

I Want to Work! I Know I Can!

Bridge to the Future IV Institute: Destination Employment

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I Want To Work! I Know I Can!



This booklet is a guide to information, services, resources and websites that will help youth and their allies explore the option of work. It is hoped that youth come to the conclusion Want to Work and I Know I Can!"

Introduction

- ▶ Do you work with young adults who are setting goals for their future? This guide is a roadmap to planning, deciding and preparing for employment.
- ▶ It is a resource that provides information on the goal setting process and helpful websites. We hope that it will encourage and support all youth to achieve competitive, integrated employment.
- ▶ Each section of the guide can be explored individually. We encourage conversations with young people. It includes useful topics for instruction and training. It also lists an array of websites that provide additional information.
- ▶ The appendices to this guide include charts that that summarize various topics in the guide and can be used as a template to create local community resource mapping

Now you have the goal and the training Where is the Job?

This article is in Costco Connection Magazine December 2016

“The Job is much more than something to fill the day. It represents an accomplishment of which he is proud.”
A Proud Dad



Special needs, special jobs

Companies, and workers, benefit from inclusive employment

BY RICHARD SEVEN

WORK MATTERS. It helps put food on the table and clothes on our backs. It connects us

In fact, many more people across the country with physical and intellectual chal-

Davis Wright Tremaine, was asked by a partner at the firm to consider hiring an applicant

This article highlights inclusive employment and emphasizes that employers who hire people with disabilities are hiring people who

- Bring low rates of absenteeism
- High will to perform
- Boost morale
- Generate customer good will
- Improve workforce retention
- Perform well with the right fit

Who are the Youth of 2018?

Emerging adulthood stage of development

Attitude toward work

Communication/interpersonal skills

Impact of technology on careers, opportunities, communication, learning

The wired generation- implications

Change is everywhere! Especially in the World of Disabilities

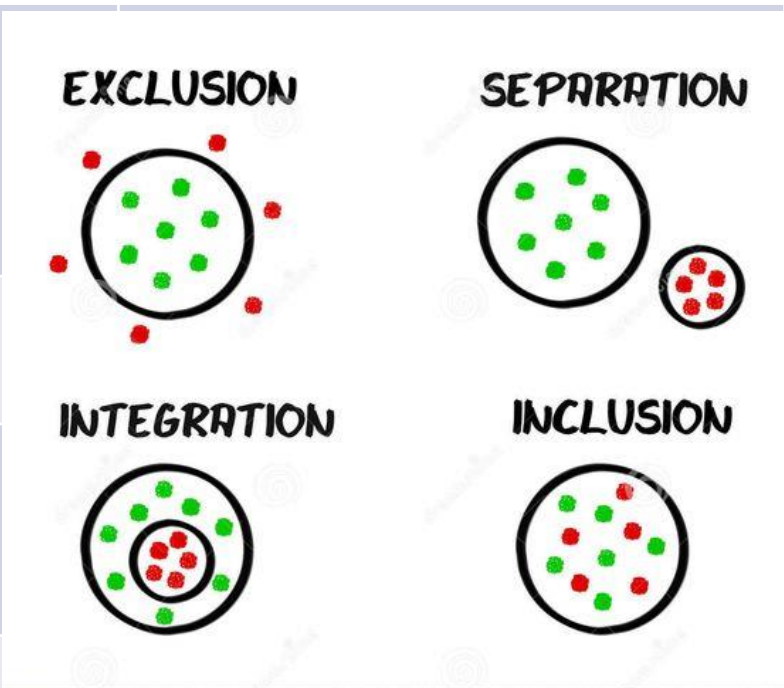
| Past | | Current |
|---|---|---|
| In School- Special Education |  <p>The diagram illustrates four models of social organization using circles and colored dots (green and red). EXCLUSION: Green dots are inside a circle, while red dots are outside. SEPARATION: Green dots are in one circle, and red dots are in a separate, smaller circle. INTEGRATION: Green dots are in an outer circle, and red dots are in a smaller inner circle. INCLUSION: Green and red dots are mixed together within a single circle.</p> | General Education with support Inclusion / Intensively of Instruction |
| Out of School Transition to sheltered work | | Competitive Employment |
| Transition to Supported Life | | Work, Live in the Real World |
| Segregated Services | | Collaborative Services |

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A Roadmap to Competitive Integrated Employment

Decide: Do YOU Want to Work

Find Your Allies
People who will help you achieve your goals

Discover what work is best for YOU



**School
Department of Rehabilitation
Regional Center
America Job Center/One Stop**



What else do YOU need?
Housing?
Money?
Transportation?
Friends and Recreation
Health and Medical Services?

Explore what education and training you need to prepare for your job- and **Enroll**

Find out where YOU can find a job

Decide what help YOU need to find and keep a job

2. Motivation: Decision Time - Do I Want to Work?

People who work tell us they like to work for a lot of different reasons.

- ▶ Working makes them feel good about themselves.
- ▶ It gives them a chance to interact with friends, co-workers, bosses and customers.
- ▶ It gives them a chance to learn how to do new things.
- ▶ They are physically active because they are out in the community.
- ▶ They earn money.



Do you want to explore the idea of working?

Here are some ideas and resources

- ▶ Watch people working: You can observe people in your community doing jobs.
- ▶ You can watch videos of people doing lots of different types of work
www.mynextmove.org
- ▶ You can learn from other people who are working now:
www.whatcanyoudocampaign.org
- ▶ Take a class at a business. Learn how to build something at businesses like Home Depot.

Learn how to arrange flowers, decorate cakes, or design jewelry at Michaels, or Joanne Fabric.

Learn how to tie flies at a fishing shop.

You can find class schedules at the companies' websites.
- ▶ Visit the What Can You Do Campaign: www.whatcanyoudo.org
- ▶ Check out the I'm Determined website: www.lamdetermined.org



Work: Check each statement that describes your preferences.

