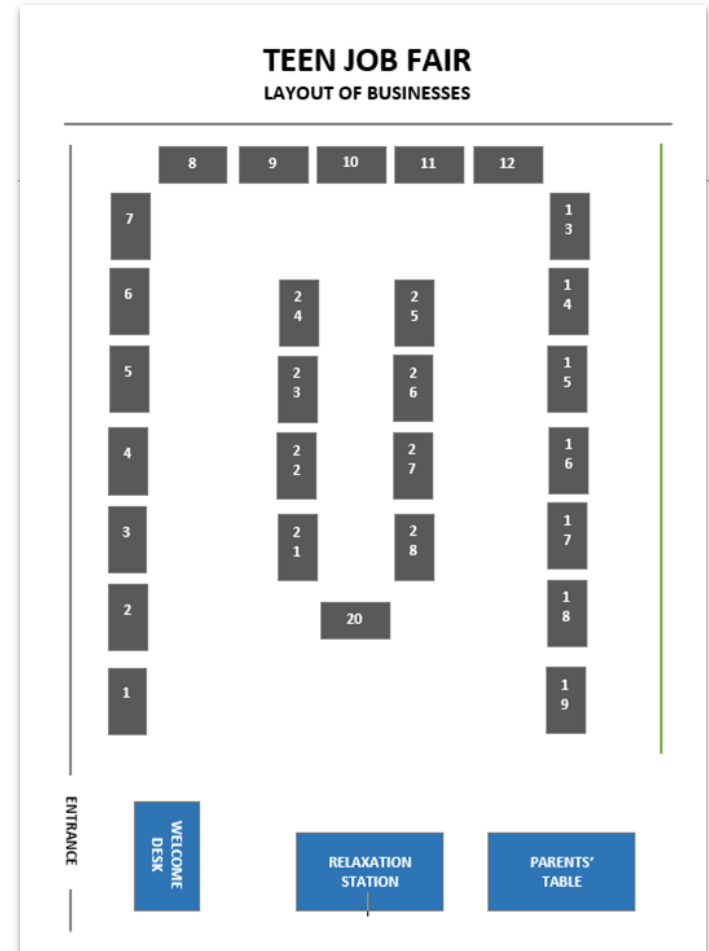
## **Planning** the 2022 Teen Job Fair





## Day of the Event

- Finalize businesses for the printed program / update map
- Pack all supplies for space
- Prep refreshments
- Youth Commissioners and businesses arrive early
- Showtime! Go go go!








What it's like to **table** at Teen Job Fair?



## What We **Learned** from Teen Job Fair 2022 (& Tips)

- Feedback from businesses – Parents
- Feedback from Youth Commissioners – More teen prep
- Tip: Some teens may need extra guidance on if they're able to work in the U.S.
- Tip: Keep an updated list of businesses that patrons or staff can access
- Tip: Note which businesses serve those under 16-years-old
- Success stories! 





# Hiring and Coaching Teens

Teen Employees! Yay!

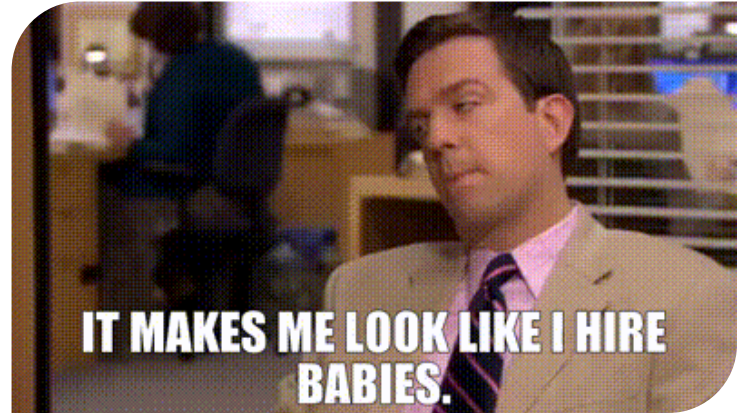


**How many of your libraries have  
teen employees?**



## You're Hired! Now What?

- Additional Coaching
- Preparing for the workforce
  - Clocking in and out
  - Being on time
  - Phone etiquette
- Prep for time off requests. They are still in high school!





## You're Hired! Now What?

- Providing opportunities for teens to have a say or provide input/feedback on decision-making
- Checking in with staff
- Difficult conversations / Performance reviews







## Retaining Teens in Your Workforce





*Teens are awesome!*

“



## Contact Us!



**Alice Son**

Teen Services Supervisor  
[ason@ahml.info](mailto:ason@ahml.info)



**Brittany Coleman**

Info Services Librarian  
[bcoleman@ahml.info](mailto:bcoleman@ahml.info)



**Matt Williams**

Material Handling Supervisor  
[mwilliams@ahml.info](mailto:mwilliams@ahml.info)

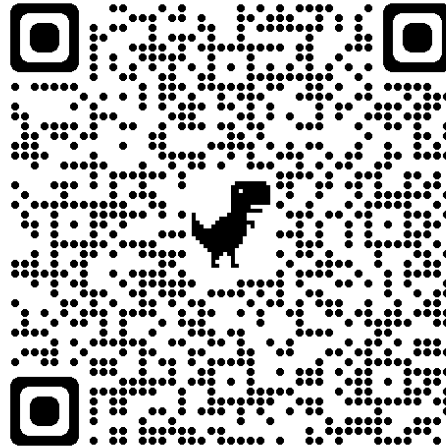


# Questions & (Hopefully) Answers

We're here to help!



**Want to view our presentation again?**



[https://bit.ly/ILA2022\\_GetaJob](https://bit.ly/ILA2022_GetaJob)

*This template is free to use under Creative Commons Attribution license. Template credits go to [www.slidecarnival.com](http://www.slidecarnival.com)*