MOVING AHEAD
Participant Employment Workbook

Assisting People to Become Independent, Healthy and Safe

DHS | Oregon Department of Human Services
VOCATIONAL REHABILITATION
Acknowledgments

“Never doubt that a small group of dedicated individuals can change the world. In fact, it’s the only thing that ever has.”

Margaret Mead

Production
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• State of Oregon Vocational Rehabilitation
• Step Ahead website
Participant employment workbook

Introduction
This workbook is designed to support people with disabilities to successfully transition into employment. The purpose is to help job seekers become more prepared and confident with the job search process. This workbook will help you to develop the resources needed to obtain employment.

You will be using this workbook to explore your current skills and abilities and match them with available occupations. This workbook will also help you understand some common job search challenges so you can better prepare for your job search.

This workbook focuses on four important steps in the career planning process: **Assess yourself, Plan and set goals, find a job, and Manage your career.**
Tab goes here:

Assess yourself
Tab goes here:

Assess yourself
Section 1: Assess yourself

People are more successful and satisfied when their interests and skills are a good fit with the job they have.

In this section, you will learn more about your personal skills, interests, strengths and values so you can choose a job that matches you. Knowing what is important to you will help you find and keep a satisfying job.
Transferable skills

Directions: Transferable skills are skills used in one job that can also be applied to another job. The following are examples of common transferable skills. Give specific examples of how you have used these skills. Consider how you have used them in previous jobs, volunteer work, hobbies, schools and more.

1. People skills. People skills refer to how one interacts with others. If you have good people skills, you are able to communicate well with others. Give examples of how you have used people skills in the past:

   __________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________

2. Leadership skills. Leadership skills involve taking the lead on a task or managing people or things. Give examples of how you have used leadership skills in the past:

   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________

3. Technical skills. People gain technical skills by working with specific tools, software or machinery. For example, if you worked with Microsoft Office in a past job or at school, you have gained a technical skill. Give examples of how you have used technical skills in the past:

   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________

4. Flexibility skills. Flexibility skills refer to the ability to adjust to diverse situations and environments. Give examples of how you have used flexibility skills in the past:

   _____________________________________________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
5. Problem-solving skills. Problem-solving involves recognizing a problem and finding a solution. Give examples of how you have used problem-solving skills in the past:

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________
Matching interests to work options exercise

Knowing which types of activities interest you will help your work search. Use the activities below to help match your interests to specific occupations. You will use this list to explore careers in another section.

**STEP 1:** Read each statement. Fill in the square next to the activities that interest you.

<table>
<thead>
<tr>
<th>I like to</th>
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<th>A</th>
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<td>...do puzzles</td>
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<td>...work on cars</td>
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<td>...organize things like files, offices or activities</td>
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<td>...build things</td>
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<td>...read fiction, poetry or plays</td>
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<td>...have clear instructions to follow</td>
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<td>...influence or persuade people</td>
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<td>...do experiments</td>
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<td>...take on new responsibilities</td>
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<td>...figure out how things work</td>
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<td>...put things together or assemble models</td>
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<td>...analyze things like problems, situations or trends</td>
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<td>...play instruments or sing</td>
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<td>I like to</td>
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<td>...dream about starting my own business</td>
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<td>...act in plays</td>
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<td>...think things through before making decisions</td>
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<td>...work with numbers or charts</td>
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<td>...have discussions about issues like politics or current events</td>
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<td>...keep records of my work</td>
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<td>...be a leader</td>
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<td>...work outdoors</td>
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<tr>
<td>...work in an office</td>
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<td>...work on math problems</td>
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<td>...help people</td>
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<td>...draw</td>
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<td>...give speeches</td>
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</tbody>
</table>
**STEP 2:** Add the columns at the bottom of chart above. Write down the number of filled circles for each letter. Write down the number of filled squares for each letter here.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Realistic</td>
<td>_____</td>
</tr>
<tr>
<td>I</td>
<td>Investigative</td>
<td>_____</td>
</tr>
<tr>
<td>A</td>
<td>Artistic</td>
<td>_____</td>
</tr>
<tr>
<td>S</td>
<td>Social</td>
<td>_____</td>
</tr>
<tr>
<td>E</td>
<td>Enterprising</td>
<td>_____</td>
</tr>
<tr>
<td>C</td>
<td>Conventional</td>
<td>_____</td>
</tr>
</tbody>
</table>

