

PROJECT

*indy*

MAYOR JOE HOGSETT'S  
YOUTH JOBS PROGRAM

powered by

 WORKHERE

# Project Indy

Employment for young adults age 16-24:

- Summer Job
- After-school Job
- Part-time Job
- Full-time Job

Download the app or access on the web



# Step 1: Sign up at projectindy.net

Go to <http://projectindy.net/> and click on the youth signup.



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zShare

"Together with our non-profit and corporate partners,  
Project Indy will give thousands of local young people job experience and useful skills."  
- Indianapolis Mayor Joe Hogsett

Youth Signup For Employers



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Project Indy Youth Summer Employment Program

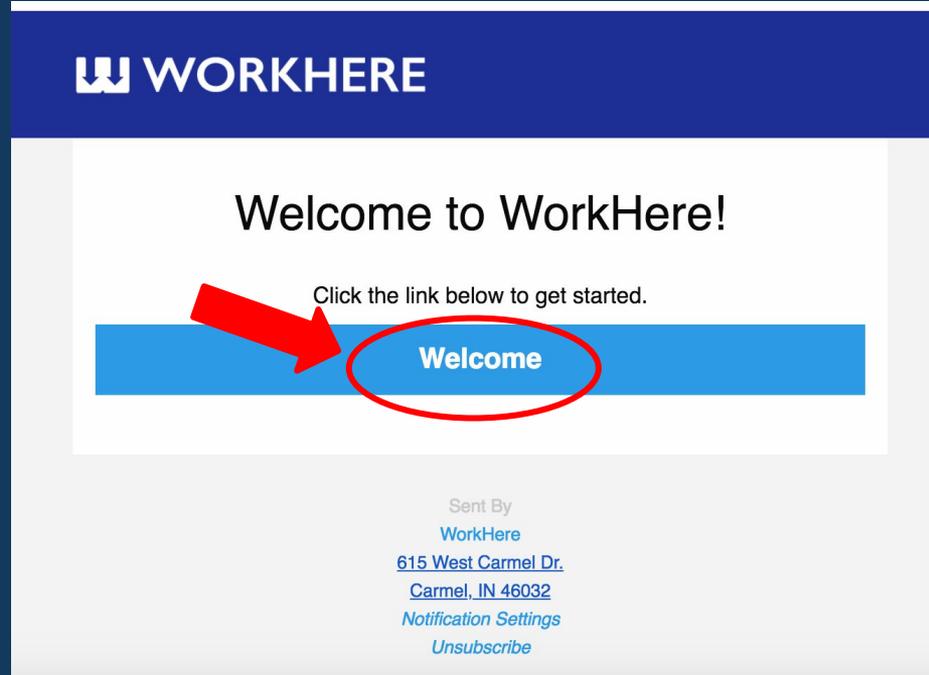
Get access to great summer jobs from Indianapolis Employers. Signing up takes just a few minutes.

start press ENTER

Note: Use the same email as used for Job Ready Indy.

# Step 2: Check Your Email to Verify Account

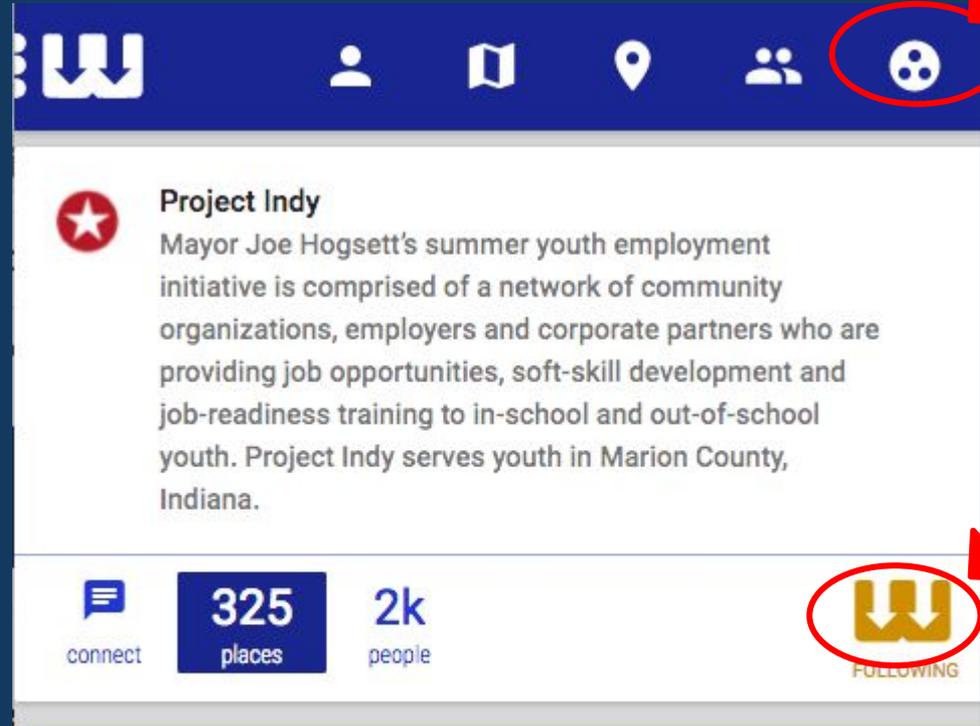
Check your email for a message from WorkHere to confirm your WorkHere account. Project Indy runs on the WorkHere platform.



