

# EMPLOYMENT

**A Rhode Island GUIDE FOR  
STUDENTS WITH DISABILITIES**

RESOURCES & PLANNING

JOB - LIFE - CAREER





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## Planning Your Dreams

What will your future bring?

Jobs, community activities, more schooling... they're all part of what lies ahead for you after high school.

Now is the time to dream a little about life after high school...

- ✂ What will you want from your job?
- ✂ What are your interests?
- ✂ What skills do you want to develop?
- ✂ What help might you need?
- ✂ What is the best route to take to reach your goals?

By starting to plan now, you can turn your dreams into reality. Start early. Start small. You don't have to do everything at once!

**IS THIS GUIDE FOR YOU?** If you receive special education services (have an IEP) and are in either grade 9, 10, 11 or 12, then this guide is for you. This guide will help you plan for employment and a career after high school.

Good luck in planning for your career!



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## PART ONE - Getting Ready for a Career

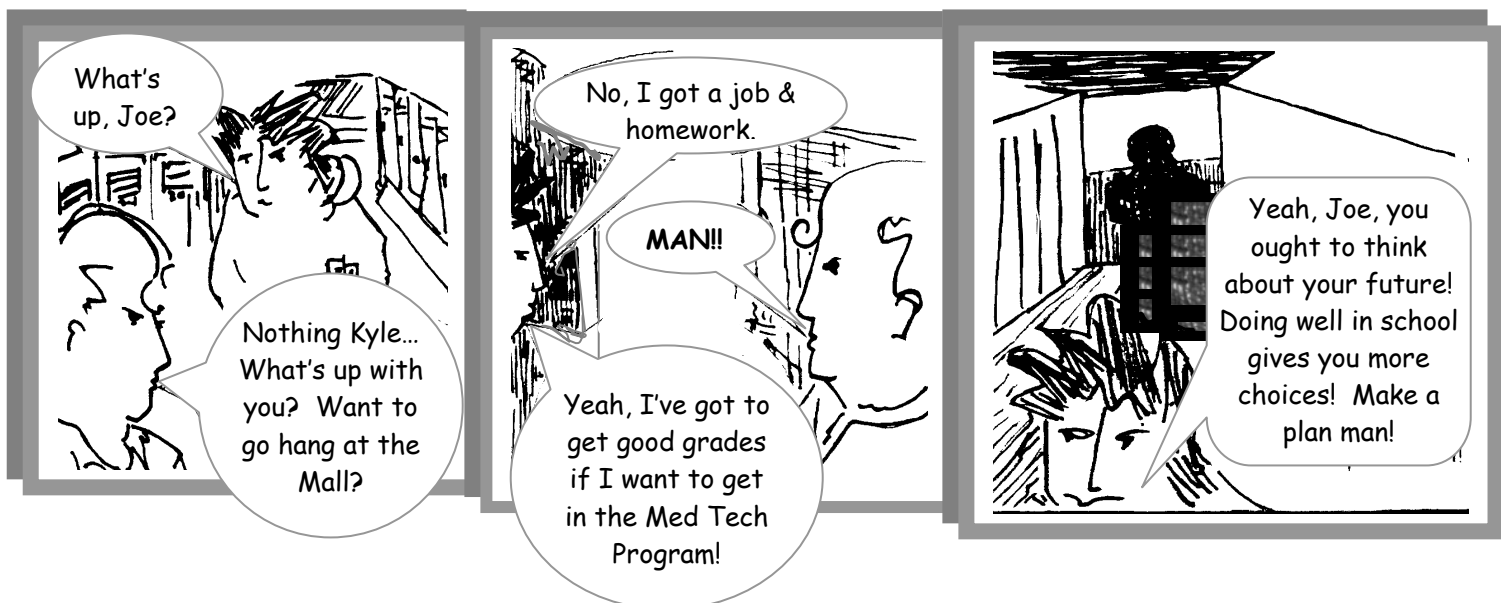
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(updated July 2006)





# INTRODUCTION...

## ...A Job?...A Career...

A **career** is work you choose for life, or at least for many years.

A **job** is work for a shorter time - maybe a month, a summer, a year, or more...

**What does your future look like?**

Want **SATISFACTION**?

Want **PERSONAL GROWTH**?

**MAKE A PLAN!**

**YOU'LL NEED A CAREER PLAN TO HELP YOU FIND A JOB TO MATCH YOUR SKILLS AND INTERESTS!**

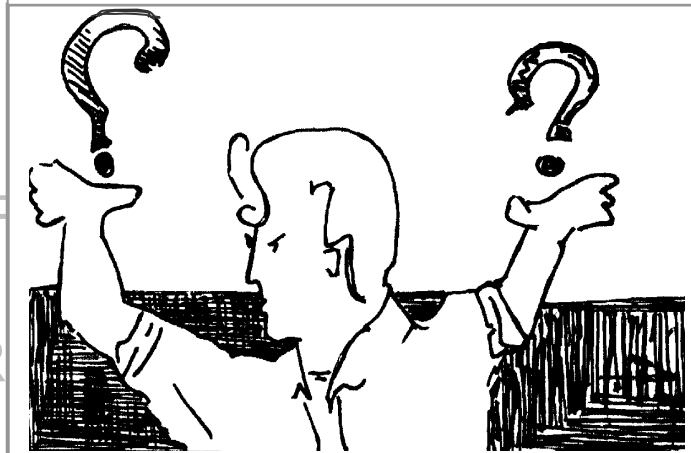
PERSONAL  
GROWTH  
JOB  
CAREER

SATISFACTION?

OPPORTUNIT  
JOB?

WHAT'S THE DIFFERENCE?

JOB?  
CAREER?  
OPPORTUNITY?  
CAREER  
?



# INTRODUCTION...

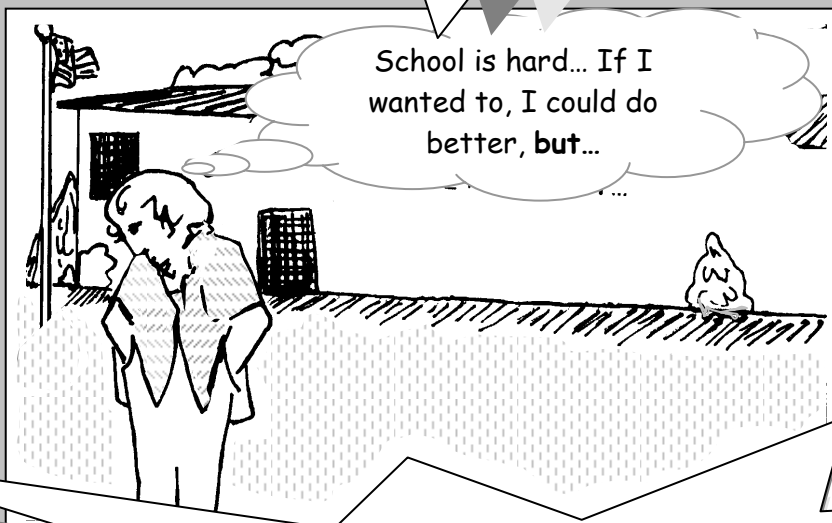
## Positive vs. Negative Attitudes...You are in control!

You are not likely to succeed in school if you think it is a waste of time. School is not a waste of time!

School is a place to get knowledge, learn skills and seek resources to help you become an active learner.

No matter how difficult school may sometimes seem you can help yourself to learn and improve your academic performance. The skills you learn can be important in your career.

**BE IN CONTROL!  
BE POSITIVE!  
SCHOOL IS YOUR OWN,  
PERSONAL CAREER TOOL!**



Take advantage of the opportunity you have to learn and improve your skills in your remaining high school years. Take the time to learn about yourself and use school to reach your goals.

**SAY GOODBYE TO A NEGATIVE ATTITUDE AND  
WELCOME A POSITIVE ATTITUDE!**

# PART ONE - Getting Ready for a Career- PEOPLE WHO CAN HELP...

Making Choices about Employment, Jobs, and  
Careers?

Ask for help!

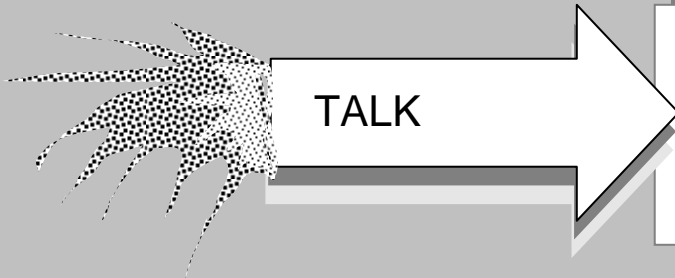
## CHECK THE PEOPLE WHO CAN HELP YOU...

- Your guidance counselor
- Your parents
- Your brothers and sisters
- Teachers from regular, special or vocational education
- Counselors from the Office of Rehabilitation Services
- Your Principal
- Employers
- Friends
- Relatives
- Others: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

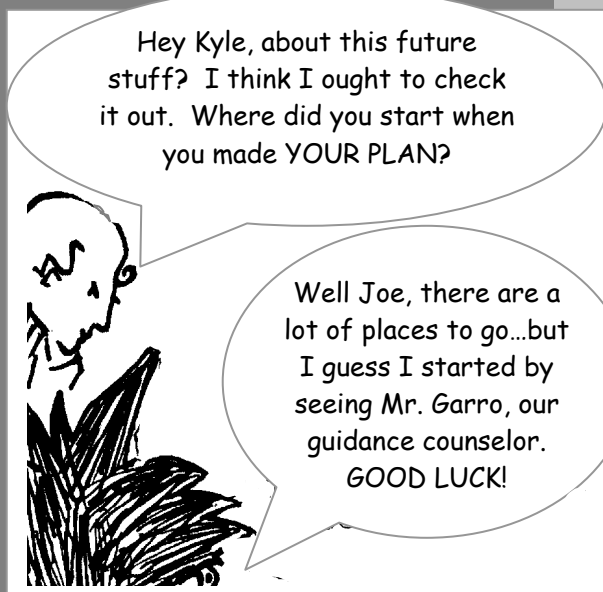


# PART ONE - Getting Ready for a Career - GETTING HELP...

**START BY MEETING WITH YOUR GUIDANCE COUNSELOR OR  
SOMEONE ELSE FROM YOUR LIST**



- ✘ Activities you enjoy
- ✘ Interesting school subjects
- ✘ Careers or work you might like
- ✘ Talk about what you do well (skills you have)



# PART ONE - Getting Ready for a Career - COLLECTING INFORMATION...

## COLLECTING INFORMATION IS IMPORTANT TO HELP YOU PLAN

Look at Your...