**STEP 3:** The three letters with the highest scores are your interest profile. Record your interest profile below.

**Your interest profile**

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Then use the table on the next page to determine which industries would be a good fit for you. Underneath the table are examples of jobs within the individual industries that may interest you. For example, if you are “Realistic,” you may be interested in the agriculture industry. Therefore, you may want to look for a job as a groundskeeper.
## Matching skills

<table>
<thead>
<tr>
<th>R</th>
<th>I</th>
<th>A</th>
<th>S</th>
<th>E</th>
<th>C</th>
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</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Agriculture</td>
<td>Arts and communications</td>
<td>Education and training</td>
<td>Arts and communications</td>
<td>Architecture and construction</td>
</tr>
<tr>
<td>Architecture</td>
<td>Information technology</td>
<td>Information technology</td>
<td>Science, technology and math</td>
<td>Human service</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>and</td>
<td>Science, technology and math</td>
<td>Agriculture</td>
<td>Education and training</td>
<td></td>
<td>Transportation</td>
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<tr>
<td>construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td>Education and training</td>
<td>Arts and communications</td>
<td>Education and training</td>
<td>Arts and communications</td>
<td>Architecture and construction</td>
</tr>
<tr>
<td>technology</td>
<td>Education and training</td>
<td>Information technology</td>
<td>Science, technology and math</td>
<td>Human service</td>
<td>Manufacturing</td>
</tr>
<tr>
<td>Manufacturing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Transportation</td>
</tr>
<tr>
<td>Science</td>
<td></td>
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<td></td>
<td>Marketing and sales</td>
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<tr>
<td>Technology</td>
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<tr>
<td>and Math</td>
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<td>Manufacturing</td>
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<td>Science</td>
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<tr>
<td>Technology</td>
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<tr>
<td>and Math</td>
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</tbody>
</table>

### Agriculture:
- Landscapers and groundskeepers
- Power plant operators
- Farmers
- Animal caretakers

### Architecture and construction:
- Construction workers
- Highway maintenance workers
- Plumbers
- Electricians

### Information technology:
- Computer support specialists
- Computer engineers
- Web developers
- Information system managers

### Manufacturing:
- Forklift operators
- Precision assemblers
- Machinists
- Metal workers

### Science, technology and math:
- Engineering technicians
- Social science research assistants
- Safety engineers
- Manufacturing engineering technologists
- Natural sciences managers

### Transportation:
- Freight handlers
- Small engine mechanics
- Auto body repairers
- Supply chain managers

### Education and training:
- Library assistants
- Adult and vocational education teachers
- University teachers
- Instructional coordinators

### Arts and communications:
- Prepress workers
- Camera equipment repairers
- Musicians
- Graphic designers

### Hospitality and tourism:
- Cooks
- Counter attendants
- Janitors
- Restaurant managers

### Marketing and sales:
- Customer service representatives
- Salespeople
- Sales supervisors
- Real estate agents

### Human service:
- Clergy
- Sociologists
- Mental health counselors
- Hairstylists
- Barbers

### Business and management:
- Receptionists
- Management analysts
- Interpreters and translators
- Office managers
Know yourself worksheet

What are five qualities you have to offer an employer? (Honesty, dependability, etc.)

1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________
4. _____________________________________________________________________________
5. _____________________________________________________________________________

What are five talents or capabilities you are proud of?
(making people comfortable, good with number/writing, good at motivating people, etc.)

1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________
4. _____________________________________________________________________________
5. _____________________________________________________________________________

What are some other accomplishments so far?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

What are your short-term goals? What are your long-term goals?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
Likes and dislikes

Directions: Answer the following questions in the spaces provided.

1. Describe your present lifestyle. What are your hobbies? What do you do when you not working or in school? _________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

2. What part(s) of your life do you enjoy the most? Time with your family? Learning new things? Hanging out with friends? Other? __________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. What part(s) of your life do you dislike? Do you expect this to change soon?
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Who are the most important people in your life? How do they influence your decisions? _________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

5. If you have work experience, what did you like and dislike about your current or past jobs? List three likes and three dislikes.

<table>
<thead>
<tr>
<th>Likes</th>
<th>Dislikes</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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</tbody>
</table>
6. List four careers you have thought about doing. Describe why you are interested in each one.

1) ___________________________________________________________________________________

2) ___________________________________________________________________________________

3) ___________________________________________________________________________________

4) ___________________________________________________________________________________
Strengths

A potential employer will often ask you what your strengths are. **Strengths** are the skills and things that you do well. You may feel uncomfortable talking about things that you do well; however, it is important to discuss your strengths in job interviews so you can stand out from other applicants.