# Step 3: Discover Employers in the Project Indy Network

1. Click on the **Networks** tab and search for Project Indy
2. Hit **Follow** on the Project Indy Network to save it to your profile.

The Project Indy network contains all employers hiring Project Indy youth. The closest ones are shown first.

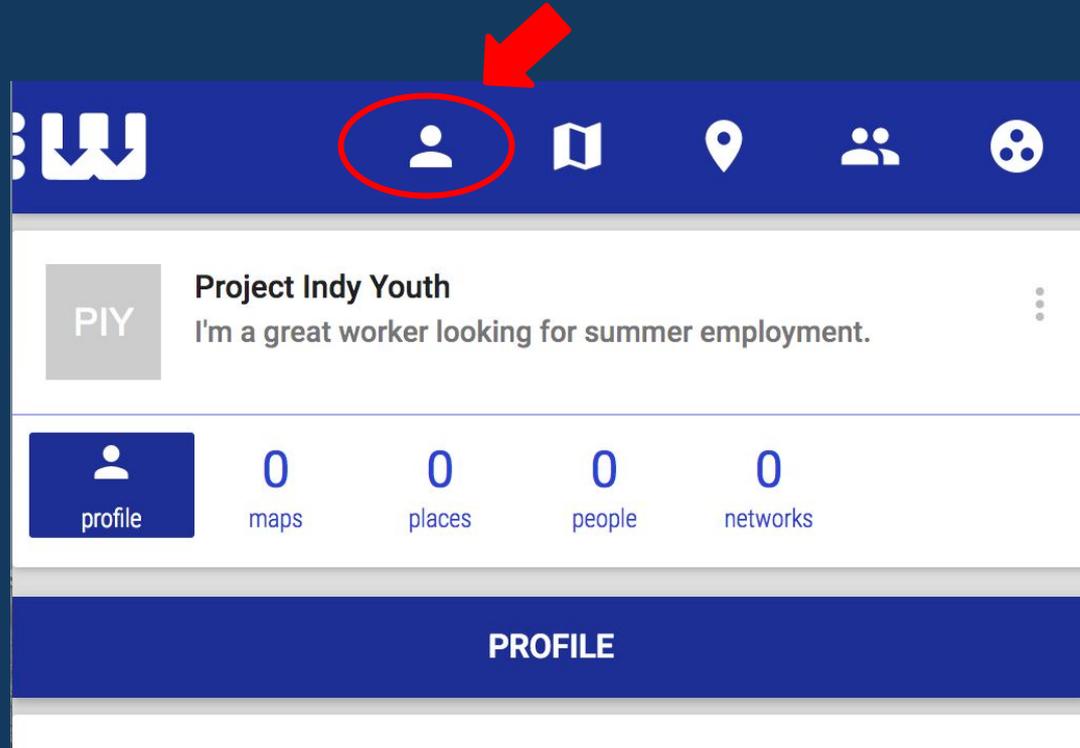


# Step 4: Build Your Online Profile

Once you've confirmed your account, start building out your profile to be able to connect with employers

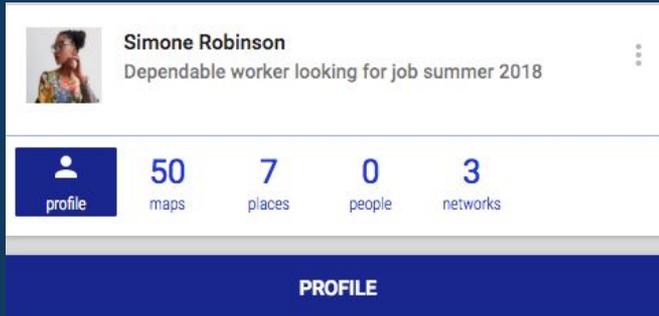
Add information such as:

1. Phone Number
2. Previous Experience
3. Education
4. Headline
5. And more...



# Step 4: What a Good Profile Looks Like

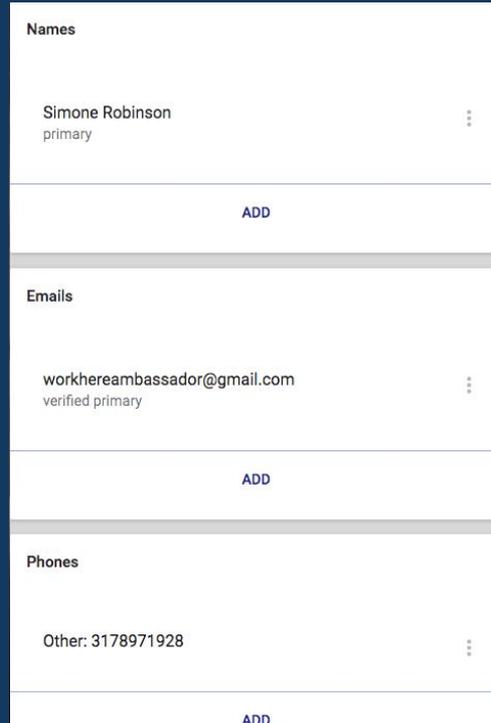
Log into WorkHere and [View it Online](#)



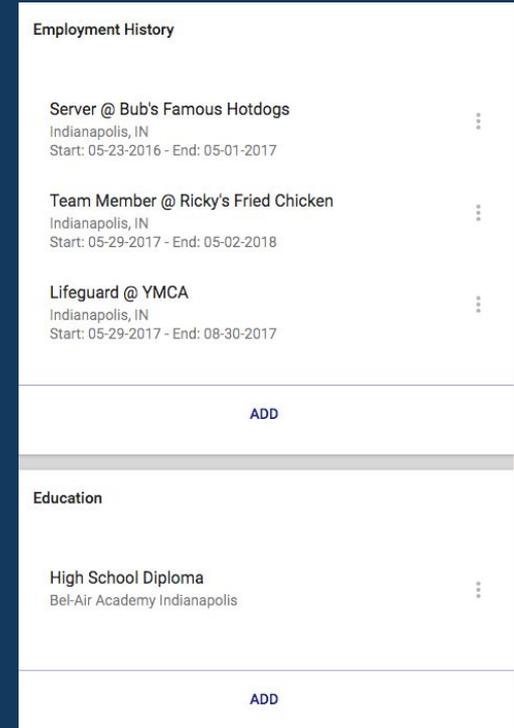
The screenshot shows a user profile for Simone Robinson. At the top left is a profile picture of a woman. To its right, the name "Simone Robinson" is displayed in bold, followed by the headline "Dependable worker looking for job summer 2018". Below this, there are four statistics: "50 maps", "7 places", "0 people", and "3 networks". A blue bar at the bottom of the profile section contains the word "PROFILE" in white capital letters.

A good profile such as this example has the following:

- 1) nice profile picture and headline
- 2) contact information
- 3) previous work experience, and education



This screenshot shows two sections of a profile: "Names" and "Emails". The "Names" section contains one entry: "Simone Robinson" with the subtext "primary". Below this entry is a blue "ADD" button. The "Emails" section contains one entry: "workhereambassador@gmail.com" with the subtext "verified primary". Below this entry is also a blue "ADD" button.

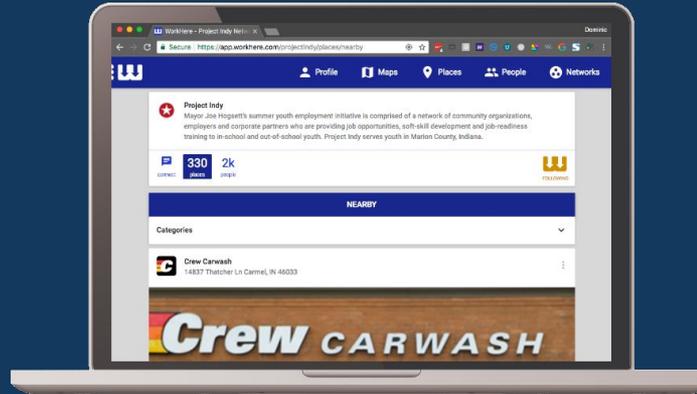


This screenshot shows two sections of a profile: "Employment History" and "Education". The "Employment History" section lists three jobs: "Server @ Bub's Famous Hotdogs" (Indianapolis, IN, 05-01-2016 to 05-01-2017), "Team Member @ Ricky's Fried Chicken" (Indianapolis, IN, 05-29-2017 to 05-02-2018), and "Lifeguard @ YMCA" (Indianapolis, IN, 05-29-2017 to 08-30-2017). Each job entry has a blue "ADD" button below it. The "Education" section lists one entry: "High School Diploma" from "Bel-Air Academy Indianapolis". Below this entry is a blue "ADD" button.