- I want a job I love and I can do.
- I want a job that pays at least minimum wage.
- I want a job that allows me to be a part of my community.
- I want to work in a real business, earning real wages.
- I do not want to work in a workshop that only people with disabilities go to.
- I do not want to work in a job I hate, or can't really do.
- I know if I have a job, I might have to work 20-40 hours a week.
- I might not have time for activities with friends or family.



If you are still in high school or adult school

- ▶ Advocate for yourself. Share your plan with your transition IEP team.
- ▶ You might want to share pictures, or a video, or a PowerPoint that shows you doing things you like to do.
- ▶ Ask your transition IEP team if you can take classes that prepare you for the job you want.
- ▶ Ask for opportunities to work or volunteer.
- ▶ Ask for transition services that help you explore education and training opportunities and careers.
- ▶ You can also ask for training to advocate for yourself at work and in school.
- ▶ If you are not sure about your career goals, you might request a career assessment.
- ▶ It is important to ask that you have the opportunity to explore jobs in the community. It is also important to ask for the chance to get a job.
- ▶ Ask if there are services to help you contact employers, set up interviews.
- ▶ You may need help to develop your online job application and resume and your transition portfolio.



If you attend college

- ▶ While you are in high school, you need to decide if you want to attend a community college or a four year college or university. If you decide you want to go to college, ask your IEP team for services that help you explore colleges through the internet through college fairs.

After you select the college you want to attend, here are some other things you need to know:

- ▶ You need to explore the classes you might want to take. Visit a counselor and learn about your options.
- ▶ You might need to learn about financial aid that provides money to help you attend college.
- ▶ You need to decide if you want to ask for services to help you pass classes through Disability Student Services.
- ▶ Find out if labs or study groups, or tutoring are offered for all students.
- ▶ Find out if the college you are interested in attending has a College to Career Program.
- ▶ Visit college websites and research colleges at these websites:

www.thinkcollege.net

www.californiacolleges.net

www.cccco.edu



I need some questions answered

- ▶ When you think about working, you might have many questions.
- ▶ Connect with a mentor who can help you find answers to your questions..
- ▶ Ask family members, friends and caseworkers.
- ▶ Only you can decide to work. Your questions are important.
- ▶ What questions do you have?

- 1.
- 2.
- 3.
- 4.
- 5.



3. Expectations: Find My Allies who Believe I can Work

- ▶ People who are family members, friends, teachers, and co-workers are important in our lives. It is important that they believe you can work. Each of them are allies who will help you.
- ▶ When you talk with family members, friends, and teachers, share your plans to work. They can help you find resources and information to achieve your dreams.
- ▶ It is also important to tell people who are helping you through school, the Regional Center, or through Department of Rehabilitation about your plans. They can provide support and link you to programs that will help you achieve your dreams.
- ▶ Some people might discourage you. Remember, they are concerned about you. They are afraid it will be hard for you to work. Working is a challenge. But if you believe you want to work, find people that will help you.

Expectations are important.

Here are some resources for family members and others.

The biggest challenges families face

- ▶ **Confidence their child can work**

Suggested resources: Office of Disability Employment Policy

Because I CAN

www.dol.gov/odep

Talent Knows No Limits

www.tknl.com

- ▶ **Confidence the system will provide adequate support and keep people safe in the community and at work. Who do you ask? Your Teachers or your Regional Centers Case Manager, or your Department of Rehabilitation Counselor.**

Work NOW

WorkNow1.com

- ▶ **Confidence that their child will not lose money or insurance if they work.**

How does pay affect other income? How does pay affect insurance?

Who to ask: Regional Center, Social Security, Financial Planners, Department of Rehabilitation

www.db101.org,



4. Career Goals: What work is best for Me? Discover Your Talents

The goal is to find out what you **like** to do, what you are **good at**, and **who will pay you**.

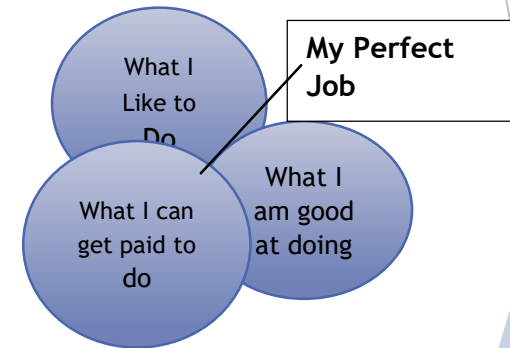
1. What do you like to do?

Do you have hobbies? How do you spend your free time? What do you enjoy with friends? This gives you clues about what you like to do.

For example, do you like to cook? You might like a career as a cook in a restaurant, or a baker who works in a cake or cupcake shop. Do you like computers? You might want a career as a computer technician.

2. What skills do you have?

Everyone has something they are good at- some special talent or skills. Explore your talent by exploring websites like My Next Move.



3. Who will Pay You?

Employers pay wages

Some people run their own business and sell things they create.

A way to learn more about entrepreneurship is to explore the website www.dol.gov/odep

4. Suggestion

When you go into the community watch the jobs people do - do you see anything of interest? Are there places you want to work?

Are people doing things you would like to do? Are there places to volunteer in your community?

More resources to discover your talents

If you decide you might like a job, ask if you can try the job and see if you like it. Or ask for an evaluation in the worksite called a situational assessment to explore the job.

Taking interest surveys can help people identify careers they like. Visit www.cacareerzone.com or [careersurfer](http://careersurfer.com).

There are lots of surveys on the web. These IPAD apps might help:

<http://www.educatorstechnology.com/2012/08/the-top-educational-ipad-apps-every.html>

If you are not sure what talents or skills you have, there are surveys you can take on line.

The Multiple Intelligence inventory helps you find your talents.



