

Career and Educational Opportunities (CEO) Program

Steps to Success

Entry Level

Emerging Professional

Where Can You Fit in the
World of Work?
(1 -2 months)



Mid-Level

Manager

What are YOU doing to
achieve your goals?
(about 3-6 months)



Executive Level

Chief Executive Officer (CEO)

How is your placement going?
Are YOU TAKING CHARGE OF YOUR
FUTURE?
(12 months of follow up and support)

- Bring in all required paperwork
- Fill out application (parents/guardians sign if under 18)
- Complete assessments for academic skills and career interests
- Set goals and steps to achieve them
- Get labor market info on career interests
- Identify certificate or credential training
- Contact Youth Employment Counselor at least every week

- Attend job readiness and career exploration trainings
- Develop or polish up resume
- Achieve short term goal and continue progress on long term goals
- Move forward into job or more formal training activity, course, or class
- Achieve a credential or certificate
- Contact Youth Employment Counselor at least every 2 weeks

- Continue employment and/or long term educational placement
- Reevaluate any unmet goals and set additional goals
- Review and update resume
- Discuss support needed to maintain job, apprenticeship, military, or educational placement
- Provide verification of training completion or a pay stub from new job
- Contact Youth Employment Counselor at least once a month
- CELEBRATE!!!!

To find out more, contact:
Job Corner, Youth Employment Center
(703) 531-6290



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon advance request. For more information, or to request this information in an alternate format, please call (703) 531-6290; TTY (703) 533-5316. The Career & Educational Opportunities Program of Northern Virginia is operated by the Fairfax County Department of Family Services on behalf of the Northern Virginia Workforce Investment Board. www.myskillsource.org