

# Employment Exploration Steps



## Do you want to work?

- What are you interested in
- Do you have hobbies that could be geared towards a work interest
- Do you have benefits to take into consideration (SSI/SSDI/County assistance)
- How do you get to work: walk/drive/community transportation etc.
- How many days a week
- How many hours: full-time/part-time/seasonal/PRN/SUB
- What, if any qualifications will you need (secondary school/classes/training)
- What skills do you already have

- What areas may you need to learn/improve on/develop
- What, if any support may you need
- Will you need on going support, some support, limited support, job coaching
- Job shadowing/work experience/pre-ETS?
- Indoors/outdoors
- Independent/group work settings
- Physical based work/ mind/mental based work
  - Construction = physical
  - Office = brain/mental
  - Stocking vs register
- Volunteering: w/ or w/o direct support

# Employment Skills

## Hygiene

## Dependability

## Social Skills

## Networking

## Developing job specific skills: money, stocking, cleaning, mechanic, office, computer, phone, etc.

- Reading/writing
- Assembly/disassembly
- Fine/large motor tasks
- Customer service
- Sales

## Application/interview/resume

## Professionalism

## Timecard

## Work appropriate presentation

- Clothing (style, coverage, formal/casual, not offensive)
- Makeup
- Smells

## Conflict resolution(s)

## Independent work living skills/independent skills

- Requesting time off
- Paycheck
- Managing hours worked (too many, not enough, healthy balance)
- Transportation (set up, cancel, reschedule)
- Essential needs
  - Personal hygiene
  - Essential food/beverages for meals
  - Household essentials: toilet paper, detergent, soap etc.

## Benefits (RCO, SWCIL, VRS)

# Employment Skills



## Multiple step directions/tasks

- Follow directions
- Time management

## Taking direction from others

## Working on/in a team/group setting

## Interpersonal skills

- Communication
- Conflict management
- Leadership
- Listening
- Problem solving
- Anger/anxiety/etc management
- Positive attitude
- Identify barriers
- Emotional intelligence
- Adaptability
- Set goals/personal growth
- Creativity

## Self-advocacy

## Internet Safety

- Email
- Legit businesses: purchases
- Virus protection
- Scam/catfish(ed)

## Computer Skills

- Microsoft
- Excel
- Power point
- Basic computer operations

## Phone Skills

- Slow even paced talking voice
- What are you calling for?
- How to answer phone professionally
- Voicemail set up assistance
- Follow-up phone calls
- Leaving a message

## Office Skills

- Organization
- Appropriate thorough note/message taking
- Phone skills
- Computer skills
- Mailing
- Data entry
- Typing skills
- Attention to detail

## Gossip vs. News

- What is gossip
- What is news
- What are rumors

## Workplace Rules

- Dress code
- Cell phone
- Common safety rules

## Workplace Safety

- Back safety/proper lifting
- Moving parts/operating equipment
- Tools/machine safety
- Forklift safety (safety around forklifts)
- Hand washing
- Food safety
- Blood borne pathogens safety
- Preventing injuries/what to do in case of injury
- Evacuation procedures
- Ergonomics/posture
- Personal protective equipment (PPE)
- Chemical safety
- Outdoor safety (weather, animals, insects, allergies, etc)

# Employment Process



## Learning

- Assessments: interests, personality, values, skills/abilities
- Job requirements/preferences
- Research careers/learn about businesses: Job shadow, tour, online research

## Resume/Applications

- Collect information
- Create resume, visual resume or portfolio
- Applications: paper or online
- Cover letter

## Job Search

- Job search engine account set ups
- Networking
- Contact business plan
- Interview practice questions
- Follow up from interviews: phone call, thank you notes

## Employment

- New hire paperwork
- What you'll need to know
- New job information
- Training
- Planning for your first day on the job
- Lead into other necessary topics particular to person
- Assistive technology or communication aids