Nature Smart
(Naturalist)



People Smart
(Interpersonal)



Number Smart
(Logical/Mathematical)



Picture Smart
(Spatial/Visual)



Self Smart
(Intrapersonal)



Body Smart
(Bodily-Kinesthetic)



Music Smart
(Musical)



Word Smart
(Linguistic)

Multiple Intelligence Inventory

<http://bestcareermatch.com/career-chart>

Multiple Intelligences inventories

<http://gse.gmu.edu/research/mirs/miresources/>

California Career Zone lets you assess yourself and explore your interests .

Then it matches your interests to careers or job families.

It let's you know how much you would earn.

Then you Make Money Choices and find out how much it will cost you to live in your favorite city.

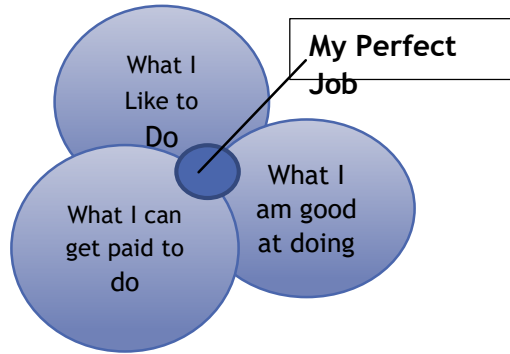
Check out [cacareerzone.org](https://www.cacareerzone.org)



The screenshot shows the homepage of the California Career Zone website. At the top, there is a navigation bar with the text "You are not signed in: [Sign In](#)". Below this are three menu items: "Explore", "Decide", and "Grow", followed by a search bar with the text "Search" and a magnifying glass icon. The main header features the "Career Zone California" logo on the left and a large illustration of the Golden Gate Bridge and San Francisco skyline on the right. The central text reads "Welcome to California CareerZone" and "Register for an account with California CareerZone to customize your career exploration." A prominent green button says "Register Now!". Below this is a light blue banner with the text "Choose an option below. Not sure where to start?" and a "Take the Tour" button. The main content area is divided into three columns, each with an icon, a title, a description, and a button:

- Assess Yourself:** The icon shows a circular diagram with the letters "R", "I", and "A" (Realistic, Investigative, Artistic) and "C", "S", "S" (Conventional, Social, Scientific). The text below says: "Self-Assessments can help you know yourself better. And knowing yourself better can help you choose a satisfying job or occupational field to explore." The button is "Begin Assessment".
- Explore Job Families:** The icon shows a collage of various job-related images like a city skyline, a medical symbol, a graduation cap, a car, and a person. The text below says: "Starting your search by looking at broad sectors can help you find related occupations within an area that you might enjoy." The button is "Start Exploring".
- Make Money Choices:** The icon shows a pie chart with segments labeled "Rent", "Phone", "Savings", "Gym", and "Food". The text below says: "After High School you will need to work to pay for housing, transportation, and clothes... Find out how much money you will need and which occupations will pay for all your needs." The button is "Get Started".

A Way to Match Interests and Jobs Opportunities in industries with the potential for wages and jobs



Another way to think about jobs is to discover what you like.

One way to identify interests is to consider what type of work you like.

Doers like to work with tools, equipment, and work outdoors

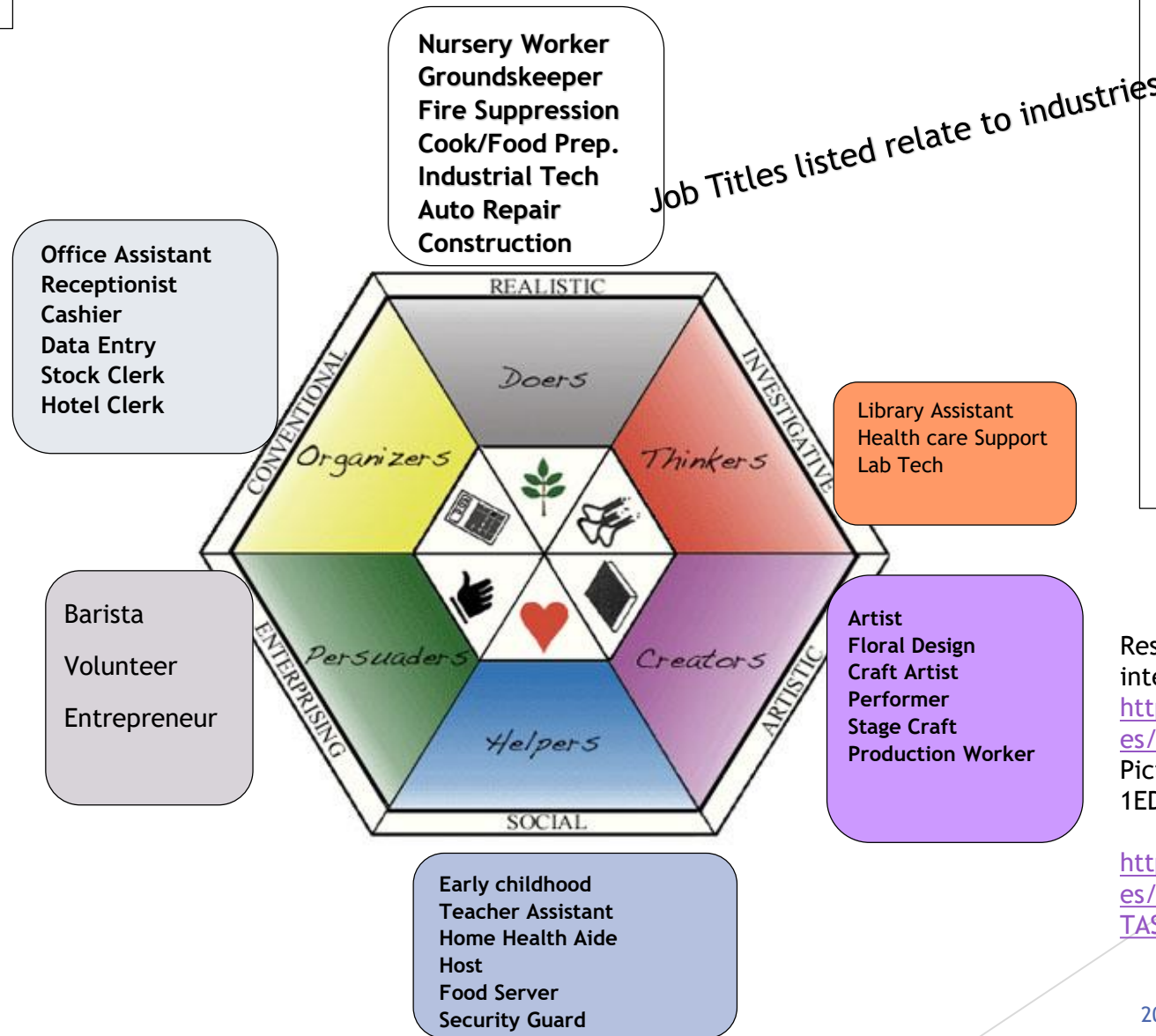
Thinkers like to read, study, think, discover.