**Directions:** Look at the list of strengths below. Check all the strengths you think apply to you. Add any others you can think of.

- Honest
- Friendly
- Punctual
- Dependable
- Cooperative
- Like responsibility
- Neat appearance
- Willing to learn
- Work well under pressure
- Follow directions well
- Flexible
- Can work without constant supervision
- Experience working with specific tools and equipment
- Experience in specific service (i.e., food, cleaning, etc.)
- Experience managing groups, money, time, etc.

- Productive
- Problem solver
- Creative
- Positive attitude
- Can be trusted
- Hard and fast worker
- Accurate, quality work
- Willing to work overtime
- Neat work habits
- Learn quickly
- Rarely get angry
- Work well with others
- Can use office software
- Fluent in another language
- Others:

  ______________________________
  ______________________________
  ______________________________

**Directions:** On the lines provided below write down three strengths from the list above that you could share during a job interview. Then briefly explain how you have demonstrated each quality. Potential employers want to hear how you have applied and succeeded with your strengths. By giving concrete examples you are showing and demonstrating your character.

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
Work values

A value is something that is of great importance to you.

Directions: Look through the list and check those values you would need to be happy at work. Then circle the three values that are the most important to you. As you set your job goals, keep these values in mind, especially the three you have circled as most important to you. Understanding your values can help you select a job that is a good fit for you.

Job satisfaction:

- Enjoy and feel good about the work that I do
- Family and friends approve of what I do
- Challenging and interesting work
- Work for a company with a good name
- Able to use talents, skills and abilities
- Access to the tools, training and other resources
- Opportunities for advancement within the company
- Be able to direct and supervise others

Money:

- Good wages
- A workers’ union
- Chance to advance in my job
- Good benefits (sick leave, insurance, vacation, etc.)
- Job is located in a specific area

Work environment:

- Safe working conditions
- Clean work area
- Quiet work area
- A lot of activity in work area
- Get along well with everyone
- Work with culturally diverse people

Supervision Style:

- A lot of supervision
- Some supervision
- Little supervision
- Have a supportive and fair supervisor

Time:

- Same hours and days to work
- Opportunity for overtime
- Others: _____________________________

My top three values:
__________________________________________________________________________
I would fit well in the following jobs

**Directions:** You have determined your skills, interests and values. Now make a list of the jobs you would want to apply for that would match your skills, interests and values. Then explain why they would be a good fit for you.

<table>
<thead>
<tr>
<th>Job</th>
<th>Why the job would be a good fit for me</th>
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</tbody>
</table>
Review section 1: Assess yourself

Now that you have a better idea of your goals and interests, you can choose the positions best suited for you. Occupations that match your strengths, interests or values should be the main focus of your job search.

Please provide some feedback about what you learned in this section below.

1. What did you learn about yourself and your abilities by taking the assessments? (e.g., skills, interests, strengths and values)

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

2. How do you plan to use the information you learned in this section?

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________
Plan and set goals
Plan and set goals
Section 2: Plan and set goals

In this section, you will focus on the important details of what you really want when looking for a job and how to use a schedule to benefit your job search. By using these tools, you will be able to organize your search into a step-by-step process and manage your time wisely.

Although you might not use all the suggestions offered, you will get an idea of how your search can be more concentrated.
Employment planning worksheet

I want (check two):

- ☐ Permanent work
- ☐ Full-time work
- ☐ Temporary work
- ☐ Part-time work

Minimum acceptable pay: $_______ per hour

Preferred shifts:

- ☐ Days (first shift)
- ☐ Evenings (second shift)
- ☐ Overnights (third shift)

Benefits I must have:

- ☐ Health insurance
- ☐ Paid time off
- ☐ Life insurance
- ☐ Other: Do I have a valid driver’s license? ☐ Yes

Do I have transportation to work? ☐ Yes ☐ No

If not, how will I get to and from work?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Physical limitations (as noted by doctor):

- ☐ Lifting restricted to _______ pounds
- ☐ Limited sitting or standing
- ☐ Low noise level
- ☐ Wheelchair accessible
- ☐ Clean air (no dust or fumes)
- ☐ Other: ________________

Cultural accommodations needed: ____________________________

I want:

- ☐ Close supervision
- ☐ Some supervision
- ☐ Little supervision
- ☐ To supervise others

I prefer to: ☐ Work alone ☐ Work with others
Job choice worksheet

I have made the following job choices:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

In making this selection, I considered the following other choices/alternatives:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

These other alternatives were not selected because:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Abilities, capabilities and unique strengths I have for this job are:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

My education background that contributes to this choice is:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

The skills I can use from previous jobs are: ______________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
I have the following concerns/needs/priorities: 

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

I will meet my basic needs (food, shelter, etc.) during my plan through the following resources: 

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

Labor market research results: 
Discuss labor market information, such as Onet.com and www.qualityinfo.org.

