



## Fantastic First Month!

It has been a month since we first walked through the Washington Regional Medical Center's doors. The Project SEARCH interns are extremely busy with the process of preparing to find employment. So far, each intern has:

- \* Established a professional email account
- \* Used Google Docs to save and share paperwork
- \* Created resumes, references, and cover letters
- \* Practiced interviews (including videotaped interviews)
- \* Discussed appropriate work and interview attire
- \* Started to learn typing by touch
- \* Utilized the internet to find prospective employers
- \* Completed employment applications
- \* Practiced appropriate behavior at the hospital
- \* Discussed possible workplace frustrations
- \* Role-played workplace conflict resolution
- \* Reviewed what it means to be a good employee

During the year, we will add to our growing list of employment skills and continue to practice what we have already learned.

### Internship Sites Continue to Expand

Washington Regional has shown excitement and support for Project SEARCH as Departments in the hospital open their doors to interns. All interns are now working at one of the following locations:

- \* Human Resources
- \* Information Services
- \* Sterilization (OR)
- \* Shipping and Receiving
- \* HER Health Clinic
- \* PBX (main switchboard)
- \* Employee Health
- \* Nutrition Services
- \* Patient Transport
- \* Senior Wellness Center
- \* Wound Clinic

In November, Interns will change location and start developing a new set of skills at a new internship site.



**Project SEARCH intern and job coaches ready to go!**

### This Week

Focus on:

- Communicating with supervisors and staff
- Hygiene and illness control
- Interview skills
- Using Google Calendar to help remember important dates.