Creators like to use their imagination, and be artistic.

Helpers like to help people.

Persuaders like to sell things and encourage or convince people.

Organizers like to be neat and orderly



- Use Labor Market Information to identify Opportunity
- Industry Sectors that have wages and jobs
- Advanced Manufacturing
 - Advanced Transportation
 - Agriculture / Natural Resources
 - Energy
 - Global Trade and Logistics
 - Health
 - Digital Media
 - Life Science Bio -Tech
 - Retail Hospitality Tourism
 - Small Business

Source:
www.doingwhatmatters.cccco.edu

Resources that help you explore your interests
<https://www.mbaea.org/documents/resources/>
[Picture_Career_Interest_Inventory_CC1C18AF1ED24.pdf](https://www.mbaea.org/documents/resources/Picture_Career_Interest_Inventory_CC1C18AF1ED24.pdf)

<http://www.capregbooces.org/ProgramsServices/EdSupportServices/RSE-TASC/PDFs/PictoralInterestInventory.pdf>



This chart matches your interests to jobs in different industries.

| Interest: If you like to | You might like these jobs | In these Industry |
|---|--|---|
| Work with hands, tools Fix and Repair <i>Realistic</i> | Nursery worker Fire Suppression Industrial Technician Cook, Food Prep Auto/Diesel Technician | Agriculture Natural Resources Technical Restaurant Transportation |
| Study, Research <i>Investigative</i> | Library Assistant Lab Technical Health care technician | Education, Social Services Health Care |
| Be Creative Use ideas and your imagination <i>Creative</i> | Artist Performer Floral Arranger Jewelry Designer | |
| Help People <i>Social</i> | Teacher Preschool teacher Nurse / Aide | Education Health Care |
| Lead, argue, persuade <i>Enterprising</i> | Barista Volunteer Entrepreneur | Restaurant Social Services Business |
| Organize, be neat <i>Conventional</i> | Data Entry Cashier Stock Clerk | Business Retail |

Ask someone to help you use these tools to identify jobs that match your interests.

Resources that help you explore your interests
https://www.mbaea.org/documents/resources/Picture_Career_Interest_Inventory_CC1C18AF1ED24.pdf

<http://www.capregbores.org/ProgramsServices/EdSupportServices/RSE-TASC/PDFs/PictoralInterestInventory.pdf>

Are there any jobs that interest you?

- 1.
- 2.
- 3.
- 4.
- 5.



5. Training: What Education and Training do I need?

Different jobs or businesses require different types of training. These are a few examples.

Short Term training- One Month or Less
Prepares you to start in a job.

Food Handler Permit
Customer Service
Keyboard
Sprinkler Repair

There are formal training programs offered through school or college.

Career Certification 3 months - 18 months
Gives you a license or Certificate to qualify for a career

College Degree
2 - 4 years or more
Prepares you for professional careers.

Also check out:
Community Education Internship Volunteering Work Experience

Auto Repair Technician
Wildland Fire Fighter
Construction: Carpenter
Floral Designer
Health Care Worker

For more information check out these resources
Local community colleges
californiacolleges.edu

What Training Do Jobs Require

- ▶ If you want to find out what kind of training jobs require, these websites might help.
- ▶ Department of Labor Office of Disability Employment Policy www.dol.gov/odep
- ▶ Employment Development Department Labor Market Division www.edd.ca.gov/lmid
- ▶ O'NET - Occupational information system www.onetonline.org
- ▶ My Next Move is a website that ties opportunities to local options www.mynextmove.org
- ▶ Occupational Outlook Handbook www.bls.gov/ooh

- ▶ **Where can I find training in my community?**
- ▶ Some cities offer community education classes through the recreation department.
- ▶ High schools offer career-technical education classes and some schools offer WorkAbility I programs.
- ▶ The community college offers lots of training for career-technical certificates.
- ▶ Adult education programs may offer short term training.
- ▶ Colleges and Universities offer degrees in various fields that lead to careers.

This is job information from My Next Move, a national website of career information.

Let's explore how to use it.

My Next Move provides lots of information and have videos that you can use to research jobs of interest.

The job information also lists information about education requirements, skills you need and how many jobs are open in your community.

Waiters & Waitresses

Also called: Food Server, Server, Waiter, Waitress

What they do:

Take orders and serve food and beverages to patrons at tables in dining establishment.

On the job, you would:

- Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
- Collect payments from customers.
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff.

KNOWLEDGE

Business

- customer service

Manufactured or Agricultural Goods

- food production

Arts and Humanities

- English language

SKILLS

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Social

- looking for ways to help people
- understanding people's reactions

ABILITIES

Endurance

- exercise for a long time without getting out of breath

Verbal

- communicate by speaking
- listen and understand what people say

Hand and Finger Use

- keep your arm or hand steady
- hold or move items with your hands

Memory

- remember words, numbers, pictures, or steps

Would you like to do this work?