What is the job market where you live? If there is not a job market where you live, are you willing to relocate? (VR is not able to help with living expenses, rental deposits, etc.) How will you be able to move? 

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

How will you get to your job or training? What arrangements for transportation do you have? 

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________

How much are the wages for this type of work on average? 

_______________________________________________________________________________________

What are the physical requirements of this job? Do you see any problems with being able to physically perform the job functions? If so, what kind of accommodations would you need? 

_______________________________________________________________________________________

_______________________________________________________________________________________

What skills, certifications/licensing or training do you need to have for this type of work? 

_______________________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________________________________
Are there similar occupations you would be willing to do if you are not able to secure work in this field? What type of work would that include?

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Are there any particular barriers you might incur with being able to work in the field, such as criminal background, transportation, daycare, etc.?

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Please provide information you found about this occupation by using the informational interviewing process: (Please provide information from at least 1 employee and 1 employer.)

Name and title of person contacted: _______________________________________________________
Contact phone: __________________________ Business phone: ________________________________
Occupation of interest: _________________________________________________________________
Name and title of person contacted: ______________________________________________________
Contact phone: __________________________ Business phone: ________________________________
Occupation of interest: _________________________________________________________________

Have you had any previous plans with Vocational Rehabilitation? If so, when and where did you receive services?

_______________________________________________________________________________________
_______________________________________________________________________________________

What resources other than VR have you found to help pay for this service?

_______________________________________________________________________________________
_______________________________________________________________________________________

Others/comparable benefit: (What will other agencies or programs be able to help with?)

_______________________________________________________________________________________
_______________________________________________________________________________________
You have now identified the times of the day that you would like to work, your preferred salary and other important details. You should now have a better understanding of what you will be looking for when you enter the job search process.

Fact: Research suggests that people who write down their goals, share this information with a friend and send weekly updates to that friend are, on average, 33% more successful in accomplishing their goals than those who merely think about their goals.²

² Dominican University of California. “Study Backs of Strategies for Achieving Goals” [San Rafael]
VR goal setting journal page

This sheet can help you think about setting a vocational goal. You can write out your answers or share them with your Vocational Rehabilitation counselor. Best wishes as you chart your course toward your vocational goal.

What is your definition or understanding of the word/concept GOAL?
_______________________________________________________________________________________
_______________________________________________________________________________________

What is your experience in setting and achieving your goals (positive or negative, realistic or out of reach, achieved or abandoned)? (This could be a circle your choice kind of thing or put in photos or clip art for those who may need visual prompts.)
_______________________________________________________________________________________
_______________________________________________________________________________________

If you had a fortune cookie that you knew would come true, what would you like it to say? What do you REALLY WANT? Don’t judge your response; what’s the first thing you that came to mind?
_______________________________________________________________________________________
_______________________________________________________________________________________

In other words, what do you want to have happen in your life?
_______________________________________________________________________________________
_______________________________________________________________________________________

How do you think that can happen?
_______________________________________________________________________________________
_______________________________________________________________________________________

Do you believe your goal can happen? ________________________________________________

What steps do YOU need to take to make your goal happen?
_______________________________________________________________________________________
_______________________________________________________________________________________
What do you think will be easy or fun about reaching your goal?
_______________________________________________________________________________________
_______________________________________________________________________________________

What do you think will be difficult about reaching your goal?
_______________________________________________________________________________________
_______________________________________________________________________________________

What kind of support do you need in order to reach your goal?
_______________________________________________________________________________________
_______________________________________________________________________________________

Who can/will provide the support? Who can you ASK for support? Who will be on your team?
_______________________________________________________________________________________
_______________________________________________________________________________________

How will you feel when you reach your goal? How will you look?
_______________________________________________________________________________________
_______________________________________________________________________________________

What will you do to celebrate? How will you celebrate along the way to reaching your goal?
_______________________________________________________________________________________
_______________________________________________________________________________________