✂ IEP (GOALS) - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

✂ Evaluations - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

✂ Assessments - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

✂ Other Information - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sit down, Joe. Let's see...UM... You have an IEP and you have some **TRANSITION GOALS**. Maybe we should start by getting as much information as we can - **GOOD INFO MAKES GOOD PLANNING EASIER!**



Gee, Mr. Garro, how do I find out what I'm good at? I like some of my classes a lot, but what do they have to do with my future? Do you think it's **REAL** to think about going to Tech School or something like that?



And Mr. Garro has the answer...

# PART ONE - Getting Ready for a Career TRY DIFFERENT THINGS...

WHOA, Joe! One thing at a time!  
With the right planning and some  
commitment on your part, you can  
do any number of things!



**It's important to try  
different things!  
Below is a list of  
things that you  
could do to help you  
plan...**

**DOES YOUR SCHOOL HAVE ANY OF THESE? Ask your  
guidance counselor!**

Check the **Career Awareness & Exploration Activities** at your school

<b>ACTIVITY</b>	<b>WHO IS IN CHARGE</b>
<input type="checkbox"/> Tours of Businesses	
<input type="checkbox"/> Community Service	
<input type="checkbox"/> Guest Speakers	
<input type="checkbox"/> Career Day	
<input type="checkbox"/> Internships	
<input type="checkbox"/> Exploring Jobs in Your Community	
<input type="checkbox"/> Apprenticeship	
<input type="checkbox"/> Mentoring with an Employer	
<input type="checkbox"/> Tech Prep or Early College Enrollment	
<input type="checkbox"/> Career Preparation Activities	
<input type="checkbox"/> Job Shadowing	
<input type="checkbox"/> Work Study or Co-op	
<input type="checkbox"/> Other	

# PART ONE - Getting Ready for a Career - KNOW YOURSELF AND WHAT YOU

## Knowing Yourself and What You Want is

Good jobs/careers are a result of good Transition Planning; make it a part of your Individual Education Plan (IEP)...

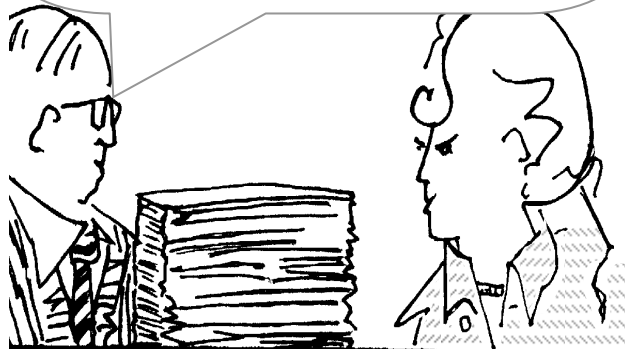
A Transition Plan is built from your dreams for the future and you're the architect. The Transition Plan identifies your goals in an organized way so you can reach them.

### THE FIRST STEP IS TO FIND OUT WHAT IS IMPORTANT TO YOU

- B)
- ✘ Learning if you are a "people, data, or things" type of person
  - ✘ Defining your skills that can be used in a variety of jobs
  - ✘ Learning what works for you from past work experiences (paid or not paid)

- ✘ Identifying your work values
- ✘ Listing your skills and abilities
- ✘ Weighing your interests
- ✘ Defining your technical skills (specific and job related)
- ✘ Identifying your potential work strengths and weaknesses

Well Joe, now that you've gathered info, it's time to put it all together. **LEARN ABOUT YOURSELF.** I'm always amazed at how much kids have done and they don't even think they have. **IT'S UP TO YOU TO CALL THE SHOTS, JOE - IT'S YOUR IEP, YOUR PLAN, YOUR FUTURE - YOUR LIFE AND IT'S ALL AHEAD!**



WOW, Mr. Garro, you're right... I have done a lot! And I see that, for help, I've got you, my teachers and family. Let's go! I'm really into...?..Ah..ME!



# PART ONE - Getting Ready for a Career - KNOW YOURSELF AND WHAT YOU WANT...

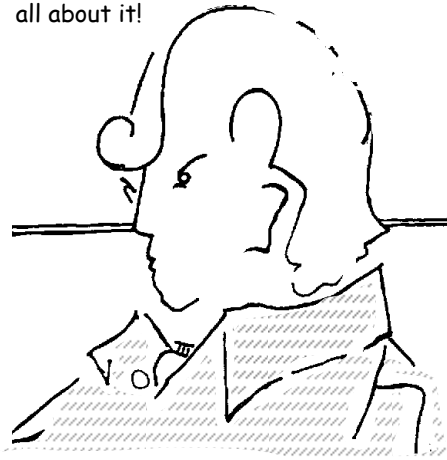
## Knowing Yourself Can Lead to Knowing What You Want!

Later, Joe meets with Mr. Walker...

Listen Joe; Mr. Garro said you had talked about an **IEP Meeting**? What do you think? When should we have it and who should be there?




Well, Mr. Walker, I'd like to meet as soon as possible. I made a list of people who could help me with my career plan. They'd be good to invite and I think I'll also invite Chet - he's who got me interested in aviation stuff... He knows all about it!



**GREAT!** If you think of anyone else, let me know. I'll schedule the meeting for next Friday - as soon as school is over.



To help you  
**KNOW  
YOURSELF &  
WHAT YOU  
WANT**, fill out  
the "My Career  
and Me"  
worksheet on  
**Pages 10 & 11.**



# PART ONE - Getting Ready for a Career -

# MY CAREER & ME...

## MY CAREER & ME WORKSHEETS...

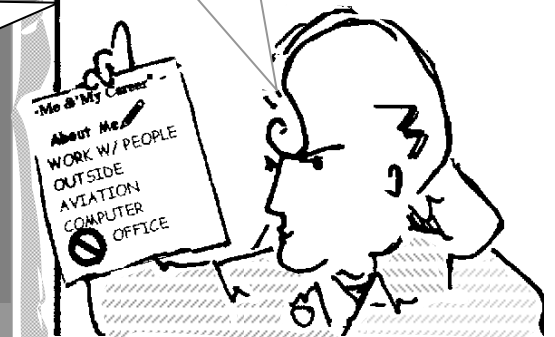
THESE THINGS  
ARE  
IMPORTANT...

Gathering  
Information

Knowing what  
kinds of  
accommodations  
you will need  
for a job

Knowing  
how you will  
get to a job

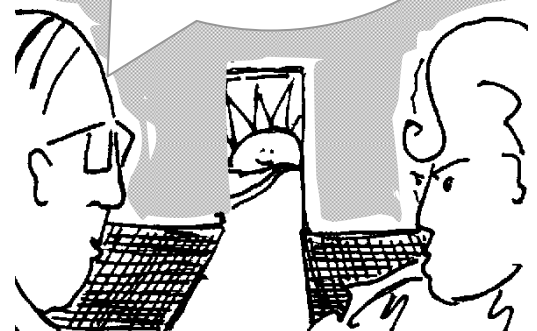
Let's see? What's important to me?  
How do I like working with people?  
Hanging with friends? I'd hate to be  
inside an office. I love aviation,  
always have - and I'm a whiz at  
computer stuff. I used to volunteer  
at The Air Museum - It was great!



Good thinking, Joe! Now use the  
**WORKSHEET, "MY CAREER & ME"**,  
to get a picture of all those things  
you've done and would like to do.  
Maybe your teacher, Mr. Walker can  
help you fill it out.



By developing a transition  
plan in your IEP Meeting,  
you can start working  
towards your dreams.  
Remember that the "IEP"  
will give you the support you  
need to start to make your  
career happen for you.



# PART ONE - Getting Ready for a Career

## MY CAREER & ME...

### "MY CAREER & ME" WORKSHEET



Copy this page and update it every year.  
Take this page to your IEP meeting and  
use it to develop goals that can help  
you get where you want to be!

Your Name: \_\_\_\_\_ helped

Things/Jobs/Skills I'm good at or like  
doing:

---

---

---

---

---

---

Like: "I'm organized, I love aviation, and I'm great with  
computers."

Things/Jobs/Skills I'm not good at or don't  
like to do:

---

---

---

---

---

---

Like: "Being inside all day, I don't like office work and I  
don't like to write."

**Jobs I want to find out more about:**

---

---

---

---

---

---

**People who can help me find out  
more:**

**Name** **Phone Number**

---

---

---

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---

**What courses/Programs in my high  
school could help me reach my career  
goals?**

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**What other organizations or training  
programs can help me?**

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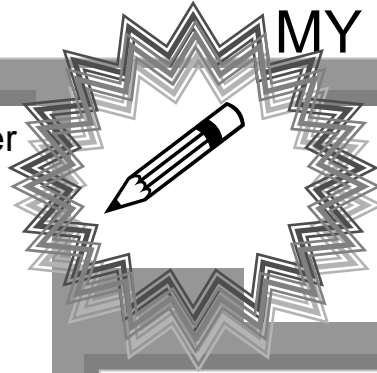
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# PART ONE - Getting Ready for a Career- MY CAREER & ME...



## "MY CAREER & ME" WORKSHEET Am I ready?

Knowing yourself & the career you're interested in is important. Think about the things you need to do to be ready to work. Use the following checklist to identify things you may need to be "ready" for employment.

### How will I get to work?

- Drive a car
- Parents drive me
- Public Transit
- Para Transit
- Walk/bike
- Taxi
- Other - \_\_\_\_\_

### What do I still need to get to work?

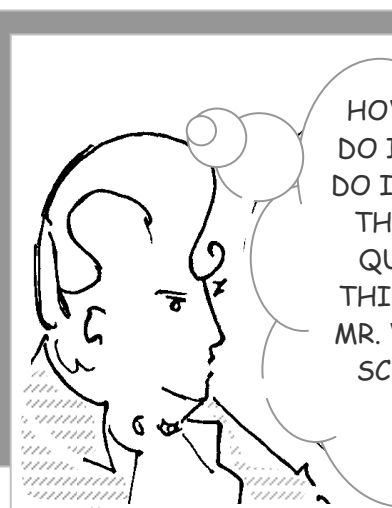
- Driver's Ed.
- License
- Insurance
- Learn bus system
- Bus pass
- Learn Para Transit system
- Other - \_\_\_\_\_

### What impact will employment have on my benefits? (See resource section for information on benefit)

- None, I don't receive benefits
- I receive Social Security benefits
- I receive other benefits or entitlements -
  - Housing
  - Heating assistance
  - Food stamps
  - Child care assistance
  - Other - \_\_\_\_\_

### What help do I need on the job?

- None, I'll train with my employer
- Some accommodations on the job (added to help you on the job)
- Some modifications to do the job (changes to help you be more successful)
- Direct support by a job trainer (who's with you on the job)
- Other - \_\_\_\_\_



HOW CAN I DO THIS?  
DO I NEED HELP? WHO  
DO I WANT HELP FROM?  
THERE ARE A LOT OF  
QUESTIONS. GOOD  
THING MR. GARRO AND  
MR. WALKER HELPED ME  
SCHEDULE THAT IEP  
MEETING.