PERSONALITY

People interested in this work like activities that include **helping people, teaching,** and talking.

They do well at jobs that need:

- **Dependability**
- **Cooperation**
- **Self Control**
- **Stress Tolerance**
- **Attention to Detail**
- **Concern for Others**

TECHNOLOGY

You might use software like this on the job:

Point of sale POS software

- Compris Advanced Manager's Workstation
- ICVERIFY software

Are jobs available where you live?

EDUCATION



high school diploma/GED
or
no high school diploma/GED
usually needed

Get started on your career:



JOB OUTLOOK



New job opportunities are **very likely** in the future.

SALARY:
\$18,730
per year, on average



EXPLORE MORE

- [Combined Food Preparation & Serving Workers, Including Fast Food](#)
- [Counter Attendants, Cafeteria, Food Concession, & Coffee Shop](#)
- [Food Servers, Nonrestaurant](#)
- [Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop](#)
- [Stock Clerks, Sales Floor](#)

You might like a career in one of these industries:

- [Hotel & Food](#)

Where Can I Find the Training Jobs Require?

If you want to find out what kind of training jobs require, these websites might help.

- ▶ Department of Labor Office of Disability Employment Policy www.dol.gov/odep
- ▶ Employment Development Department Labor Market Division www.edd.ca.gov/lmid
- ▶ O'NET - Occupational information system www.onetonline.org
- ▶ My Next Move is a website that ties opportunities to local options www.mynextmove.org
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6. Employment Opportunities: Where can I find a Job?

There are a lot of ways you can find a job.

- ▶ Ask friends, families about jobs where they work.
- ▶ Some jobs are listed on Craigslist or social media sites or other websites.
- ▶ Job listings are available at your local One Stop or America Job Center in your community.
- ▶ Ask Regional Center or Department of Rehabilitation for help to find a job. Ask you teachers if you are still in school.
- ▶ Visit the website of a business in your community. Click on “careers” and they list jobs they are trying to fill.
- ▶ Many businesses have lots of information about careers and what training they provide.

The business website also provides you lots of information. Jobs are listed under careers or opportunities.

As you look at the site consider:

- ▶ Does this look like a place I want to work? Some jobs are outdoors work or inside work- which do you prefer?
- ▶ What jobs are available?
- ▶ Where is the business located? Will I have transportation to get to work?
- ▶ Do they talk about training their employees?
- ▶ Do I have to have any special training or experience to be hired?



Corporate | Distribution Center | Store Management | Store Associates | Pet Salon | Dog Trainer

Who are we looking for?

At Petco, we have rewarding opportunities available throughout our organization — from our retail stores and our network of Distribution Centers to our Corporate offices. We seek those individuals who are passionate about animal welfare, have great people skills and are driven to grow and advance in their careers with us. Mouse over an Associate in the image above to explore our opportunities and click more to learn about the specific qualifications we seek for each position.

- Store Associates
- Store Management
- Dog Trainer
- Pet Stylist
- Grooming Salon Manager
- Warehouse Worker
- Distribution Center Supervisor
- Corporate

You can explore jobs

Did you know?

Visiting us can be as friendly to the environment and pets in need as it is to your pet. Our reusable Petco bags keep plastic bags from landfills, and we donate \$1 from each sale to the Petco Foundation.



Where do you fit?

If you have a passion for pets and the people who love them, there may be a great place for you at Petco. [Learn more](#)

Search jobs now!

Job Category

Job Function

Schedule

City State

Zip Code Radius

Keywords

Aplique para un trabajo en el almacén.

Current Associates can explore internal opportunities on the Petco intranet – PetNet



You can find out if there are jobs at your local Petco

This is the information you find when you visit a business website. This is Petco.

Look for the words careers or opportunities on the front page of the website

It tells you what Jobs people have at Petco!

Employers hire people who have skills, training, and experience.

You need to decide if you want to find a job on your own or with the help of friends and family members who are your allies and support your goals.

If you need help contacting employers and setting up interviews you can ask for a Job Developer who will talk with employers and advocate for you to be considered for a job.

If you want to try to find a job on your own, here are some important things to consider:

- ▶ Find out about the business by visiting the website. Click on the words careers or opportunities that link you to jobs they need to fill.
- ▶ All jobs require that you apply for the job. Most businesses have you fill out the application online. The application is the first place to tell people You Can Work. You also need to send a resume that tells employers you have the skills, training, or experience they want.
- ▶ It is helpful if you have an Employment Portfolio that has all of the information you write on an application or a resume.

Do You Have Your Employment Portfolio?

When you apply for a job, it is important to have these documents:

Picture ID from DMV or a Driver's License

Social Security Card

Birth Certificate

The following page lists examples of items you might want to copy for your employment portfolio. They help you remember classes you have taken, or volunteering and work experiences.

They can help you fill out an application for a job or write your resume. They can help you advocate for yourself. The portfolio is yours. You choose what to share.