How will you take care of yourself when/if you have a setback?
_______________________________________________________________________________________
Tab goes here:

Find a job
Tab goes here:

Find a job
Section 3: Find a job

In this section you will learn about and/or improve skills that are important for obtaining a job. The specific skills that will help you prepare for finding a job include:

- Employment references
- How to keep a job
- Online profile
- Stress reducers
- Deciding your best options and when you should disclose a disability
- Job search log
- Interview practice
Disclosure Decisions TO GET THE JOB

Every individual with a disability must choose whether to disclose (share) his or her disability with an employer. Primary factors to consider include whether accommodations will be needed on the job or whether a disability is visible or hidden. Other aspects related to the employer and the company may also influence your decision. Follow this disclosure decision guide to determine what will work best for you. Remember, if you choose to disclose your disability, you are protected from discrimination by federal laws.

First, identify a NEED for disclosure, such as determining accessibility, necessary accommodations, or potential job match. Consider your answers to questions in Chart 1 and decide if you have a reason to disclose.

If you decide that disclosure will help you be successful, look at the pros and cons of WHEN you disclose in Chart 2. Then, follow the general guidelines in Chart 3 to decide HOW to disclose.

Effective disclosure can establish a positive working relationship with your employer. Practicing with a close friend, family member, or career counselor can help to increase your comfort level and skills.

Three Steps to Disclosing a Disability

1. Determine NEED for Disclosure
2. Decide WHEN to Disclose
3. Choose HOW to Disclose

Virginia Commonwealth University (VCU)
## 2. Decide **WHEN** to Disclose:
*Consider Pros and Cons*

<table>
<thead>
<tr>
<th>When</th>
<th>Potential Gains</th>
<th>Potential Setbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>In a cover letter</td>
<td>Advance time to prepare positive written disclosure and to tailor your abilities to duties of job description.</td>
<td>Employer's preconceptions may hinder opportunity for an interview. Unable to read employer's body language and mood.</td>
</tr>
<tr>
<td>In a resume or on a job application</td>
<td>Establishes &quot;up front&quot; relationship and communication.</td>
<td>Employer may have stereotypes about disabilities and may not offer you an interview.</td>
</tr>
<tr>
<td>When employer calls for an interview</td>
<td>Establishes open communication and gives an employer time to review Americans with Disabilities Act of 1990 compliance information.</td>
<td>May not get serious consideration during interview.</td>
</tr>
<tr>
<td>Before the interview</td>
<td>Shows respect to employer, gives employer advance notice to secure any accommodations that may be needed during the interview, and time to research proper etiquette or refresh knowledge on ADA.</td>
<td>Employer has advance time to yield to his or her stereotypes about disabilities.</td>
</tr>
<tr>
<td>During the interview</td>
<td>Opportunity to read employer body language, to time the disclosure, and to disclose in a brief, positive manner.</td>
<td>Employer may feel uneasy and ill prepared to respond with appropriate and legal questions.</td>
</tr>
<tr>
<td>After the job offer</td>
<td>May have legal recourse if disclosing disability negatively affects the hiring decision. There is time to get accommodations in place before the job starts. Positive relationship has already been established with employer.</td>
<td>Employer may feel that you have been dishonest in the application process, which may erode trust.</td>
</tr>
<tr>
<td>After the job begins</td>
<td>Gives opportunity to establish credibility before disclosure. Gives freedom to talk with co-workers about disability related issues.</td>
<td>May take time to secure requested accommodations. Employer may believe you have not been honest which may negatively affect your relationship.</td>
</tr>
<tr>
<td>When performance difficulties arise</td>
<td>Difficulties may not arise (i.e. you may never need to disclose).</td>
<td>Employer may have difficulty changing his or her perceptions of your work performance, feel betrayed or wonder why you waited so long.</td>
</tr>
<tr>
<td>Never</td>
<td>Disability information is kept private.</td>
<td>Not protected from discrimination under the ADA.</td>
</tr>
</tbody>
</table>
1. Determine **NEED** for Disclosure: Gather all the Facts

Consider the questions below. "Yes" answers may indicate a need for or benefit of disclosure. "No" answers may indicate a need for more preparation or limited benefit of disclosure.