### What else do I need to be ready for work?

- Clothing or uniform
- Tools or equipment
- Specific skill training
- Other - \_\_\_\_\_

**SET**

Later...



This list is pretty long and I really feel good about who I am! I look great on paper, but what about really making things happen? There's more to it than talking and listing... more to it than just wanting a career or job! Once I know where I want to go... I've got to get there!

**TIME TO LOOK AT ALL THE STUFF YOU'LL NEED TO... SET SOME GOALS**

**SOME**

**GOALS**









# PART ONE - Getting Ready for a Career - A Timeline to Make The Career You Want a Big Part of Your Future!

Grade 9

4

YEARS BEFORE GRADUATION

Need To Do By	Done	
		 Participate in chores at home.
		 Visit employment settings and shadow employees.
		 Participate in summer and part-time employment.
		 Volunteer in your community.
		 Find out about "School to Career" at your school.
		 Learn about your school district's vocational education program and Career Tech Center.

**YOU ARE IN CHARGE OF YOUR  
CAREER PLAN AND JOB SEARCH!**

**USE THIS CHECKLIST TO HELP DEVELOP  
TRANSITION GOALS ON YOUR IEP. ACHIEVING  
THE OBJECTIVES ON THIS TIMELINE WILL ASSIST  
YOU TO REACH YOUR CAREER GOALS!**








# PART ONE - Getting Ready for a Career - A Timeline to Make The Career You Want a Big Part of Your Future!

Grade 10

3

YEARS BEFORE GRADUATION


-  Talk with a school guidance counselor and your teachers about career interests.
-  Take vocational courses that interest you.
-  Volunteer in your local community.
-  Get involved in a high school work experience program; earn credits for learning on the job.
-  Identify and check eligibility requirements for vocational programs and colleges (PSAT).

**YOU ARE IN CHARGE OF YOUR  
CAREER PLAN AND JOB SEARCH!**

**USE THIS CHECKLIST TO HELP DEVELOP  
TRANSITION GOALS ON YOUR IEP. ACHIEVING  
THE OBJECTIVES ON THIS TIMELINE WILL ASSIST  
YOU TO REACH YOUR CAREER GOALS!**



# PART ONE - Getting Ready for a Career - A Timeline to Make The Career You Want a Big Part of Your Future!

Grade 11

**2**

YEARS BEFORE GRADUATION

Need To Do By	Done	
		<ul style="list-style-type: none"> <li>Identify people and agencies that can assist in your job search (like netWORKri Centers).</li> </ul>
		<ul style="list-style-type: none"> <li>Learn how to interview, write resumes, cover letters, and how to search for a job.</li> </ul>
		<ul style="list-style-type: none"> <li>Find out about job supports: ask your guidance counselor or teacher.</li> </ul>
		<ul style="list-style-type: none"> <li>Identify and arrange for transportation to and from work.</li> </ul>
		<ul style="list-style-type: none"> <li>Focus on a career choice.</li> </ul>
		<ul style="list-style-type: none"> <li>Learn specific job skills.</li> </ul>
		<ul style="list-style-type: none"> <li>Check eligibility requirements for vocational programs and colleges (PSAT &amp; SAT?).</li> </ul>

**YOU ARE IN CHARGE OF YOUR  
CAREER PLAN AND JOB SEARCH!**






**USE THIS CHECKLIST TO HELP DEVELOP TRANSITION GOALS  
ON YOUR IEP. ACHIEVING THE OBJECTIVES ON THIS TIMELINE  
WILL ASSIST YOU TO REACH YOUR CAREER GOALS!**

# PART ONE - Getting Ready for a Career - A Timeline to Make The Career You Want a Big Part of Your Future!

Grade 12

**1 YEAR BEFORE GRADUATION**

Need To Do By	Done

-  Use a resume when applying for jobs.
-  Keep part-time and/or summer employment.
-  Ask for support when you need it.
-  Take any tests for post secondary training programs.
-  Apply to adult service agencies and training programs.

**YOU ARE IN CHARGE OF YOUR  
CAREER PLAN AND JOB SEARCH!**

**USE THIS CHECKLIST TO HELP DEVELOP  
TRANSITION GOALS ON YOUR IEP. ACHIEVING  
THE OBJECTIVES ON THIS TIMELINE WILL ASSIST  
YOU TO REACH YOUR CAREER GOALS!**

# PART ONE - Getting Ready for a Career - SHORT-RANGE & LONG-RANGE

## Goals can be short-range and long -range.

Short-range goals lead to a long-range goal. Your long-range goal may change as you learn more about your career interest. Your short-range goals may include jobs that help you "survive" until you reach your long-range career goal. A good plan includes specific steps to take and timelines.

## GOALS THAT WORK ARE...

- 💡 Personal - What do I want to achieve?
- 💡 Positive - Does the goal focus on what I want to do and not on what I can't do?
- 💡 Specific - Does the goal use clear, specific terms?
- 💡 Deadline - Does the goal have a timeframe for completion?
- 💡 **Achievable** - Are the steps achievable?

### Example of a Long-range Career Goal:

- ✈️ Become an aviation computer specialist
- ✈️ Become a building contractor

### Example of Short-range Career Goals:

- ✈️ Keep my job at the airport to make money for the tech program
- ✈️ Find out what programs offer aviation technology degrees
- ✈️ Work for my Dad as a carpenter's helper

# PART ONE - Getting Ready for a Career

## SHORT-RANGE & LONG-RANGE GOALS...

Hey, Kyle! I took your advice about looking into planning for the future. I want to thank you man.

No problem, Joe.. By the way, what did you decide on for a career?

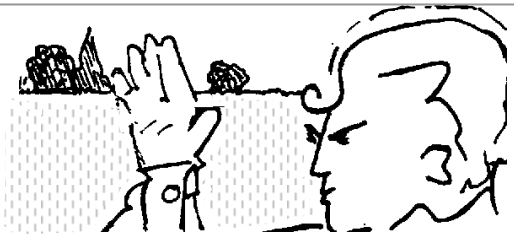


I decided I wanted to do something with aviation, maybe in technical stuff - **AVIATION COMPUTING.**

WOW! That sounds really hard. I don't think I'd know where to start!



Not a problem, Kyle! I **SET SOME SHORT-RANGE GOALS** that will start me on my way - I'm going to start volunteering at The Air Museum again and I'm signing up for the "Aviation Career Education Summer Program" - they have training programs for all kinds of aviation careers. Not too hard...



Sounds 'do-a-ble'... But what about being a carpenter like your Dad? I thought you wanted to do that?



You know Kyle, nothing is forever. I might change my goals...**YOU KNOW IT IS MY LIFE!**

USE THIS WORKSHEET TO DEVELOP YOUR GOALS

# PART ONE - Getting Ready for a Career

## STEPS I WILL TAKE TO REACH MY CAREER GOALS...



**NOW IT'S YOUR TURN TO SET SOME GOALS...**  
*COPY THIS PAGE AND ADD NEW GOALS AS YOU PROGRESS*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

#1

DATE TO COMPLETE

Example: Keep working at Airport

by next WEEK

#2

DATE TO COMPLETE

Example: Find out about Aviation Tech Programs

by next MONTH

#3

DATE TO COMPLETE

Example: Write for information on Aviation Tech programs

by next SEMESTER

#4

DATE TO COMPLETE

Example: Visit Aviation Tech Programs

by next SUMMER

**Add more if  
you wish!**

# PART ONE - Getting Ready for a Career - SHORT-RANGE & LONG-RANGE GOALS...

After the IEP Meeting...

Hey, Mr. Garro... That was a great meeting!

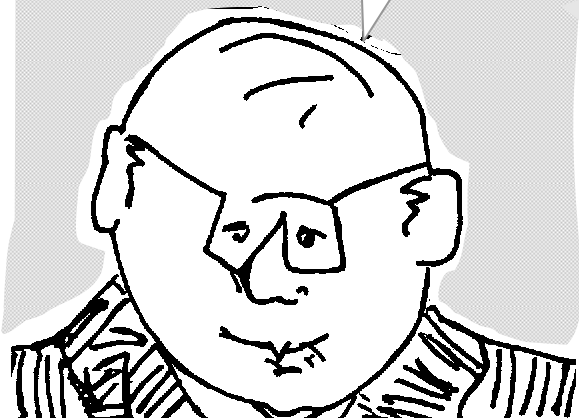
Very impressive, Joe! You've got focused goals and some clear objectives that you can start on.



Yeah, I know what I want to achieve! I feel great about what I can do and don't need to worry about what I can't. I'm ready to start and meet the challenge!



Remember, Joe, because you've got "TIMEFRAMES" built into your goals - you can do them step-by-step... Even when the end seems so far away - a good "IEP" can make it seem realistic.

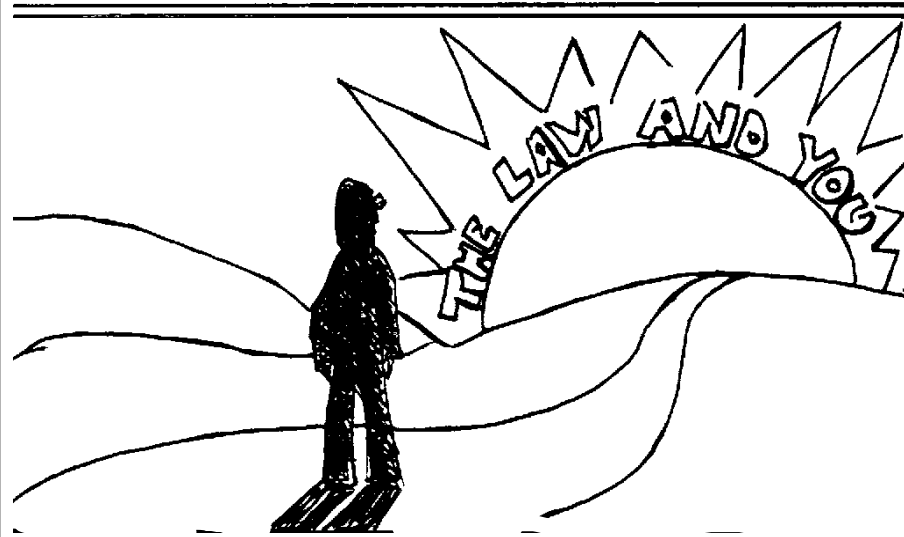


JOE IS ON HIS WAY – GOOD PLANNING, GOOD SHORT & LONG RANGE GOALS...