# Step 5 (Optional): Download the App

1. Project Indy can be accessed via desktop at <https://app.workhere.com/projectindy>
2. Or on mobile through the free mobile app for your device. [Download](#) it from your app store.

## 1. Desktop



## 2. Mobile App



# Step 6: Browse the Map for Nearby Employers

When you view the map there are 3 types of employers:



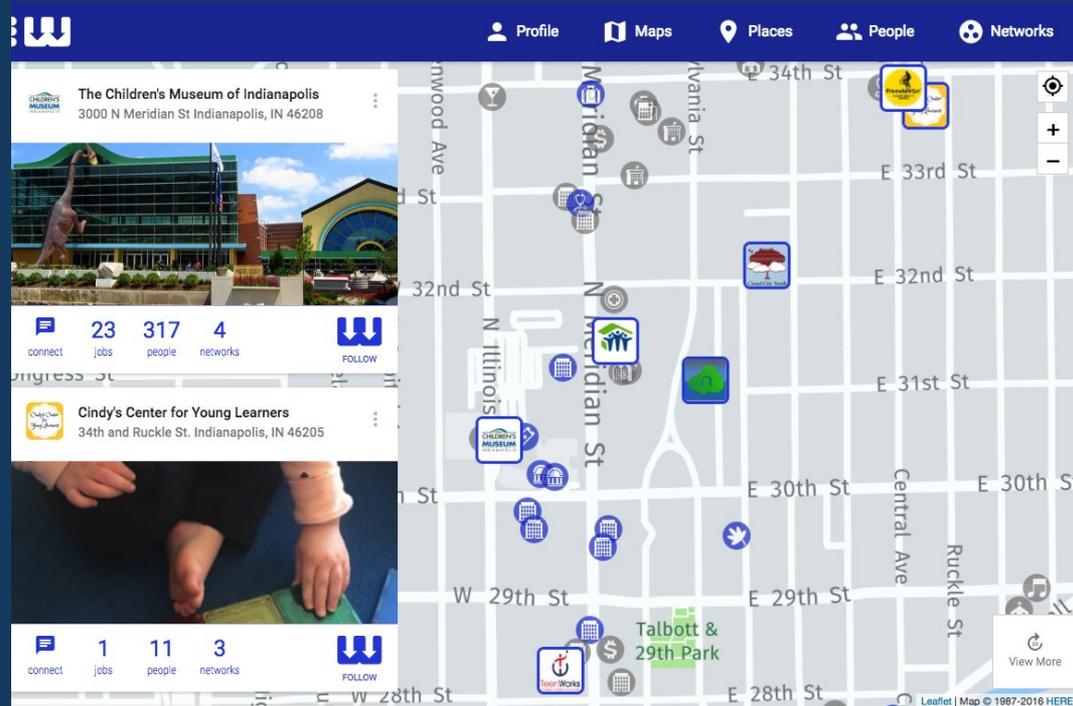
Tap on logos on the map to view active employers that participate in Project Indy



