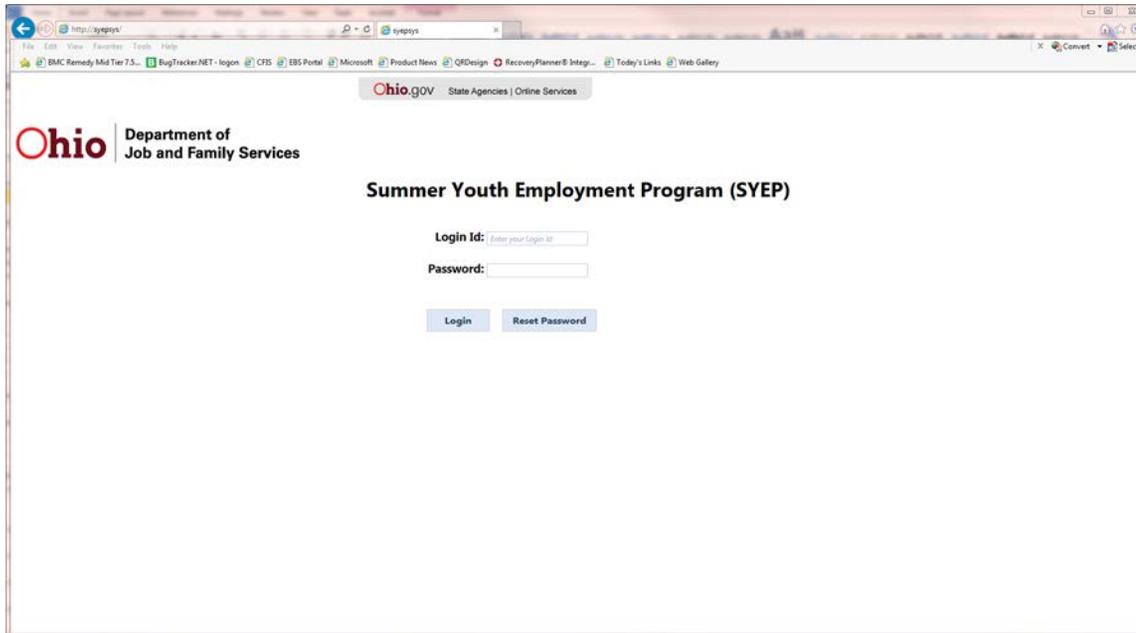


# County User Steps for completing a survey in SYEP

## Login

### To log into the SYEP application:

1. In your browser, navigate to the SYEP website and click on the Summer Youth Employment program link.
2. Log into the SYEP application using your network id and password (if State or County user) or your system Login Id and password (if external user).



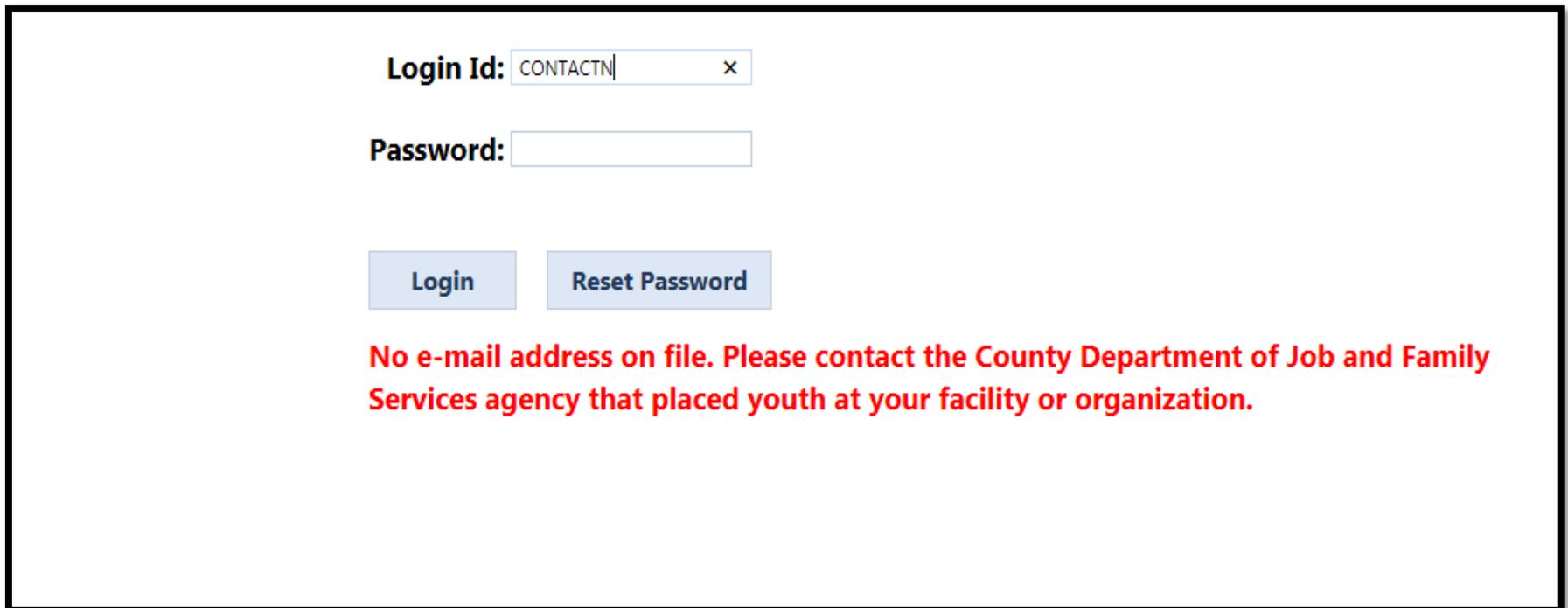
3. Click the Login button.
4. If your credentials were entered correctly, you will be taken to the SYEP main screen.