# PART ONE - Getting Ready for a Career - YOUR RIGHTS...

Yes, Joe is on his way to a bright future! But can he work while he's still in school? And are there other ways to gain career experience? What if he has a problem on a job?

**WHAT ARE JOE'S RIGHTS?**



**WHILE IN SCHOOL, YOU  
CAN WORK PART-TIME!**

**WORKING WHILE IN SCHOOL HELPS YOU  
TO:**

- ✦ Learn new skills
- ✦ Show people that you're responsible
- ✦ Add experience to your resume.
- ✦ Earn money for things you want now and in the future

# PART ONE - Getting Ready for a Career - YOUR RIGHTS...

WHILE YOU'RE IN SCHOOL,

YOU MAY CHOOSE TO DO *UNPAID WORK!*

THIS WILL HELP YOU GAIN SKILLS AND EXPERIENCES IN A  
CAREER THAT INTERESTS YOU!

So, Mr. Garro... What's the story? I could get a paid job? OR Just to get experience that I need, I can work unpaid?



Yes, Joe, lots of kids do just that! Let's say you wanted more experience at The Airport... you could volunteer for a company to learn about airfreight or plane maintenance. Who knows? By making connections it might lead to a paid job.



## UNPAID MEANS...

- ✈ You do not replace regular employees.
- ✈ Someone continuously & directly supervises you from your school or the business.
- ✈ Your IEP or another plan addresses your work experience.
- ✈ The work experience is time limited.
- ✈ Your work does not produce an immediate benefit to the business.
- ✈ You are not entitled to a job at the end of the experience.

If you have questions about having unpaid work experiences, you can ask your guidance counselor or work placement coordinator about the laws, or contact the  
US Department of Labor (see the resource section).

# PART ONE - Getting Ready for a Career - MORE ABOUT THE LAW...

The law that is designed to help students with disabilities enter the workforce is the...

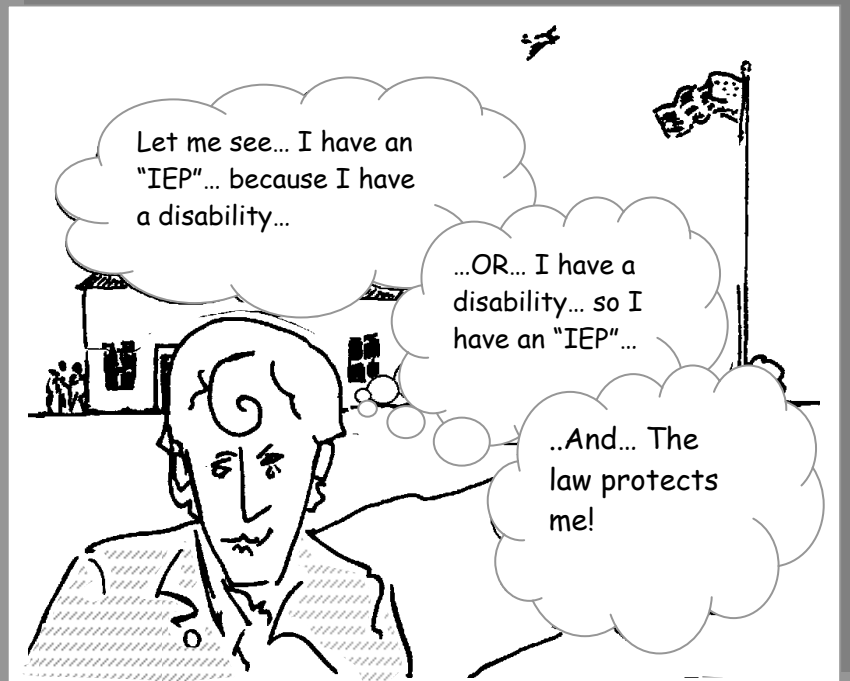
## Americans with Disabilities Act (ADA)

**CAUTION:** Under the ADA, it is against the law for employers to discriminate against qualified individuals with disabilities.

**AND...**

Employers must provide equal access (equal access is having a fair chance) in:

- ✈ Recruitment
- ✈ Pay
- ✈ Discharge
- ✈ Benefits
- ✈ Hiring
- ✈ Lay-off
- ✈ Training
- ✈ Leave
- ✈ Job Assignments
- ✈ Promotion



# PART ONE - Getting Ready for a Career -

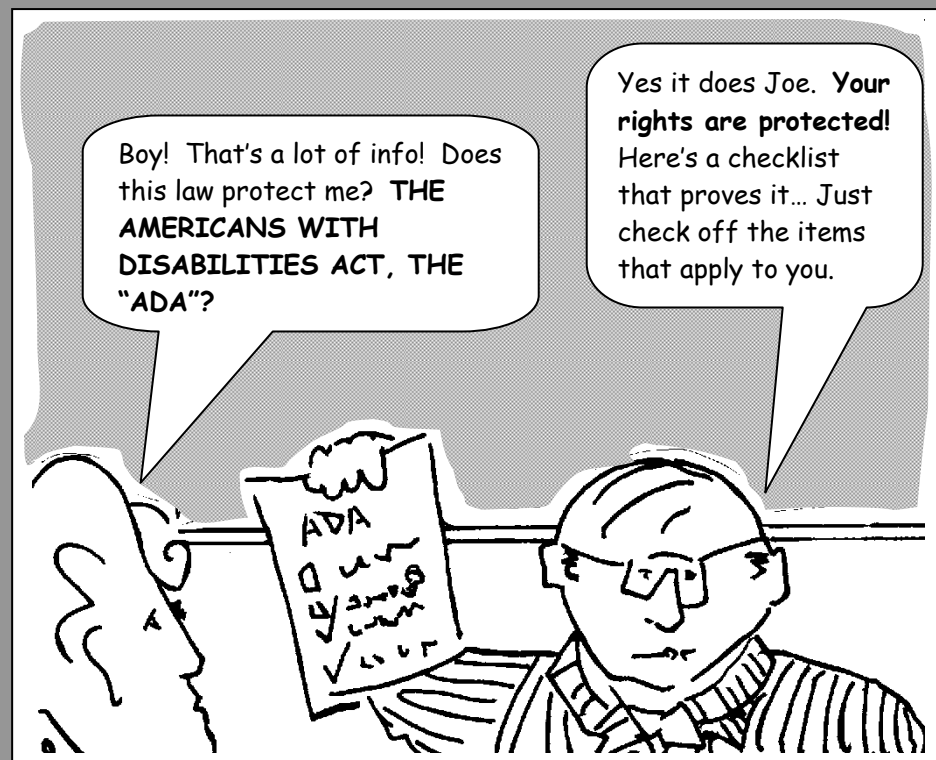
## MORE ABOUT THE AMERICANS WITH DISABILITIES ACT...

### Reasonable Accommodations...

In most instances, employers must provide reasonable accommodation to employees with disabilities...

Reasonable accommodations may include, but are not limited to:

- ✈ Acquiring or modifying equipment or devices
- ✈ Job restructuring
- ✈ Reassignment
- ✈ Part time or modified work schedules
- ✈ Modifying examinations, training materials or policies
- ✈ Providing readers and interpreters
- ✈ Making the work place readily accessible to and usable by people with disabilities



FILL OUT THE ADA CHECKLIST ON THE NEXT PAGE!

# PART ONE - Getting Ready for a Career - DOES THE AMERICANS WITH DISABILITIES ACT PROTECT YOU?



## Does the ADA protect you?

To learn more about the ADA, ask your teacher or contact the RI Governor's Commission on People with Disabilities  
(SEE RESOURCE SECTION)

Use this check list to see if the ADA protects you...

- Do you  disability? (A physical or mental impairment that substantially limits one or more major life activities)
- A record of such an impairment; *or*
- Being regarded as having such impairment.

Are you qualified to perform the essential functions of a job, with or without a reasonable accommodation? The ADA protects you from job discrimination based on any disability.

To learn more about the ADA, ask your teacher or contact the RI Governor's Commission on People with Disabilities  
(SEE RESOURCE SECTION)

Remember it is your choice whether to disclose (let it be known to your employer) that you have a disability. If you choose to not disclose the ADA cannot protect you.

**MORE ABOUT THE LAW!** Laws result in programs to help you get a job. Many programs exist in Rhode Island that can help you find a job. Go through these lists with your guidance counselor. There is information on these programs in the resource section of this guide.



### CHECKLIST- PROGRAMS AT MY SCHOOL AND WHO SHOULD I TALK TO:

- Jobs for Ocean State Graduates.....
- Perkins Grant, School Based Coordinator.....
- CO-OP Coordinator.....
- School to Career Coordinator.....
- Work Study Coordinator.....
- Vocational Student Organizations.....
- National FFA Organization (FFA).....
- National Future Farmers Education Association (NYFEA).....
- National Future Homemakers of America.....
- Home Economics Related Occupations (HERO).....
- Future Business Leaders of America (FBLA).....
- Distributive Education Clubs of America (DECA).....
- Vocational Industrial Clubs of America (VICA).....
- Technology Student Association (TSA).....
- Business Professionals of America (BPA).....
- Health Occupations Students of America (HOSA).....
- National Post secondary Agricultural Student Organization (NPASO).....
- Career Academy.....
- Other.....

### CHECKLIST- COMMUNITY BASED PROGRAMS:

- netWORKri.....
- Office of Rehabilitation Services.....
- Youth Employment Training.....
- Job Corps.....
- Other.....

### CHECKLIST- FURTHER EDUCATION AND TRAINING

- College Access Alliance of RI.....
- Access to Opportunity, CCRI.....
- Tech Prep.....
- Early College Admission.....
- Other.....

Remember, some services, unlike public education, have eligibility requirements.  
You need to find out if you qualify for any of these programs.

# PART ONE - Getting Ready for a Career - WHAT IS SUPPORTED EMPLOYMENT?



## What is supported employment?

Will you need training on a job? Will your training needs exceed the employer's typical training?

Many people don't need extra support on the job but, if you have a disability that causes you to need support or training on your job, this support may be available to you. This kind of support is called supported employment. Some schools have employment specialists who help students through the employment process and some schools use non-school agencies in their communities.

Ask your teacher, guidance counselor or vocational counselor for information on supported employment.

See the resource section for how to get more information about supported employment.