Blue dots are also employers with jobs but aren't active in the Project Indy



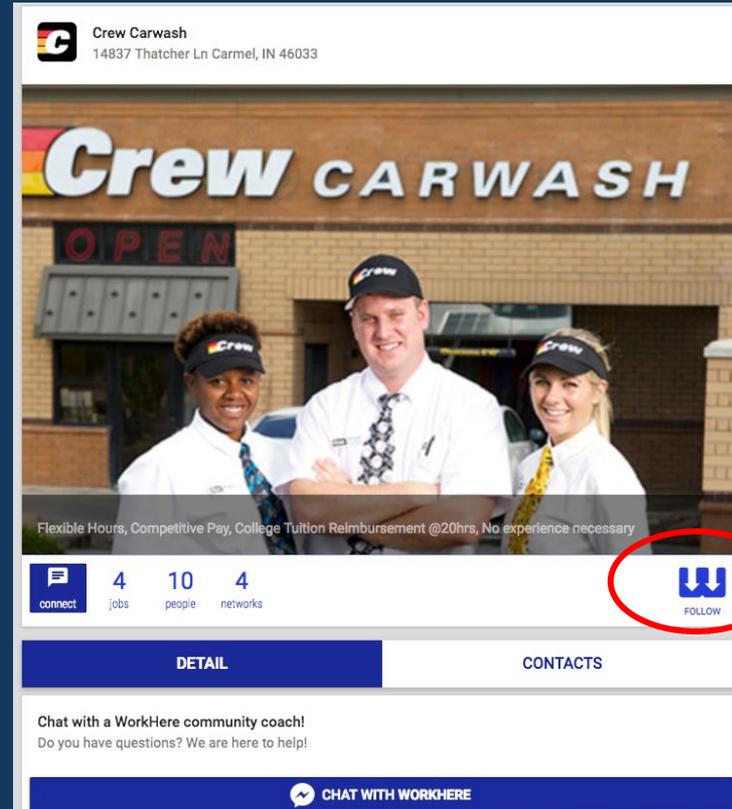
Gray dots are employers without any online job posts



# Step 7: Follow Places You're Interested In

Once you've found a place you're interested in working at, hit **Follow** to save it.

Following places will add them to your profile and also let the hiring manager know that you're interested. (If they like your profile, they might reach out to you - but the best thing to do is **APPLY** for a job.)

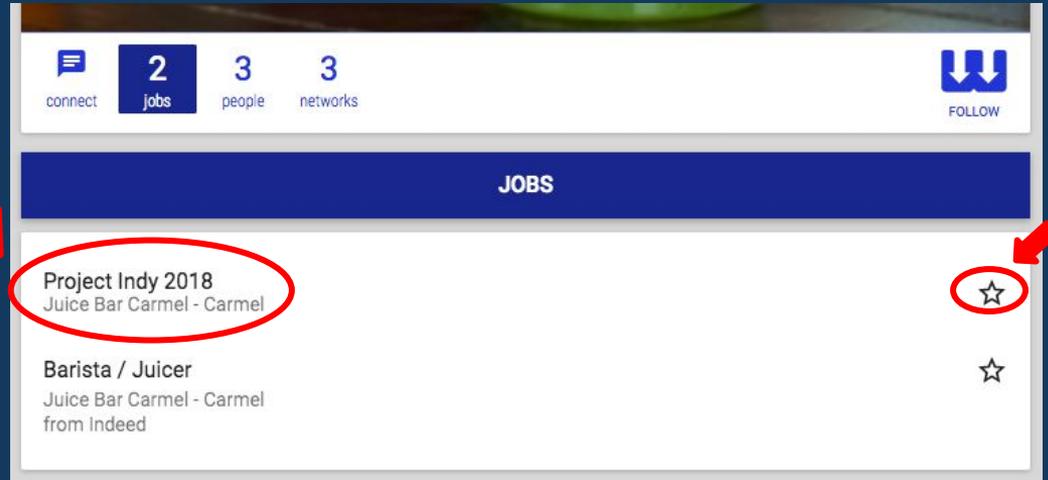


The screenshot shows a WorkHere profile for "Crew Carwash". The profile header includes the company logo, name, and address: "Crew Carwash, 14837 Thatcher Ln Carmel, IN 46033". Below the header is a large photo of three employees in uniform standing in front of a building with a "Crew CARWASH" sign and an "OPEN" sign. Under the photo, there is a text overlay: "Flexible Hours, Competitive Pay, College Tuition Reimbursement @20hrs, No experience necessary". Below the photo is a navigation bar with icons for "connect", "jobs", "people", and "networks", each with a corresponding number: 4, 10, and 4 respectively. The "FOLLOW" button, represented by a blue "W" icon, is circled in red and has a red arrow pointing to it from the right. Below the navigation bar are two tabs: "DETAIL" and "CONTACTS". At the bottom of the profile, there is a section titled "Chat with a WorkHere community coach!" with the text "Do you have questions? We are here to help!". At the very bottom, there is a blue bar with a chat icon and the text "CHAT WITH WORKHERE".

# Step 8: Apply for Project Indy Jobs

Look for jobs titled  
**Project Indy 2019**

1. Apply for jobs you are interested in by clicking on them.
2. You can also favorite them for later by starring them.



# Step 9: Chat with Us for Help

1. If you ever need help looking for a job just tap on **connect** on any page.
2. Connect with one of our community managers on Facebook Messenger and we'll answer your questions, help you with your profile, and even find jobs for you to apply for.

