

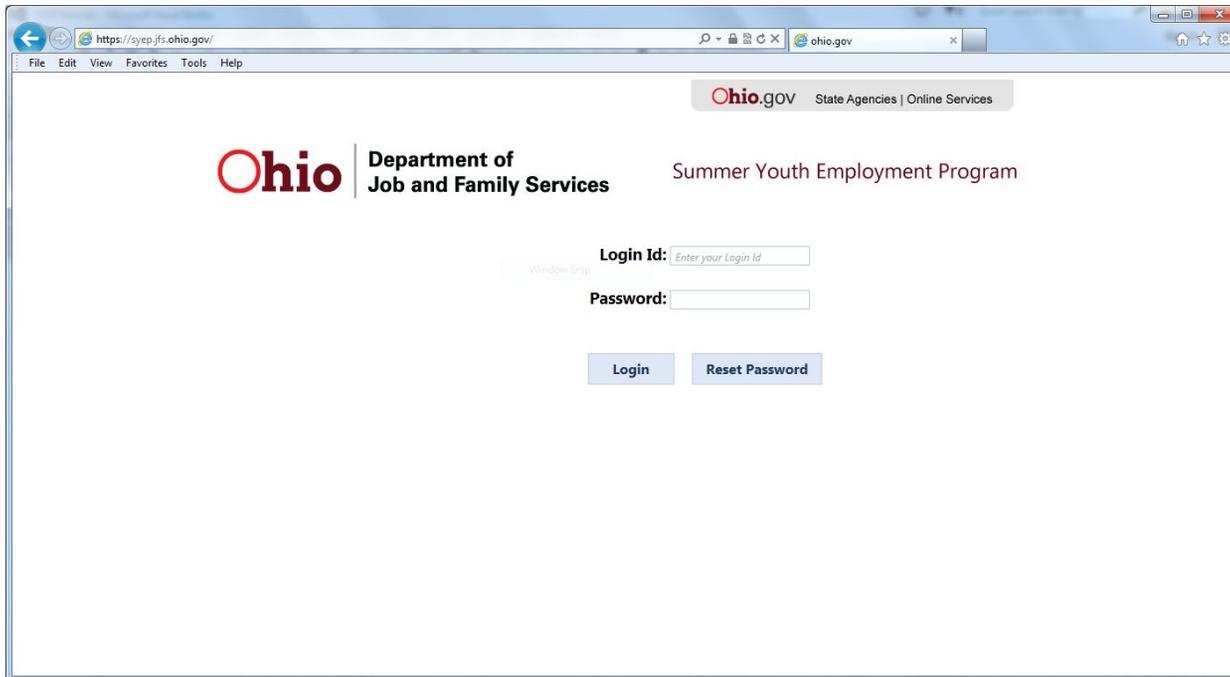
Employer Steps for completing a survey in SYEP

Login to SYEP

An employer contact's login is set to the contact's last name plus the first letter of the contact's first name. In some instances a "tiebreaker" number had to be added to the end to make the login id unique.

If you have never logged into SYEP before:

Enter your last name plus the first letter of your first name into the Login Id box (i.e. if your name is John Smith your login id will be smithj)

A screenshot of a web browser window showing the login page for the Summer Youth Employment Program (SYEP). The browser's address bar shows the URL "https://syep.jfs.ohio.gov/". The page header includes the "Ohio.gov" logo and the text "State Agencies | Online Services". The main content area features the "Ohio Department of Job and Family Services" logo on the left and the text "Summer Youth Employment Program" on the right. Below this, there are two input fields: "Login Id: Enter your Login Id" and "Password:". Below the input fields are two buttons: "Login" and "Reset Password".

If you did not provide an email address:

You must contact your County Job and Family Services agency to get assistance with establishing a password to login into the SYEP application.

If you did provide a valid e-mail address:

Click the **Reset Password** button.

If you provided a valid e-mail address for your employer contact, you should receive a message indicating that an e-mail has been sent to your e-mail address.

Establishing a permanent password:

Use the temporary password that was sent to your e-mail to log into the SYEP application. You will be prompted to enter a new password.

Once the passwords match in the New and Confirm boxes, click the Save Password button.