<table>
<thead>
<tr>
<th>Area</th>
<th>Questions</th>
<th>Circle Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>• Do I have background information about the company?</td>
<td>Yes / No</td>
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<tr>
<td></td>
<td>• Does the company, senior management, or owner welcome and value diversity?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Has the company participated in any disability related recruitment programs?</td>
<td>Yes / No</td>
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<tr>
<td></td>
<td>• Is there a company policy on hiring individuals with disabilities?</td>
<td>Yes / No</td>
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<tr>
<td></td>
<td>• Does the company offer any internship programs?</td>
<td>Yes / No</td>
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<tr>
<td></td>
<td>• Is pre-employment testing required? What is the medium for testing?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Job Position</td>
<td>• Have I requested a detailed job description for the position?</td>
<td>Yes / No</td>
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<td></td>
<td>• Do I know what are the essential functions and expectations of the job?</td>
<td>Yes / No</td>
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<td></td>
<td>• Can I talk with an employee who is currently in this position or in a similar one?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Will my compensatory strategies (e.g., use of adaptive software or assistive technology) change the traditional way of getting the job done?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Will I need accommodations for the application process, interview process, or at the worksite?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Employer</td>
<td>• Does the supervisor use a flexible and personal management style?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Does the employer have experience in managing differences or diversity?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Does the employer focus on essential, rather than marginal functions?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Has the employer had positive experiences hiring individuals with disabilities?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Can I provide the employer with resource information about the Americans with Disabilities Act of 1990 (ADA) and my specific accommodation needs?</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Myself</td>
<td>• Am I familiar with the protections provided by the ADA?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Am I comfortable with my disability?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Am I aware of my strengths and functional limitations?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Will I need potential medical assistance?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Have I explored technology or strategies to compensate for my limitations?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Have I previously used accommodations at a work-site?</td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td>• Have I practiced disclosure with a family member, close friend, or career professional?</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

**Need More Information?**

**About company and position:**
- University career centers
- Human resource departments
- Professional associations
- Local chambers of commerce
- Company specific websites
- Informational interviews

**About potential accommodations:**
- Job Accommodations Network  
  www.jan.wvu.edu
- Virginia Assistive Technology System -- www.vals.org
- ABLEDATA -- www.abledata.com
- Department of Rehabilitative Services -- www.vadrs.org
### 3. Choose HOW to Disclose:
General Guidelines