Ideas for your Employment Portfolio

- ▶ **Employment Portfolio**
 - ▶ Copies of your plans for the future
 - ▶ Interest Inventories and Reflection
 - ▶ Career Research
 - ▶ Learning Style inventories
 - ▶ Multiple Intelligences summary
 - ▶ Decision sheet with pros and cons listed
 - ▶ Education Research
 - ▶ Certificates, awards you have earned
 - ▶ Recommendations for teachers, employers
 - ▶ Medical information
 - ▶ Education history (including career classes),
 - ▶ Applications to DOR, DSPS at college or America Job Center
 - ▶ Job Accommodation Network checklist
 - ▶ Presentations that highlight your skills, interests and experience. (powerpoint, video, multi-media)
 - ▶ School history - classes, grades, IEPs
 - ▶ Cheat Sheets - Job applications and resumes that you fill out with correct spelling and dates to use to help you apply for a job online
- Individuals who are self advocates should have the freedom to decide what to put in their portfolio and how to or whether to use portfolio resources
- Another resource is the TIPS Document at www.shastacareerconnections.net
- Additional resources are available through the Career Café www.cacareerbriefs.edu and the Individualized Learning Plans www.ncwd-youth/ilp

Some more hints to find a job

Here are a few hints:

- ▶ Applications at “Kiosks” (computer counters) at businesses are timed. If you try to complete an application at the kiosk, you might not have time to finish it. You can apply through the business website at home and
- ▶ Use a tip sheet that will help you list dates, and places you work, education, names of references.
- ▶ Make sure there are no spelling errors.
- ▶ Resumes are also required by most businesses.
- ▶ Make sure your resume lists words from the job description.
- ▶ Put your contact information at the top of the page.
- ▶ Make sure email addresses are appropriate. Don't use silly names.
- ▶ The best fonts to use are arial, tahoma or veranda.
- ▶ Make sure all spelling and punctuation is correct.
- ▶ Don't try to make it look fancy or use abbreviations.

Job Search Hints

WHEN EMPLOYERS COMPARE APPLICANTS, THEY ASK:

Are they trainable?
Do they have the skills & education the job requires?
Will they have good attendance?
Were they confident, friendly, alert?

FIND OUT WHO IS HIRING

Common Search Tools:

Monster/Hot Jobs, CareerBuilder, Craigslist, EDD/Cal Jobs Staffing Agencies - take advantage of educational information.

Don't forget **Personal Contacts!**

Social Media lets you know who is hiring --

Linkedin, Facebook, YouTube

Use the Web to **Research** Businesses/Companies.

Know what **Positions** are open & gain **Information** about the Business before you apply.

APPLY FOR THE POSITION

The Application: Things to watch out for:

Spelling Spelling Spelling - NO TEXT LINGO

Read carefully, complete as much as possible.

Use a **master document** (cheat sheet).

Have phone numbers & references readily available.

Be Truthful -- Be confident of skills, but don't overstate!

Complete on-line application on home computer, not kiosk --

You have more time; you can cut & paste information

USE AN APPROPRIATE E-MAIL ADDRESS

If necessary, get free e-mail address for job search process

YES!

JonesBryon@ smithfamily165@

NO!!! Bad Impression:

Unknown_sanity@

Too Much Information:

Mflores032571@ (Birthdate)

JOB HISTORY

Employers are looking for a **Pattern of Responsibility & the Ability to Maintain Commitment**

No job history? List Volunteering, Babysitting, Odd Jobs, Participation in an Outreach Program, Leadership in Youth Organizations and/or School Projects.

INTERVIEW

You have 3 minutes to impress!
Dress slightly "above" the position
No backpacks, cell phones, or drinks
Go alone - NO friends

Key to Best Interview - Eye Contact

Be ready for the interview style:

1. *Direct Questions* - what skills do you have?
2. *Non-Directive Questions* - tell me about you?
3. *Behavior* - give me example of something you . . .
4. *Hypothetical Question* - what would you do if. . . ?
5. *Stress Questions* - What super hero would you be?

RESUME

Professional, Unwrinkled, & Concise
Common Mistakes:

Spelling

Same format - no uniqueness

Scribbling/Handwriting to correct information

TIPS for Success

Make sure Name is larger font

Print in dark blue, not black

Verify Employment Dates are accurate

Describe your Work Tasks/Skills using O'NET terms

Background Checks will verify your Social Security Number & Criminal History for the past 7 years -- (Be totally honest - this is a case-by-case decision).

Drug Screening - Be confident you can pass or don't apply!

Make sure your Virtual Impression is Positive. Employers check into your habits & personality - and it IS legal to deny you employment.

7. Employment: Who will help me find and keep a job?

These are some services you might need to ask for if you need help you get ready to work:

- ▶ **Self Advocacy Training** Learn how to know yourself, identify strengths, ask for accommodations.
- ▶ **Job Exploration/Counseling** - Activities in the community to discover the job that is best for YOU.
- ▶ **Training Workplace Readiness** - Training to develop the skills you find a job and to work.
- ▶ **Work based learning experience** - Work experiences, internships, training in a business site.

When you advocate for yourself, you may need to ask for these services

- ▶ **Education/ Training Awareness** - Find out what type of job training is available.
- ▶ **Occupational Skills Training** - training for a specific job.
- ▶ **Job Development-** Help to set up a job, and help with interviewing
- ▶ **Job Coaching** - Help learning how to do the job
- ▶ **Support** - learning how to ask questions and identify peers who may help you on the job.
- ▶ **Accommodations** - what the employer does to help you do the job www.askjan.org
- ▶ **Transportation Services** to get to and from work.

8. Other Supports: What else do I need?

Everyone who works needs to have

- ▶ A Place to Live-
 - ▶ Transportation
 - ▶ Friends and A Social Life
 - ▶ Money
- ▶ If you need help with any of these items, let your contact at school, the Department of Rehabilitation or Regional Center know so they can refer you to help in your community.