## For External Users Only

### Resetting your system password

For new external users who do not have a system password yet or have forgotten their login password:

1. Enter your login Id and click the **Reset Password** button. If you have a valid email address on file, an email will be sent to that email address with a temporary password.



The screenshot shows a login and password reset interface. It features a 'Login Id:' label followed by a text input field containing 'CONTACTN' and a clear button (x). Below this is a 'Password:' label followed by an empty text input field. There are two buttons: 'Login' and 'Reset Password'. A red error message is displayed below the buttons: 'No e-mail address on file. Please contact the County Department of Job and Family Services agency that placed youth at your facility or organization.'

2. Use the temporary password in the email to login.
3. You will be prompted to enter a permanent password.

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

**New Password:**

**Confirm Password:**

Save Password

4. Enter a new password in the new password and confirm password text boxes. An indicator will display if the passwords do or do not match.

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

**New Password:**

**Confirm Password:**  No Match

Save Password

Passwords do not match

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

**New Password:**

**Confirm Password:**

Passwords match

5. Once the passwords match, click **Save Password**.

## Locate Employer to complete youth survey

Go to the Employer page and search for the employer.

Click on the **Youth Employees** link.

The screen will show all youth who were employed in the county with which you are affiliated.

## 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.

Browser address bar: [https://syep-sys.ifs.ohio.gov/\(Sv44eniwmh1jcz1zwn30brfb1\)/EmpYouth.aspx](https://syep-sys.ifs.ohio.gov/(Sv44eniwmh1jcz1zwn30brfb1)/EmpYouth.aspx)

Page Header: Ohio.gov State Agencies | Online Services

Ohio Department of Job and Family Services Summer Youth Employment Program

EMPLOYERS REPORTS Help

### Youth Employment

Employer

<b>Employer</b>	ABLE'S CONSTRUCTION & ROOFING	<b>Employer Type</b>	Agriculture, Forestry, Fishing and Hunting
<b>Address</b>	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	<a href="#">Edit Details</a>   <a href="#">Complete Survey</a>
KAITLYN	YOUTH	BLACKLICK	OH	Franklin	<a href="mailto:myemail@YAHOO.COM">myemail@YAHOO.COM</a>	7/26/1994	Female	5/28/2014 -	<a href="#">Edit Details</a>
GLEN	CAMPBELL	COLUMBUS	OH	Franklin		1/1/1998	Male	5/1/2014 -	<a href="#">Edit Details</a>
WILLIAM	YOUTH	COLUMBUS	OH	Franklin		4/1/2000	Male	1/1/2012 -	<a href="#">Edit Details</a>
LYNN	STONE	FRANKLINTON	OH	Franklin	<a href="mailto:stone@email.com">stone@email.com</a>	5/5/1990	Male	6/2/2014 - 7/7/2014	<a href="#">Edit Details</a>   <a href="#">View Survey</a>
DATA	LORE	COLUMBUS	OH	Franklin		3/1/2000	Male	1/1/2014 -	<a href="#">Edit Details</a>
MARY BETH	APPLETON	CLEVELAND	OH	Geauga		1/1/1991	Female	5/25/2014 -	<a href="#">Edit Details</a>
DEANNIE	CASSIDY	CHUCKERY	OH	Union		1/1/2000	Female	4/2/2014 - 5/21/2014	<a href="#">Edit Details</a>   <a href="#">Complete Survey</a>

## Completing a Youth Survey

Click **Complete Survey** link.

Browser window showing a survey page for the Summer Youth Employment Program. The page header includes the Ohio Department of Job and Family Services logo and the program name. The survey title is "Survey" with "Save" and "Cancel" buttons. The survey instructions state: "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 (1 to 5). Items marked with a red asterisk (\*) are required. The items are:

- \* ATTENDANCE - Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence. (Scale: 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. (Scale: 1, 2, 3, 4, 5)
- \* WORKPLACE APPEARANCE - Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties. (Scale: 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. (Scale: 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. (Scale: 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. (Scale: 1, 2, 3, 4, 5)
- \* RESPONSE TO SUPERVISION - Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance. (Scale: 1, 2, 3, 4, 5)
- \* TEAMWORK - Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender and culture. (Scale: 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. (Scale: 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. (Scale: 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.