<table>
<thead>
<tr>
<th>How</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stress current involvement in a positive activity that shows your</td>
<td><strong>Resume</strong> -- Member of the American Blind Skiing Foundation</td>
</tr>
<tr>
<td>ability to manage your disability.</td>
<td></td>
</tr>
<tr>
<td>Be optimistic; focus on your abilities and job qualifications.</td>
<td><strong>Cover Letter</strong> -- As an individual with a life long physical and speech</td>
</tr>
<tr>
<td></td>
<td>disability, I learned early on to focus on my intellectual abilities and</td>
</tr>
<tr>
<td></td>
<td>to develop strengths within my limits. For example, I received my first</td>
</tr>
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<td></td>
<td>computer when I was 5 years old and learned to operate it independently.</td>
</tr>
<tr>
<td></td>
<td>Today I am proficient in many software applications, operating systems,</td>
</tr>
<tr>
<td></td>
<td>and system troubleshooting.</td>
</tr>
<tr>
<td>Give the employer information on what he or she needs to do or</td>
<td><strong>Telephone Call Prior to the Interview</strong> -- &quot;I am calling to confirm my</td>
</tr>
<tr>
<td>provide regarding communication, directions, or supervision.</td>
<td>interview scheduled at your company in 2 days. Could you please tell</td>
</tr>
<tr>
<td></td>
<td>me where to find your office's accessible entrance?&quot;</td>
</tr>
<tr>
<td>Educate the employer by articulating or demonstrating how you can</td>
<td><strong>During the Interview</strong> -- Have you ever heard of a screen reader? I</td>
</tr>
<tr>
<td>perform the essential functions of the job. Have resource information</td>
<td>have a learning disability and have difficulty reading in the traditional</td>
</tr>
<tr>
<td>available for the employer.</td>
<td>way. My screen reader, which reads electronic information aloud using</td>
</tr>
<tr>
<td></td>
<td>a computerized voice, has enabled me to succeed at college and I know</td>
</tr>
<tr>
<td></td>
<td>it will be useful on this job.&quot;</td>
</tr>
<tr>
<td>Explain the benefits of your disability regarding your personal</td>
<td><strong>During the Interview</strong> -- &quot;Through my disability, I have learned the</td>
</tr>
<tr>
<td>growth or perseverance.</td>
<td>value of connecting with professionals. I can be resourceful and</td>
</tr>
<tr>
<td></td>
<td>creative to get the job done.&quot;</td>
</tr>
<tr>
<td>Face employer concerns by talking about your compensatory strategies</td>
<td><strong>During the Interview</strong> -- &quot;You may be wondering how I can type letters</td>
</tr>
<tr>
<td>or accommodation solutions.</td>
<td>with my physical disability. I have a great software program that allows</td>
</tr>
<tr>
<td></td>
<td>the computer to type as I speak words. It can be loaded on most</td>
</tr>
<tr>
<td></td>
<td>computers. I would be happy to show it to you sometime.&quot;</td>
</tr>
<tr>
<td>Use general, functional terms to briefly explain the impact of your</td>
<td><strong>After the Job Offer</strong> -- &quot;During the interview, you explained that work</td>
</tr>
<tr>
<td>disability on the job; avoid technical, medical diagnoses.</td>
<td>was verbally assigned at a staff meeting. I find that I work best when</td>
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<tr>
<td></td>
<td>instructions are both written and verbal. I have a disability that makes</td>
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<tr>
<td></td>
<td>processing verbal information a challenge. Could you accommodate me in</td>
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<tr>
<td></td>
<td>this way?&quot;</td>
</tr>
<tr>
<td>In a private setting, remind your employer about your right to</td>
<td><strong>After the Job is Accepted</strong> -- After disclosing your disability in your</td>
</tr>
<tr>
<td>confidentiality.</td>
<td>employer's office: &quot;Thank you in advance for keeping this information</td>
</tr>
<tr>
<td></td>
<td>confidential.&quot;</td>
</tr>
<tr>
<td>Frame the disclosure around how you work best.</td>
<td><strong>A Few Weeks on the Job</strong> -- &quot;I have noticed that I am having a difficult</td>
</tr>
<tr>
<td></td>
<td>time completing my work assignments. I have a medical condition that</td>
</tr>
<tr>
<td></td>
<td>requires frequent breaks in order to do my work. Would you allow me to</td>
</tr>
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<td></td>
<td>work later to enable me to take more breaks? I always get the job done</td>
</tr>
<tr>
<td></td>
<td>when I manage my schedule in this way.&quot;</td>
</tr>
</tbody>
</table>
List the reasons why you NEED to disclose.

1

WHEN will you disclose your disability?

2

List the reasons for choosing this time.

2

Write a few phrases telling your employer about your disability.

3

Practice your disclosure with another person.

3

NO I will not disclose

List the reasons why you choose not to disclose.

For each new job, review the information in this brochure to determine whether or not to disclose.
Employment references

Directions: Circle “T” for true if you believe the person would make a good employment reference candidate. Circle “F” for false if you believe the person would make a bad employment reference candidate and explain why.

1. A supervisor from a job you worked for less than 6 months. T or F
2. One of your former high school or college teachers. T or F
3. Your grandmother. T or F
4. A supervisor from a job you worked for over a year. T or F
5. A manager from a job you were fired from. T or F
6. Your cousin’s husband’s great aunt. T or F
7. Your former coworker. T or F
8. Your kindergarten teacher. T or F
9. Your priest or religious leader. T or F
10. The head of the organization you regularly volunteer with. T or F
11. Your social worker. T or F
12. Our elderly neighbor whose leaves you rake. T or F

When completed, you can start gathering employment reference letters from your candidates.
How to keep your job

Directions: Circle the statements that describe what you should do to keep your job.

1. Be on time.
2. Don’t get along with coworkers.
3. Be willing to help out in other areas at work.
4. Wear the latest fashion trends
5. Have a good attitude.
7. Always be back from breaks on time.
8. Go to work every time you are scheduled.
9. Take extra-long break if you need them
10. Give plenty of notice if you’re sick.
11. Check with supervisor before doing anything.
12. Follow all policies at work.
13. Ask questions if you do not understand something.
14. Do not have any parole/probation violations.
15. Do not abuse drugs or alcohol, especially at work.
16. Producing good-quality work.
17. Steal from work.
18. Respecting your supervisor.
19. Refusing to wear appropriate work clothing
20. Do not ask for a lot of time off.
21. Make a lot of personal phone calls at work.
How to keep your job-answer key

Directions: Circle the statements that describe what you should do to keep your job.