# PART TWO - Tips and Tools to Help You Find a Job

Gee... I really need to get job experience, and I could volunteer... But... I really want a car - need it to get to work! **GAS, INSURANCE!** Boy, I need a paying job! But where do I start? I think I'll ask Mr. Walker to help.



## Finding A Job

Someone looking for a job said, “GEE, looking for a job is a full-time job!”

AND IT'S TRUE... IF YOU DO IT RIGHT, A JOB SEARCH TAKES WORK.

But, it will be worth it. You will land a job that has good pay, benefits, and a workplace where people appreciate what you do.

THIS PART OF THE GUIDE WILL HELP YOU DO A GOOD JOB SEARCH.

# PART TWO - Tips and Tools to Help You Find a Job - RESUMES...

Your resume may open doors for you. It shows your skills, abilities, and experiences to an employer. A well-written, good looking resume always makes a positive impression and may make the difference between getting and not getting an interview. Use the information you collected about yourself to write your resume.

A resume is your personal information sheet that tells an employer:


Who you are - your name, address, telephone number

Your skills, education, experience and interests

How much you want the job

How organized you are

That you're serious about finding a job



**A resume should clearly and quickly draw attention to your best "selling points"!**

**A resume should:**

Be no more than one or two pages,

Be related to your career objective,

Highlights your positive qualities, skills, characteristics and accomplishments,

Tell the employer what you can do for the company,

Use action words (verbs), and,

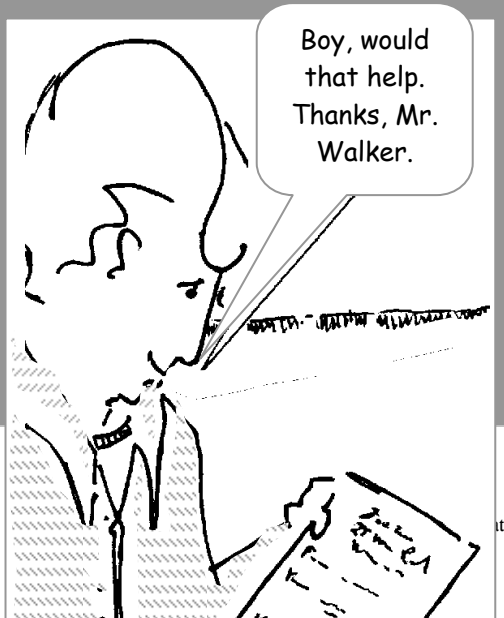
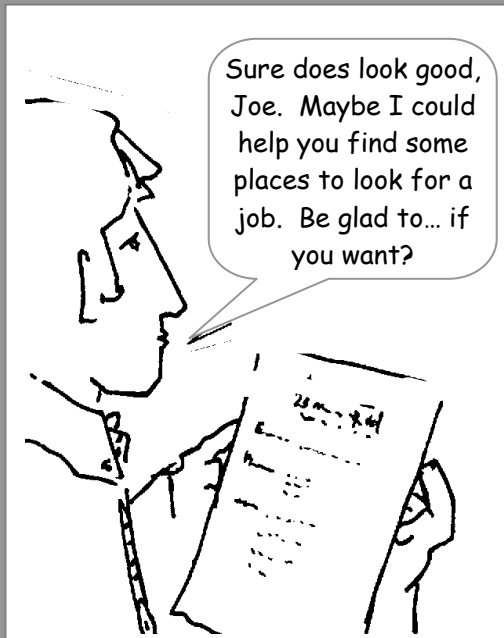
Be neat, short and easy to read, without spelling errors, slang or abbreviations.

Your teacher or guidance counselor can help you put together your resume.

Also, you can get help at the netWORKri Center that is nearest to you.

The resource section has information on places to get help with your resume.

# PART TWO - Tips and Tools to Help You Find a Job RESUMES...



What do you do with a resume?

1

Always put a copy with an application form.

2.

Mail a copy to employers with a cover letter asking them for a chance to discuss your qualifications.

3.

Take a copy to the interview to give more information or if the interviewer doesn't have a copy.

REMEMBER TO UPDATE  
YOUR RESUME -  
REGULARLY







# PART TWO - Tips and Tools to Help You Find a Job - PLACES TO LOOK FOR A JOB...

Most people think "the want ads" in the newspaper are the best place to start looking for a job. But this is **not** always true! Most people are successful at finding a job by "networking."

**Networking is using the people you know to find leads to jobs.**







Make your own list by using the form on the next page....

List the people you know who could be part of your job search network. Such as:

-  Friends
-  Neighbors
-  Family members
-  School
-  Past Employers
-  People at Places you go (church, clubs, businesses, etc.)

When you are ready to seek employment, let everyone know that you are looking for a job and give them a copy of your resume. Be clear with those in your network about the kind of work you want to do or don't want to do.

You can also access traditional job search methods like accessing:

-  netWORKri Center
-  Employment Agencies
-  Personnel Office of a Company that you're interested in
-  Social Service Agencies or Neighborhood Groups
-  Bulletin boards in school
-  Direct contact with employers

And, of course, there are

# PART TWO - Tips and Tools to Help You Find a Job - PEOPLE IN MY NETWORK...

Let's see... There's Dan at The Air Museum...  
Oh, and Chad too. There's my Dad's friend  
Carl who's in the Air National Guard... I  
could give him a couple of my resumes. And  
there's... And... And...



LOOKS LIKE  
JOE IS  
BUILDING A  
NETWORK!

PEOPLE IN MY NETWORK ARE:

Name:

Phone:

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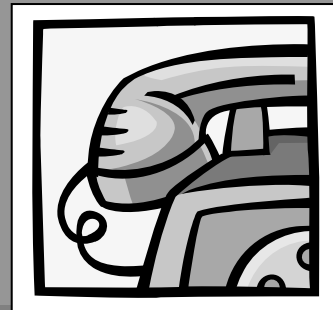
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# PART TWO - Tips and Tools to Help You Find a Job - CONTACTING EMPLOYERS...

## Telephone Contacts –

Contacting employers by telephone can be difficult, but it is an important step in finding out about jobs.



## When calling an employer on the phone:

Introduce yourself and give the reason that you are calling



Pay attention to what the employer says

Be polite

Be confident and positive about yourself

Be business-like and brief

Take notes

## Keep track of your contacts!

Name of company



Contact person (get the spelling right!)

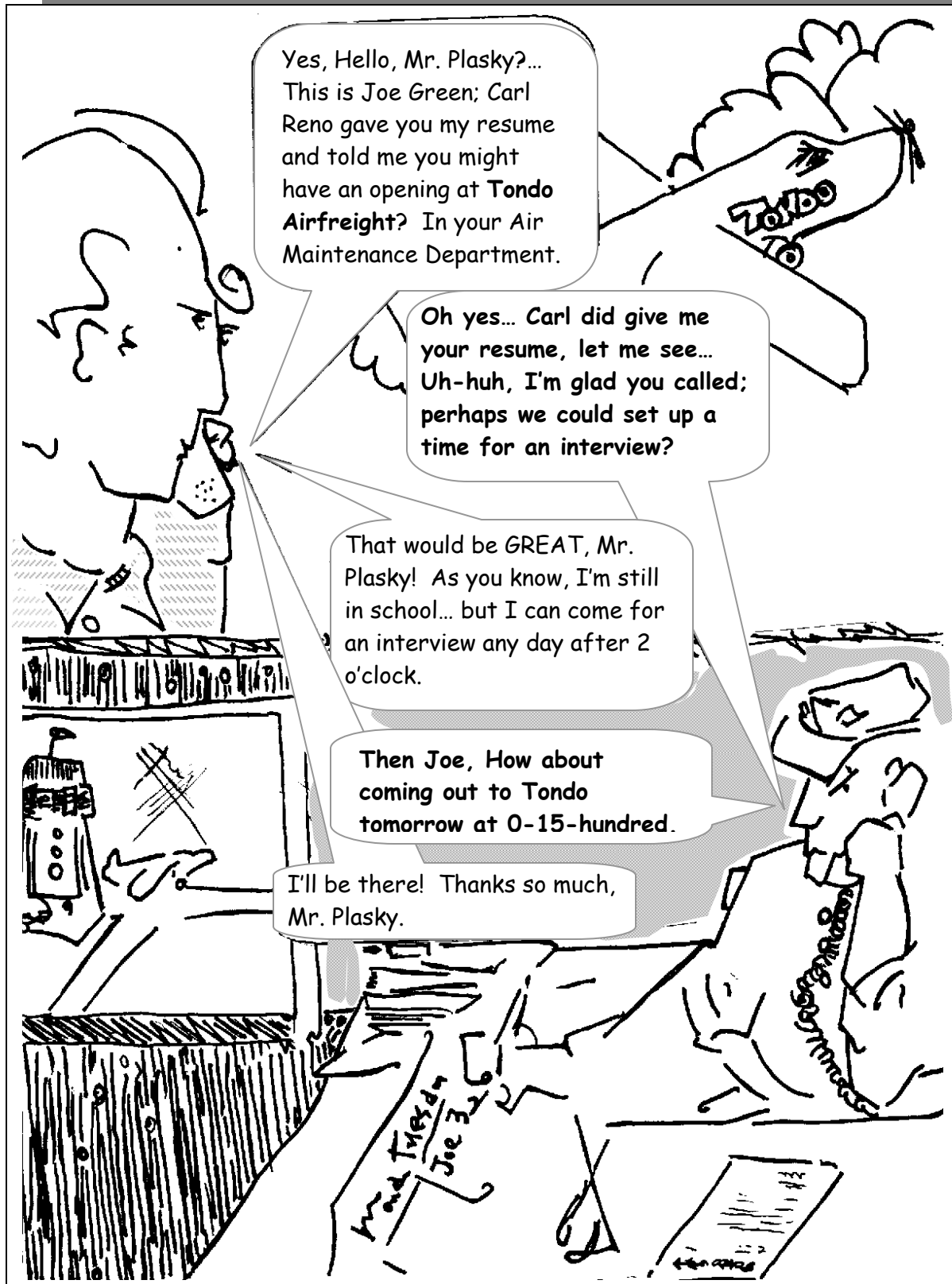
Name of the job

Duties of the job

How I learned about the opening

**Be sure to do what  
you say you will!**

# PART TWO - Tips and Tools to Help You Find a Job - CONTACTING EMPLOYERS...



# PART TWO - Tips and Tools to Help You Find a Job - APPLYING FOR JOBS IN PERSON...



**JOE HOPES HE GETS THE JOB AT TONDO – BUT HE KEEPS UP HIS JOB SEARCH**

**When you talk with someone about job possibilities:**

Hello, my name is Joe Green. I saw the help wanted sign in the window and am interested in the job?

Yes, we are taking applications. Fill this out. You may sit here, if you like.