Enter a new password in both boxes. The passwords must match.

New Password:

Confirm Password:

If you receive an error when attempting to login with your lastname plus first letter of first name:

Contact your County Job and Family Services agency to gain assistance with identifying your login id and establishing a password for the SYEP application.

Edit youth employment and add end date of employment

If there is not a **Complete Survey** link on the youth row to the far right, click on the **Edit Details** link to enter an end date of employment (surveys can only be completed if the end date is entered).

Once the end date is saved the **Complete Survey** link will display for that youth.

Ohio | Department of Job and Family Services | Summer Youth Employment Program

EMPLOYERS | REPORTS | Help

Youth Employment

Employer

Employer	ABLE'S CONSTRUCTION & ROOFING	Employer Type	Agriculture, Forestry, Fishing and Hunting
Address	420 N. HIGH ST. COLUMBUS OH 43215		

First Name	Last Name	City	State	County	Email Address	Date of Birth	Gender	Work Start - End	
BRENDA	DILLEY	ALPHA	OH	Brown		1/1/1998	Female	8/1/2014 - 5/15/2014	Edit Details Complete Survey
KAITLYN	YOUTH	BLACKLICK	OH	Franklin	myemail@YAHOO.COM	7/26/1994	Female	5/28/2014 -	Edit Details
GLEN	CAMPBELL	COLUMBUS	OH	Franklin		1/1/1998	Male	5/1/2014 -	Edit Details
WILLIAM	YOUTH	COLUMBUS	OH	Franklin		4/1/2000	Male	1/1/2012 -	Edit Details
LYNN	STONE	FRANKLINTON	OH	Franklin	stone@email.com	5/5/1990	Male	6/2/2014 - 7/7/2014	Edit Details View Survey
DATA	LORE	COLUMBUS	OH	Franklin		3/1/2000	Male	1/1/2014 -	Edit Details
MARY BETH	APPLETON	CLEVELAND	OH	Geauga		1/1/1991	Female	5/25/2014 -	Edit Details
DEANNIE	CASSIDY	CHUCKERY	OH	Union		1/1/2000	Female	4/2/2014 - 5/21/2014	Edit Details Complete Survey

Completing a Youth Survey

Click **Complete Survey** link.

The screenshot shows a web browser window displaying the survey interface. The browser's address bar shows the URL: [https://syep-sys.jfs.ohio.gov/\(S\(va4eniwmh1jcz1zwn30brfb1\)\)/Survey.aspx](https://syep-sys.jfs.ohio.gov/(S(va4eniwmh1jcz1zwn30brfb1))/Survey.aspx). The page header includes the Ohio.gov logo and the text "State Agencies | Online Services". The main header features the Ohio Department of Job and Family Services logo and the title "Summer Youth Employment Program". A navigation bar contains links for "EMPLOYERS", "REPORTS", and "Help".

The survey content is titled "Survey" and includes "Save" and "Cancel" buttons. Below the title, a bold instruction states: "The Employer evaluation of the youth is based on a five point Likert scale of 1 to 5 (1 is poor, 5 is excellent). Selecting one implies no improvement, selecting five implies significant improvement." The survey consists of ten items, each with a five-point Likert scale (radio buttons labeled 1, 2, 3, 4, 5):

- * ATTENDANCE - Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * PUNCTUALITY - Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * WORKPLACE APPEARANCE - Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * TAKING INITIATIVE - Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * QUALITY OF WORK - Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * COMMUNICATION SKILLS - Speaking clearly and communicating effectively - verbally and non-verbally. Listening attentively. Using language appropriate for the work environment.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * RESPONSE TO SUPERVISION - Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * TEAMWORK - Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender and culture.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * WORKPLACE CULTURE, POLICY AND SAFETY - Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5
- * SPECIFIC WORKPLACE AND CAREER SKILL - Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.
○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Fill in the survey.

Fields marked with a red asterisk at the beginning are required. You will not be able to save the survey until all required fields are entered.

Click Save at the top of the survey.

Caution: Once saved, the survey cannot be modified. Make sure your answers are accurate before clicking the Save button.

Repeat the process for each youth in your employ.