1. Should be circled
2. It is important to get along with your coworkers.
3. Should be circled
4. It is important to wear appropriate work attire, not the latest fashion trends.
5. Should be circled
6. Should be circled
7. Should be circled
8. Should be circled
9. It is important to keep your breaks to the time allotted.
10. Should be circled
11. Should be circled
12. Should be circled
13. Should be circled
14. Should be circled
15. Should be circled
16. Should be circled
17. Stealing from work will probably lead to you being fired.
18. Should be circled.
19. It is important to wear your uniform or appropriate work attire.
20. Should be circled
21. It is important to only make personal calls while on break.
Is your online profile hurting your career?

Employers often view applicants’ Facebook and other social media profiles when making their decision to hire an applicant. If the employer finds inappropriate or questionable content on an applicant’s profile, that applicant is likely to no longer be considered for hire.

Directions: Answer the following questions by circling “T” for true or “F” for false. If you answered with mostly trues, you will want to edit the content and privacy settings of your social media profiles to be more employer-friendly.

1. My Facebook profile contains a lot of pictures of me drinking. T or F
2. My status updates contain curse words and inappropriate content. T or F
3. My friends post inappropriate pictures and messages on my wall. T or F
4. My profile pictures show off all my tattoos. T or F
5. When I Google my name, links to all my social media profiles show up. T or F
6. People who are not my friends can view my entire Facebook and Twitter profiles. T or F
7. I would not let my grandmother view my Facebook profile. T or F
Stress reducers

Directions: Looking for work and maintaining a job can be stressful. A certain amount of stress makes life interesting and challenging. However, when there is too much stress or a person is not managing it well, illness can result. Below is a list of stress reducers to help you stay well physically and emotionally. Check the items below that best describe you.

- I sleep 7-8 hours at least four nights per week.
- I have at least one relative or friend nearby on who I can rely.
- I drink fewer than five alcoholic beverages per week.
- I give and receive affection regularly.
- I exercise as least three times per week.
- My income is adequate to meet my basic expenses.
- I have a network of friends and acquaintances.
- I am in good health (including eyesight, hearing, and teeth).
- I am able to speak about my feelings when angry or worried.
- I have regular conversations with the people I live with about chores, money, and living issues etc.
- I regularly participate in social or other activities.
- I do something fun at least once a week.
- I am able to manage my time well.
- I eat a well-balanced diet, including adequate amounts of protein, fruits, and vegetables.
- I am close to the appropriate weight for my height.
- I get strength from my beliefs.
- I drink less than four caffeinated beverages per day.
- I get an adequate amount of quiet time for myself during the day.
- I have one or more people to confide in about personal matters.
- I have a plan to better manage the stressors in my life.

Total number of checks

Add up the number of checks above. If there are seven (7) or less, you might not be doing all you can to reduce or manage stress in your life.

Next steps: Review the items above and identify one or two that you can do. For example, taking a long, vigorous walk three times per week could improve your health at stressful times in your life.
Name: __________________________________________

# Job search log

<table>
<thead>
<tr>
<th>Date</th>
<th>Company name</th>
<th>Company address</th>
<th>Phone</th>
<th>Resume Y / N</th>
<th>Comments</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
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Resource
Vocational Rehabilitation resources

Oregon DHS Vocational Rehabilitation (DHS VR)
www.oregon.gov/dhs/employment/VR/Pages/Index.aspx

Job Accommodations Network (JAN)
https://askjan.org/

Oregon Career Information System (CIS)
https://oregoncis.uoregon.edu/Portal.aspx

Oregon Labor Market Information System (OLMIS)
www.qualityinfo.org/
My next move

Go to the O Net Interest Profiler at www.mynextmove.org.

1

There are five short pages of questions.

When you finish each screen, hit “Next.”

2

You can start over or review your unsure answers here. If you do not want to change anything, hit “Next.”
3
Print this screen first. After that, open the type that most resembled you.

4
Type in your name here.

Then hit “Close.”

5
Hit “Next.”
The next screens deal with how much education you want to get. Are you finished with school or do you want to get more?

6

Hit “Next.”

7

Hit “Next.”

8

Read about the job zones here:
1. No experience or jobs.
2. Some experience + high school diploma.
3. Extensive on-the-job training/skills, AA degree or vocational school.
4. Bachelor’s degree plus work skills.
5. Master’s degree plus work skills.

After you know which one you might want, hit “Next.”
Select the Job Zone you chose from what you read in the previous screen.

Hit “Next.”

These are the occupations that match your choices. Please print them and bring them with you.

You are done.