**JOE CONTINUES APPLYING FOR THE JOB AT THE HARDWARE STORE**

- ☛ Introduce yourself, shake hands and then tell the person the type of job(s) you're interested in.
- ☛ Ask if you can fill out an application and/or leave a copy of your resume.
- ☛ If they are "not hiring" try to leave a copy of your resume. Call them back in a few weeks.
- ☛ Thank the person for his/her time.
- ☛ After a week or two, call back, or stop back in person, to ask if any jobs are available. Always be polite. Let them know that you really want to work for their company. Don't be shy about follow-up contacts; they are one of the best ways to sell yourself.

# PART TWO - Tips and Tools to Help You Find a Job

## APPLYING FOR JOBS IN PERSON...

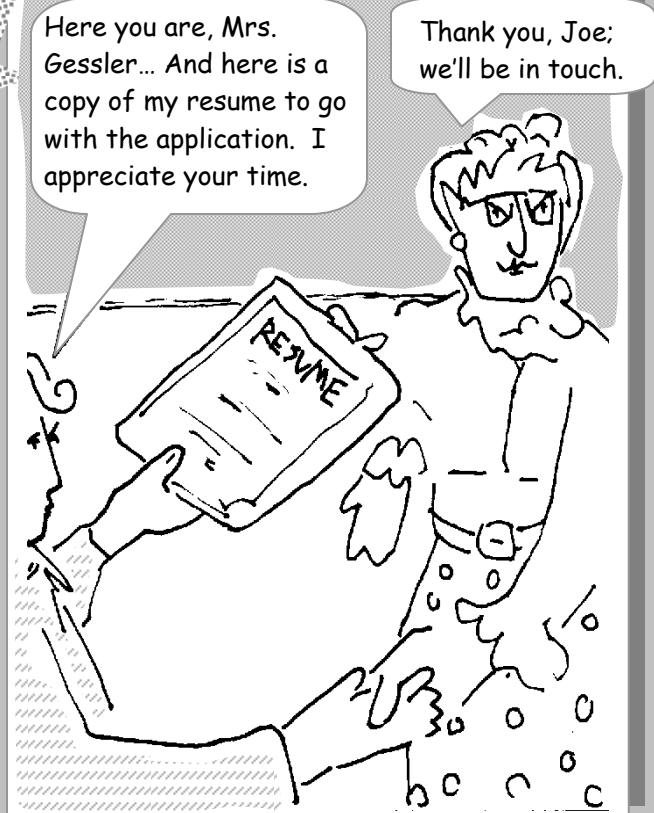


### When applying for jobs in person


- Wear the kind of clothes you would wear to work.
- Have a neat, clean, appropriate appearance.
- Bring your resume with you.
- Bring two forms of identification and your Social Security number.
- Bring an erasable pen to fill out application forms.
- Bring names, addresses and telephone numbers of past employers and references.

### AND...

- Be very polite - and demonstrate your positive attitude.
- Smile, stand up straight, and speak clearly so that you appear pleasant and self confident.
- Remain positive, even if you are turned away.
- Follow-up later to show your positive attitude and motivation to work for that employer.




# PART TWO - Tips and Tools to Help You Find a Job - INTERVIEWING...



Mr. Walker, thanks for seeing me. I'm so psyched! I got an interview with the owner of **Tondo Airfreight!** Only... It's tomorrow. So quick, I'm really nervous - I want this job so bad.

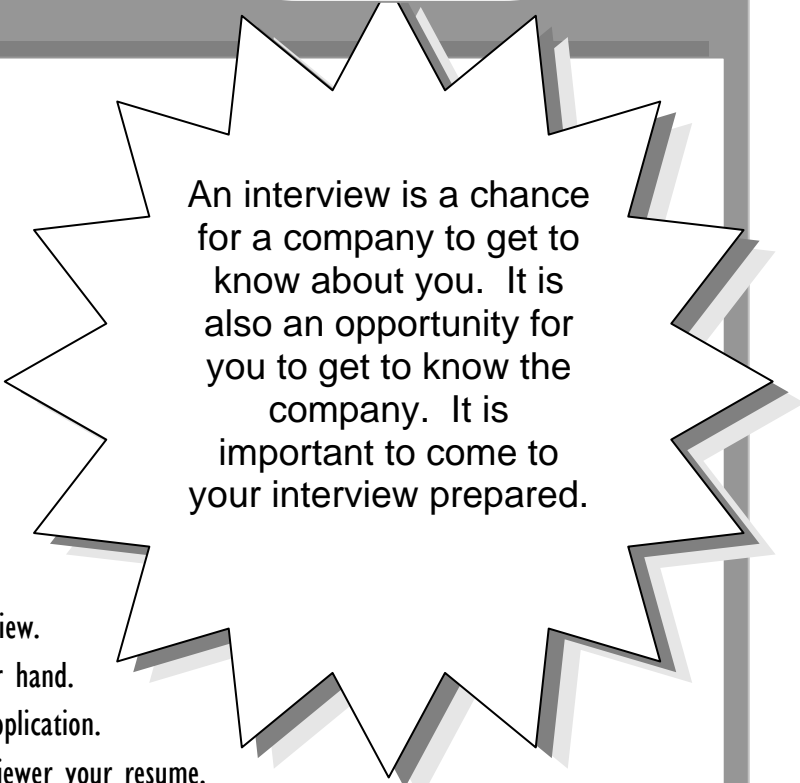
That's great, Joe! You'll do fine - **NOT-TO-WORRY**



I'll help you prepare. We can go over how to act, what to wear and the kind of attitude you'll need to show to the boss!

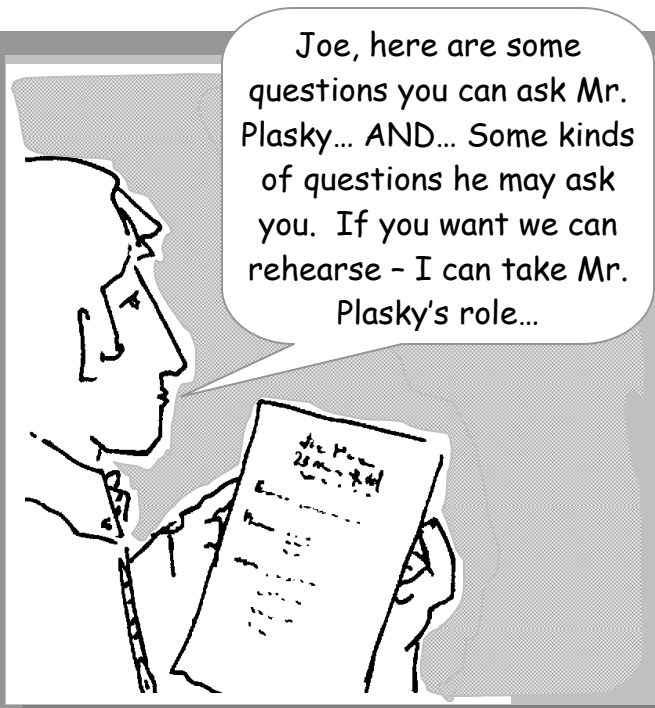
Thanks a lot, Mr. Walker.

- ☛ Ask questions.
- ☛ Show interest.
- ☛ Arrive 15 minutes early.
- ☛ Make a list of your skills for the job.
- ☛ Dress better than the position requires.
- ☛ Answer all questions in complete sentences.
- ☛ Bring a copy of your resume and references.
- ☛ Find out about the job before your interview.
- ☛ Highlight past experiences, skills and abilities.
- ☛ Write and mail thank you letter within 24 hours.
- ☛ Get to know about the company before your interview.
- ☛ Thank the interviewer at the end and shake his/her hand.
- ☛ Bring necessary information for completing a job application.
- ☛ Shake hands, introduce yourself and give the interviewer your resume.
- ☛ Remember: good eye contact, good posture and body language tell a lot about you.
- ☛ Prepare answers for questions you might be asked (especially ones that might be difficult).



An interview is a chance for a company to get to know about you. It is also an opportunity for you to get to know the company. It is important to come to your interview prepared.

# PART TWO - Tips and Tools to Help You Find a Job - INTERVIEWING...



Joe, here are some questions you can ask Mr. Plasky... AND... Some kinds of questions he may ask you. If you want we can rehearse - I can take Mr. Plasky's role...

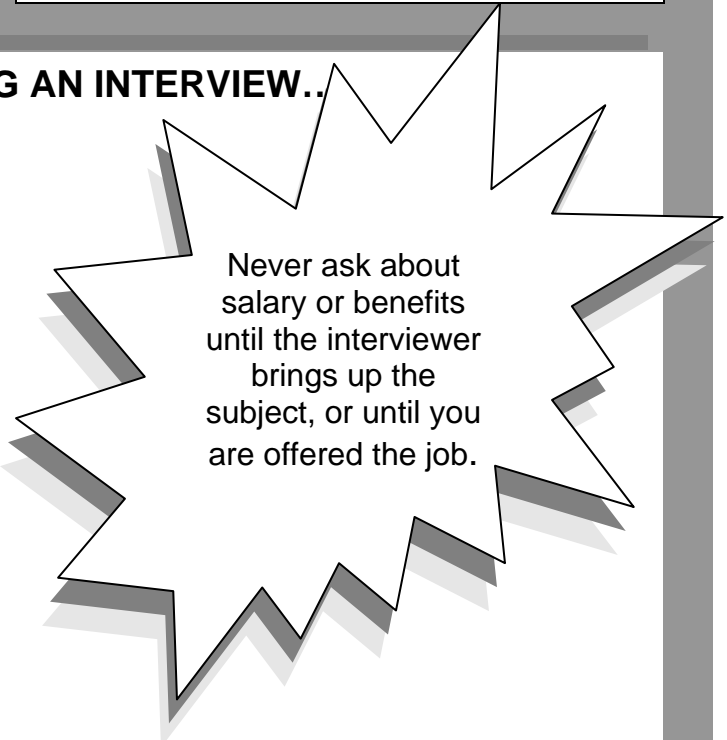
## SOME QUESTIONS YOU CAN ASK AN EMPLOYER...

- ☞ Are there any special duties in this job?
- ☞ What are the hours?
- ☞ How much weekend or overtime work is expected?
- ☞ What clothes should I wear on the job if it is offered to me?
- ☞ Will I be working with other people?
- ☞ What are the essential functions of this job?
- ☞ Does this appear to be a long-term position?
- ☞ Are there chances for career growth with this company?