Additional Information and Web Resources

- **Agencies and organizations that provide employment support**
- **Department of Rehabilitation:** <http://www.dor.ca.gov> - The Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living, and equality for individuals with disabilities.
- **Disability Rights California:** <https://www.disabilityrightsca.org> - Disability Rights California provides advocacy help for Californians with disabilities.
- **California Developmental Disability Services:** www.dds.ca.gov - provides links to consumer information and regional center information.
- **Disability.gov:** <https://www.disability.gov/> - Disability.gov is a federal website featuring disability-related resources on program, services, laws, and regulations to help people with disabilities lead full, independent lives.
- **Job Accommodations Network:** <http://www.askjan.org> - The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues.
- **Ticket to Work Program:** <http://www.chooseworkttw.net> - The Ticket to Work Program and Work Incentives Improvement Act were signed into law by President Clinton to assist and encourage recipients of Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) to prepare for and enter into employment. The program provides Social Security disability beneficiaries the choices, opportunities and support needed to become and stay employed, increase their earnings, and eventually leave and remain off of benefits by being fully self-supportive.
- **Careers in California Government:** <https://jobs.ca.gov/> - The Careers in California Government website is designed for all job seekers interested in career in state government.
- **Limited Examination and Appointment Program (LEAP):** <https://jobs.ca.gov/Job/Leap> - The Limited Examination and Appointment Program (LEAP) is an alternate selection process designed to facilitate the recruitment and hiring of persons with disabilities, and to provide them with an alternative way to demonstrate their qualifications for employment than the traditional state civil service examining process. The information below provides more details about the program.

And some more resources

- **CalJOBSSM:** http://www.edd.ca.gov/Jobs_and_Training/CalJobs.htm - CalJOBSSM is a newly redesigned online resource to help job seekers and employers navigate California's workforce services by providing employment and labor market information for the State of California.
- **Youth Employment Opportunity Program (YEOP):** www.edd.ca.gov/Jobs_and_Training/Youth_Employment_Opportunity_Program.htm - The YEOP provides services to youth, ages 15 through 25, to assist them in achieving their educational and vocational goals. The program emphasizes education, assessment, and peer advising. The YEOP Specialists assist youth in attaining their goals through a variety of services: peer advising, referrals to supportive services, job referrals and placement, workshops and training.
- **Youth Leadership Forum:** <http://calylf.org> - The YLF is designed to build leadership skills and promote career preparation for youth with disabilities. The California Youth Leadership Forum for Students with Disabilities is a five-day leadership development program specifically for high school juniors and seniors with disabilities.
- **America's Service Locator:** <http://www.servicelocator.org> - The America's Service Locator will help you find workforce services in your neighborhood or across the country.
- **Regional Office on Developmental Disabilities:** <http://www.scdd.ca.gov/regionaloffices.htm> - The Regional Office on Developmental Disabilities helps connect people to needed services and supports. They Provide information about available services and supports, Inform people about their rights and how to be their own advocate and advise people on their appeal rights if a service they need is denied.
- **California Community Colleges** www.cccco.edu offers information on certificate and degree programs.
- **California Career Briefs** www.cacareerbriefs offers information about skills you need to work.

Independent Living Skills

Self Exploration

What did you learn about yourself?

Envision your future: Picture life 5 years from now:
Where do you want to live and work? What do YOU want to do?

Create your own plan for your future!

Tell Us Your Plan

Career Ideas
Training Ideas
Work Ideas

Tell Us What You Want and Need

What is Your Plan?

Explore career options- through print, web media
Explore postsecondary education options
Submit applications, take qualifying tests
Use labor market info. to guide choices
Develop resume
Submit applications / resume on line
Interview strategies

Career Exploration

Explore careers on line with O'NET,
California Career Zone-www.californiacareers.info

My Next Move – www.mynextmove.org

Talent Knows No Limits

Other options for exploration: Hobbies,
Talk with people-informational interviews, job shadowing,
career fairs, community events

Job Exploration in the community

Job Shadow

Job Tryout

Situational Evaluation

If you are in school-

Explore through internships, Volunteering,
project-based learning,
service, work based learning,
or career pathways

How about becoming an Entrepreneur?

(running your own business)

**Do you have an interest that could become
a service or product you sell?**

- Do you want to be your own boss?
- Are you confident you can succeed?
- Do you have resources to get started?
- Can you “stick with something for a long time?”
- Are you organized?
- Do you have a business plan?
- Can you keep track of what you will sell and how much charge for your products or services?
- Do you have a business advisor?
- How will you advertise and
- let people know about your business?

Find A JOB

Find a job using job search tools: American Job Center,
Craigslist, Monster/Hot Jobs CareerBuilder
Labor Market Information-EDD.ca.gov/lmi
Employment services (WIOA/One Stop Agencies
Temporary Employment Agencies

If you have a disability, request help from
Department of Rehabilitation or your Regional Center

Explore Education and Training Options

Post secondary education options

On the job training
Short term training for a specific job
Apprenticeship, Internship
Certification
College Degree- 2 year, 4 year +More

Web Based Training

On line courses, webinars
Tutorials
Check out employment agencies that
have training modules



Essential Skills for Employment

Skills required to find, maintain, and advance in all careers

Compiled by Sue Sawyer, CA Transition Alliance

Standards for Career Ready Practice

www.careertech.org

Apply appropriate technical and academic knowledge

Communicate clearly, effectively and with reason

Develop an education and career plan aligned with personal goals

Apply technology to enhance productivity

Utilize critical thinking to make sense of problems and persevere to solve them.

Practice personal health and **understand financial literacy**

Act as a responsible citizen in the workplace and community

Model integrity, ethical leadership and effective management

Work productively in teams while integrating cultural and global competence

Demonstrate creativity and innovation

Employ valid and reliable research strategies

Understand environmental, social and economic impact of decisions

Non-Academic Soft Skills: What Should We Call Them? www.npr.org

Character, Social and Emotional Skills, Soft Skills, Grit

Non-cognitive Traits and Habits, 21st Century Skills, Growth Mindset,

P21 Framework for 21st Century Learning www.P21.org

Key Interdisciplinary Subjects

Global Awareness, Civic, Financial, Health, Environmental Literacy

Learning and Innovation Skills

Creativity, Critical Thinking, Communication, Collaboration

Information, Media and Technology Skills

Information Literacy, Media Literacy, ICT (Info, Communication and Technology Literacy)

Life and Career Skills

Flexibility & Adaptability, Initiative & Self-Direction, Social & Cultural Skills,

Productivity & Accountability, Leadership & Responsibility

Executive Functioning Skills www.askjan.org

Cognitive skills

Plan, Organize, Strategize

Pay attention to, remember details

Start and stop actions, Form concepts, think abstract

Behavior & Social Skills

Monitor, regulate behavior

Plan future behavior related to new tasks

Anticipate outcomes, adapt to change

Chart Legend

Chart is available at

www.catransitionalliance.org

Blue = applied academic skills

Red = soft skills

Green = website includes teaching/training resources

Employability Skills Framework

cte.ed.gov/employabilityskills/

Applied Knowledge

Applied Academic Skills

Critical Thinking Skills

Effective Relationships

Interpersonal Skills

Personal Qualities

Workplace Skills

Resource Management

Information use

Communication Skills

Systems Thinking

Technology Use

Universal Skills Employers Seek

www.ncwd-youth.info/ilp

Good communication skills

Leadership Qualities

Positive Attitude

Flexibility and Adaptability

High Standard for Performance

Good Work Ethic

Dependability, Punctuality, Maturity

Acceptance of responsibility

Productivity

Willing to learn and keep learning

Ability to analyze and evaluate

Teamwork

Job Readiness Skills Inventory

www.dor.ca.gov

Communication

Attitude

Teamwork

Problem Solving & Critical Thinking

Professionalism

Job Seeking Skills

Equipped for the Future

<http://eff.clee.utk.edu/>

Communication

Observe, **convey ideas in writing**

Listen actively, Speak, Read

Decision-Making

Use Math to solve problems

Plan and solve problems

Make decisions

Interpersonal Skills

Cooperate Resolve conflict

Advocate & Influence

Guide Others

Lifelong Learning Skills

Take Responsibility for Learning

Use information/communications

technologies

Learn through research

Reflect and Evaluation

Soft Skills to Pay the Bills

Essential Skills for Getting a Job

www.dol.gov/odep

Communication Skills

Enthusiasm & Attitude

Teamwork

Networking

Problem Solving & Critical Thinking

Professionalism

Technical skills required for each

occupation: www.onetonline.org

And My Next Move

Labor Market Information identifies

industries /careers with highest

potential for opportunity and wages.

www.edd.gov/lmid and **Doing What**

Matters, www.cccco.edu



Essential Life Skills for All Teens

Independent Living Skills

At Home Skills

- Locate Housing options
- Arrange Rent, Utilities, Phone
- Basic Routine Maintenance
- Clean, Vacuum, Dust
- Find a Circuit Breaker/use it
- Locate, use Water Furnace Shut-off
- Fix Basic Plumbing

Financial Literacy

- Understand Gross/Net pay, Deductions
- Make a Budget -- stick to it
- Use a Bank and/or ATM/ On-Line Banking
- Open, Use, Balance Checking Account
- Apply for Credit Card, use wisely
- Benefits Planning
- Saving Account,
- Keep track of documents file taxes

Citizenship

- Register to Vote, Vote
- Comply with Laws, Regulations
- Be Environmentally Responsible
- Participate in Community Activities
- Volunteer

Use Technology at Work, Home, Socially

- Use Social Media Responsibly
- Know Cyber Presence
- Validate Sources of Information
- Maintain Safe Identity
- Maintain current knowledge of technology/applications

Food Skills

- Plan, shop for Healthy Diet
- Prepare, Store Food
- Cook Balanced Meal
- Use Kitchen Appliances

Personal Appearance Skills

- Basic Clothing Repair (buttons, hems)
- Iron Garments
- Fold, put away Clothes
- Laundry -- Follow care labels, treat stains
- Maintain Personal Appearance

Health and Wellness

- Basic First Aid
- Maintain Healthy Diet
- Use Medication Safely
- Routine Exercise
- Make Healthy Lifestyle Choices
- Maintain Hygiene/Grooming
- Be aware of Personal Safety

Self Determination & Self Management

- Know Yourself -- Your Strengths, Limitations
- Manage Your Time
- Set Priorities
- Monitor Your Performance
- Balance Your Responsibilities and Priorities.
- Adapt and Accept Change
- Advocate for Yourself to Meet Your Needs
- Learn from Mistakes

Believe in Yourself

Drive/Maintain Car & Driver's License

- Buy Car, Buy Insurance
- Registration
- Pump gas
- Maintain Vehicle Oil, Fluids
- Maintain, Change Tires,
- Follow Traffic Laws/Safety

Transportation Community Access

Community Access

- Know Options
- Read a Map/ Use GPS
- Know Landmarks
- Community Orientation

Use Public Transportation

- Know Schedules
- Know Routes, Pick-up Points
- Know Options (Bus, Taxi, On-demand)

Social / Recreation

- Explore Social/Recreational Opportunities
- Pursue Hobbies, Recreational Interests
- Develop, Maintain Healthy Friendships
- Develop, Maintain Healthy Family Relationships

Postsecondary Options

- Explore Career Options -- Print, web, media
- Explore Postsecondary Education Options
- Submit applications, take appropriate tests
- Apply Decision-Making Skills
- Use Labor Market Info. to guide choices
- Develop Resume
- Submit Applications/Resume on-line
- Interview skills

Employability Skills

- Communication Skills (Listen, Speak, Customer Service)
- Interpersonal Skills (Leadership, Social Skills, Teamwork)
- Personal Qualities / Work Ethic
- Thinking Skills (Analyze, Prioritize, Visualize, Problem Solve)
- Application of Core Academic Skills
- Use of Technology
- Manage Resources, Time
- Understand Value of Lifelong Learning
- Be Adaptable

Be A Lifelong Learner: Be curious & interested to learn new things or apply old info in new ways

- Seek Opportunities to Learn – in Classroom, with Computers, with Books, with People
- Learn From and With Others -- Share what you Learn – Recognize You are Not “The Expert”
- Take in Information – Analyze it, join it with other Information, then apply it