## COMMON QUESTIONS ASKED DURING AN INTERVIEW...

(Rehearse with a friend or teacher)

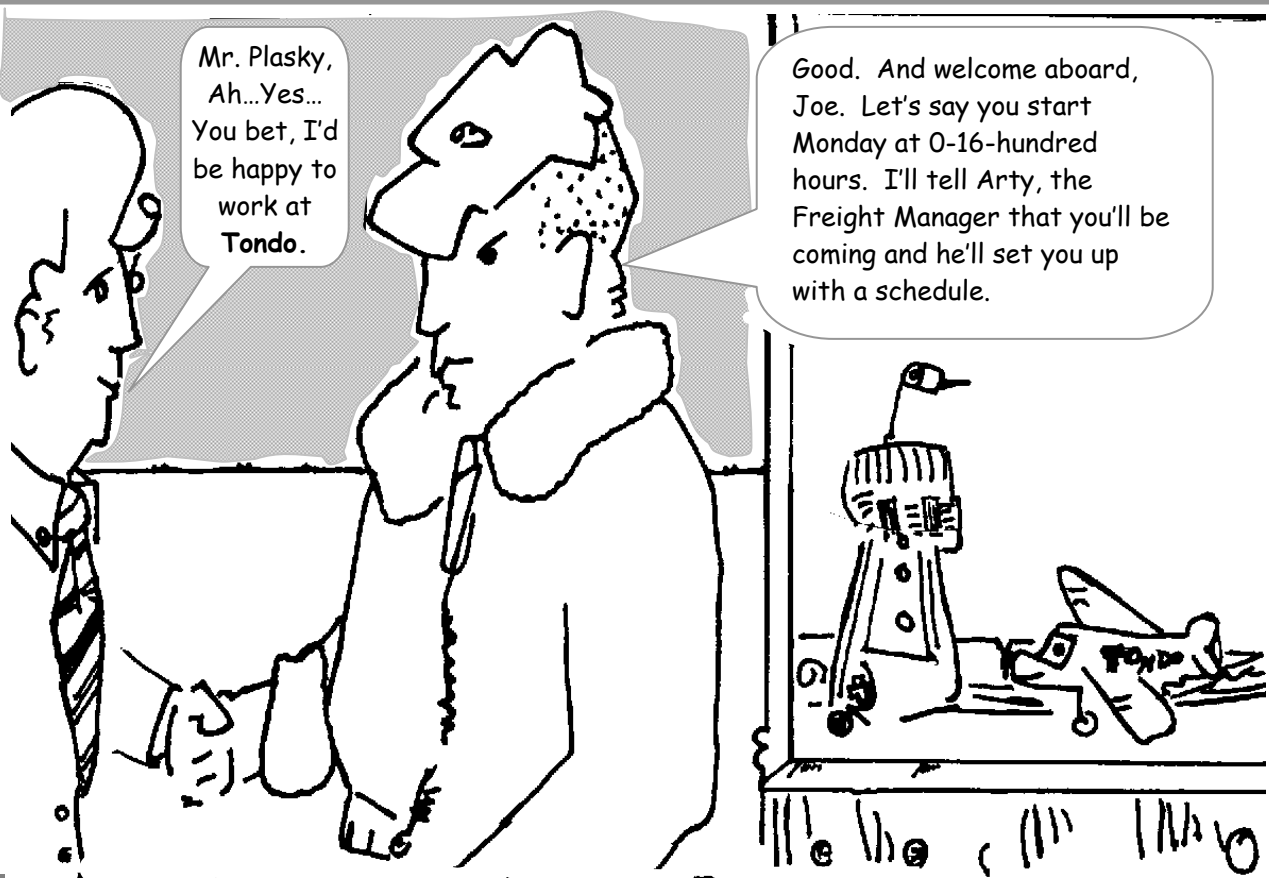
- ☞ Why should I hire you?
- ☞ Tell me about yourself.
- ☞ What do you expect for a salary?
- ☞ How well do you work under pressure?
- ☞ Do you have any questions about the job?
- ☞ When would you be available to start work?
- ☞ Why would you like to work for this company?
- ☞ What do you consider your main weaknesses?
- ☞ Are you willing to work overtime and weekends?
- ☞ Why do you think you might like this particular job?
- ☞ What can you offer us that other applicants cannot?
- ☞ What would you like to be doing five years from now?
- ☞ Tell me about your last job and some things you liked and disliked.
- ☞ How long would you stay with this company if the job were offered to you?
- ☞ What are your main strengths, skills, abilities, and personality characteristics?
- ☞ Can you perform the job duties, as described, with or without an accommodation?
- ☞ Please tell me about any gaps in your employment history. What were you doing?
- ☞ Describe a time you had problems getting along with a supervisor, teacher or co-worker.



Never ask about salary or benefits until the interviewer brings up the subject, or until you are offered the job.

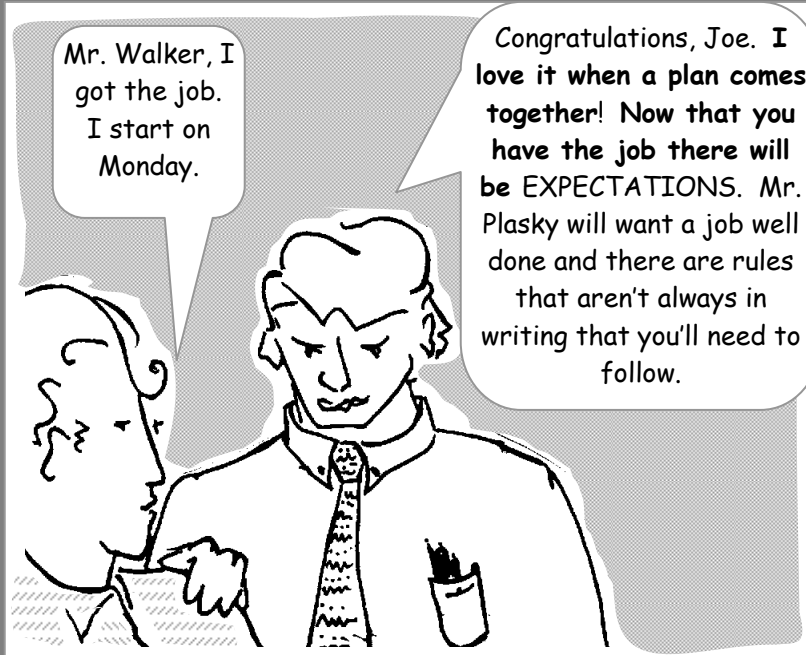
# PART TWO - Tips and Tools to Help You Find a Job - THE INTERVIEW WITH MR. PLASKY...

THE NEXT DAY... JOE IS FINISHING HIS INTERVIEW WITH MR. PLASKY...



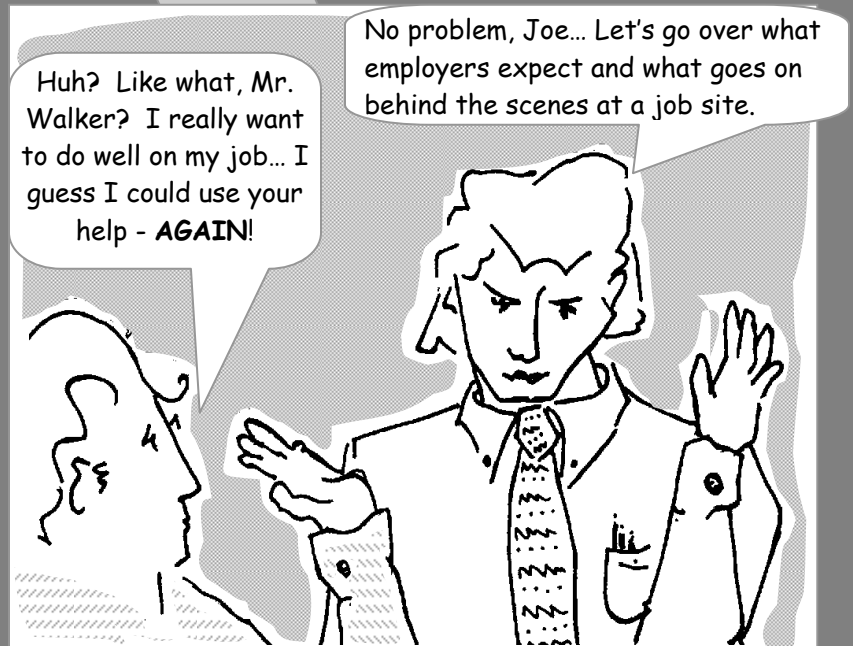
# PART TWO - Tips and Tools to Help You Find a Job - EXPECTATIONS ON THE JOB...

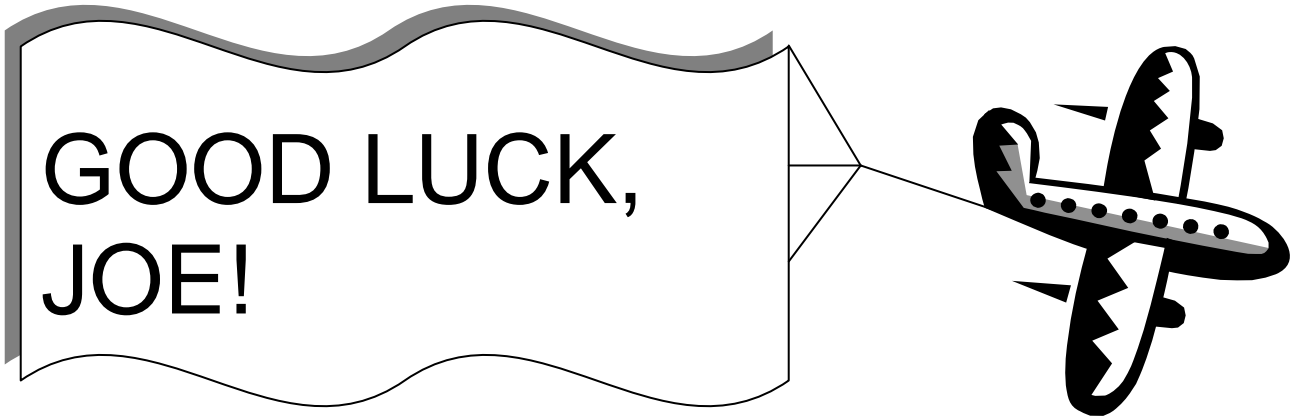
## EMPLOYERS KEEP EMPLOYEES WHO...



- Are honest
- Handle feelings responsibly
- Are able to admit when they are wrong
- Speak up when there is a problem.
- Follow the company and safety rules.
- Cooperate with supervisors and coworkers

- Return from breaks on time
- Ask questions when they are confused
- Come to work every day and are on time
- Pay attention
- Stay on task





# PART THREE – RESOURCES...

For persons using teletypewriters, if there is no TTY number listed, call:  
Relay Rhode Island - 1-800-745-6575 (TTY 1-800-745-5555)

## YOUR RIGHTS – Page 21

**ADA Technical Assistance Center (New England)** - [www.adaptiveenvironments.org/neada/site/home](http://www.adaptiveenvironments.org/neada/site/home) -  
1-800-949-4232 (voice/TDD)

**Rhode Island Disability Law Center** – [www.ridlc.org](http://www.ridlc.org) Provides individual, systems, legal and other advocacy services and has legal rights information and referral services. Will advocate for people who require assistance obtaining vocational rehabilitative services. 831-3150 – (TDD 831-5335)

**Rhode Island Legal Services** – [www.rils.org](http://www.rils.org)  
Providence - 274-2652  
Newport - 846-2264

**Rhode Island Parent Information Network** - [www.ripin.org](http://www.ripin.org) - RIPIN provides information, referral, support and education to students, their families and the professionals who work with them. 727-4144, 1-888-464-3399

**RI Governor's Commission on Disabilities** - [www.gcd.ri.gov](http://www.gcd.ri.gov) - Call if you have a question or concern regarding your rights as a person with a disability. 461-0100 (voice), 462-0106 (fax), TTY/TDD via 711

**Rhode Island Department of Labor** - [www.dlt.state.ri.us](http://www.dlt.state.ri.us) - Information on your rights as an employee and what employers must provide. 462-8000 (voice) 462-8006 (TDD)

## SCHOOL BASED PROGRAMS – Page 26

Ask your teacher or guidance counselor if any of the following programs are available in your area.

**Jobs for Ocean State Graduates**

**Co-op/Work Study**

**Tech Prep**

**Early College Admission**

**Career Academies**

**Vocational Student Organizations - Such as...**

Business Professionals of America (BPA)

Distributive Education Clubs of America (DECA)

Future Business Leaders of America (FBLA)

Health Occupations Students of America (HOSA)

National FFA Organization (FFA)

National Future Farmers Education Association (NFFEA)

National Future Homemaker of America - Home Economics Related Occupations (HERO)

### **Vocational Student Organizations – cont'd...**

National Post secondary Agricultural Student Organization (NPASO)

Technology Student Association (TSA)

Vocational Industrial Clubs of America (VICA)

Or Others

### **Junior Achievement**

Also ask about School to Career or Perkins Grant funded programs

## **TRANSITION PLANNING –**

**Regional Transition Centers:** In partnership with the Department of Human Services, Office of Rehabilitation Services, and the RI Department of Education, five Career Discovery and Vocational Assessment Centers provide occupational information and vocational assessment services to students with disabilities who are in transition. Para Informacion en Espanol comuniquese con Milagros Acevedo - 278-0520. Each center serves students from school districts located in the following areas:

**East Bay Transition Center** (East Providence, Portsmouth, Warren/Bristol, Little Compton, Barrington, Middletown, Tiverton, Newport) - 245-2045

**Southern Rhode Island Transition Center** (North Kingstown, South Kingstown, Narragansett, Westerly, East Greenwich, Exeter/West Greenwich, Chariho, New Shoreham, Jamestown) - 295-2888

**Providence Transition Center** – 278-0520

**Northern Rhode Island Transition Center** (Pawtucket, Central Falls, Johnston, Cumberland, Woonsocket, Lincoln, Burrville, Smithfield, North Smithfield, North Providence) - 658-0390

**West Bay Transition Center** (Coventry, Cranston, Foster, Glocester, Foster/Glocester Regional, Scituate, Warwick, West Warwick) - 941-8353

**Paul V. Sherlock Center on Disabilities** – [www.sherlockcenter.org](http://www.sherlockcenter.org) – Provides training, technical assistance and publications for students, teachers, and families. Web site contains transition information such as parent guides, newsletters (College Link and RI Transitions), and has links to agencies and programs that help with transition services and transition planning. 456-8072 (TDD 456-8773)

## EMPLOYMENT BENEFITS & SUPPORTED EMPLOYMENT –

**Assistive Technology Access Partnership (ATAP)** - Information and referrals for assistive technology. 1-800-916-8324 (in state) 463-0202 (voice/TDD)

**Office of Rehabilitation Services (ORS)** – [www.ors.ri.gov](http://www.ors.ri.gov) – The Rhode Island Office of Rehabilitation Services (ORS) and an approved network of private agencies offer job related services and supports. Associated private agencies are able to provide assistance to working age individuals who have disabilities. To access these services you will need to call them and set up an appointment with an ORS counselor. ORS counselors will attend IEP meetings and can share valuable transition and career information with eligible customers. 421-7005 (TDD 421-7016)

**RI Division of Developmental Disabilities (DDD)** – Offers case management and services to those who qualify as having a developmental disability. It is important to get in contact with a DDD social worker if you think you may need supported employment services. 462-3234

**Division of Integrated Mental health Services (DMH)** – Referrals to local mental health organizations. 462-3201

**Social Security Administration** – [www.ssa.gov](http://www.ssa.gov) - Provides benefits (monetary) and incentives for Americans with disabilities to join the workforce, eligibility is determined by disability and income. 1-800-772-1213 or (TDD 1-800-325-0778)

<b>Providence -</b>	528-4501 (TDD 273-6648)
<b>Newport -</b>	849-3487 (TDD 849-0057)
<b>Pawtucket -</b>	724-9611 (TDD 729-1896)
<b>Warwick -</b>	822-1463 (TDD 823-0453)
<b>Woonsocket -</b>	766-8423 (TDD 765-1620)

## JOB TRAINING AND/OR GETTING A JOB –

**The Workforce Partnership of Greater Rhode Island** 462-8730

**Workforce Solutions of Providence/Cranston** 861-0800 (voice) 222-4334 (TDD)

**Job Corps** - Located in the Providence Employment Center. 331-6205

**netWorkri** - [www.networkri.org](http://www.networkri.org) - - One-stop centers located in the Department of Labor and Training offices where career exploration, testing, job-seeking assistance and placement are available for adolescents and adults.

The one stop centers are:

<b>Pawtucket</b> -	721-1800 (TDD: 222-3450)
<b>Providence</b> -	462-8900 (TDD: 462-8966)
<b>Wakefield</b> -	789-9721 (TDD: 222-3450)
<b>Warren</b> -	245-9300 (TDD: 245-0415)
<b>West Warwick</b> -	828-8382 (TDD: 828-8927)
<b>Woonsocket</b> -	235-1201 (TDD: 235-1284)

**State Apprenticeship Council (SAC)** - Located at the RI Department of Labor and Training. 462- 8536

**Rhode Island Department of Labor** - Jobs and training information. 462-8000 (voice) 462-8006 (TDD)

## **GETTING AROUND –**

**Driver Education Office (CCRI)** - 825-2182

**Rhode Island Public Transportation Authority (RIPTA)** - Paratransit Services - [www.ripta.org](http://www.ripta.org) - RIPTA is a resource to use if you will need to take public transportation to get to and from work, also get information on carpooling services. RIPTA offers special programs for people with disabilities. Call them at 461-9760 or 1-800-479-6902, RIPTA - For route information call - 781-9400

## **POST-SECONDARY - COLLEGE AND TECH PREP**

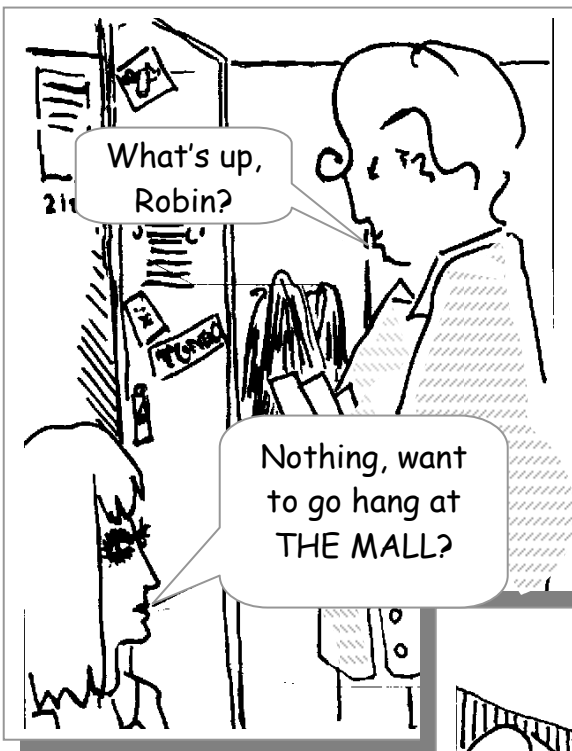
(SEE the “COLLEGE GUIDE FOR STUDENTS WITH DISABILITIES – YOUR GUIDE TO RHODE ISLAND RESOURCES”)

**Access to Opportunity** - Community College of RI - [www.ccri.edu/access](http://www.ccri.edu/access) - 825-2305

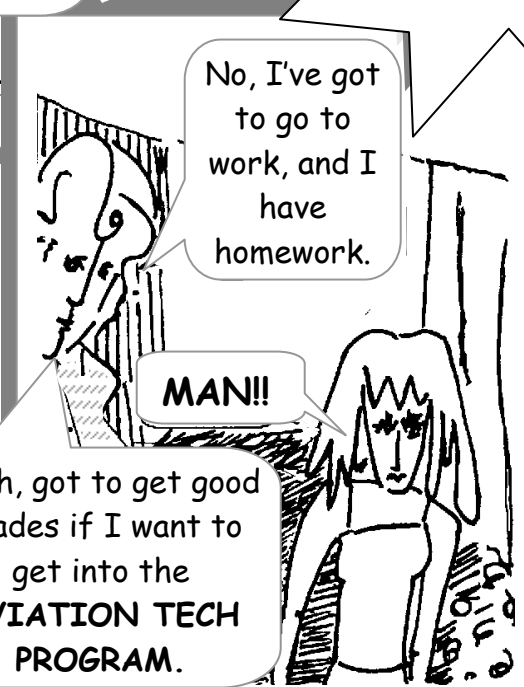
**The College Crusade of RI** - [www.collegeaccessri.org](http://www.collegeaccessri.org) - 854-5500

**Rhode Island Board of Governors of Higher Education** - [www.ribghe.org](http://www.ribghe.org) - 462-9300

# Isn't it time you thought about it too?



SOMETIMES IT PAYS TO LISTEN TO YOUR FRIENDS!



Yeah, got to get good grades if I want to get into the AVIATION TECH PROGRAM.

MAKE A PLAN FOR YOUR FUTURE!

