

**RAISE THE BAR**  
**HIRE!**



Massachusetts Department of Developmental Services Presents:

# Charting the Job Search Process

**2019 Raise the Bar HIRE Conference**

**October 10, 2019**

# Today's Topics

- The *Tool Kit*
- Getting Started
- Job Applications and Resumes
- Job Search and Matching Considerations
- Interviewing
- Disclosure
- Dealing with Rejection
- Tips on Maintaining a Job
- Executive Functioning and Sensory Challenges
- Stress and Anxiety in the Workplace

# Getting Started:

## *What to think about and what to ask*

- Why Work *Tool Kit*
- Strengths, Desires, Goals *Tool Kit*
- What are my must-haves? *Tool Kit*
- How will a new job impact my life? What are my expectations?

# Job Applications & Resumes

- Many companies post printable online job applications
- Completing applications at home can provide practice for times that applications need to be filled out at employer sites
- Free resume and cover letter templates are available on the Microsoft Office.com website:

<https://templates.office.com/en-us/Resumes-and-Cover-Letters>

# Job Search & Matching Considerations

- What kind of job, industry, and environment is ideal? What is acceptable if not ideal?
- Conduct individualized searches
- What are the best settings?
- Have an understanding of where an individual might thrive

# Interviewing

- Role play
- Practice mock phone or Skype interviews
- Interview questions: Practice novel, expected, and nuanced questions with family/friends/coach.
- Practice small talk
- Review calming techniques and coping skills

# Interviewing

- Research and preparation
- Interviewer: “Do you have any questions for us?”
  - **Be prepared with a go-to question.**
- Do a dry run of transportation and travel time prior to the interview.

# Disclosure & The ADA

- The Americans with Disabilities Act (ADA) became law in 1990. Title I focuses on Employment
- Helps people with disabilities access the same employment opportunities and benefits available to people without disabilities.
- Requires employers to provide reasonable accommodations to qualified applicants or employees.
- Defines disability

Source: <https://adata.org/factsheet/ADA-overview> *Tool Kit*



# Disclosure

- Disclosure is a personal decision
- What to say
- Who to talk to

# Disclosure

- When to disclose
  - Before or after the interview...
  - After receiving a job offer...
  - Anytime during employment...
- Accommodation needs

# Disclosure & Accommodations

## *Tool Kit*

- When disclosing, express what you might need to help you be most successful at the job. “For time-management, a written schedule with the allotted time for each task would be helpful.” or “Please help me prioritize my daily tasks.”
- Make your supervisor aware of your learning style. “When being taught new skills, I learn best from modeling, pictures, and written emails instead of speaking face-to face”
- “Please provide me with a map/layout of the office”

# Dealing with rejection

- The job search process for any job seeker is a numbers game.
- Interviews that don't result in jobs...
- Interviewing provides valuable experience

# Tips on Maintaining a Job *Tool Kit*

- **The most basic way to keep your job is simply do your job.**
  - Be likable, punctual, and professional.
- **Use Natural Supports when Possible.**
  - Identify things such as who will help you; Wake up on time, Decide what to wear to work, and What your responsibilities are when you're not at work.
- **What are the performance expectations of the job?**
  - Keep in mind that when you start a job, you will not be proficient immediately.
  - Focus on your skills.
- **What are the social expectations of the job?**
  - Know appropriate conversation topics at work; weather, weekend plans, places to go.
  - Know topics to avoid talking about at work; religion, politics, finances, comments about other people.

# Executive Functioning & Sensory Challenges *Tool Kit*

- **Know your preferences for a successful work environment and how to ask for what you need.**
  - If you have sensory issues, don't assume others at work are aware of them.
  - Things to consider; A quiet area to work, low lighting
- **Know who to ask for help.**
  - Job Coach, Supervisor, or Manager
  - Use checklists, notebooks, or organizers to help remember things
- **Find a mentor at your workplace.**
  - Someone you feel comfortable talking to
  - Someone who keeps you on track to success

# Stress & Anxiety in the Workplace

## *Tool Kit*

Let a supervisor know what's helpful, such as:

- Clear Directions
- Clear Feedback
- Email instead of face-to-face conversation (if possible)

Sensory sensitivities in the workplace can increase anxiety

- Ask for a work station in a desired location
- If disclosing, let a supervisor know how they can help

# Video

[https://www.youtube.com/watch?v=ojBDvEfzR\\_E](https://www.youtube.com/watch?v=ojBDvEfzR_E)



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# Resources – page 1

**ReachHire** The Mission of ReachHire is to support young adults inspired to work, learn, and train, who pursue financial independence as a path to a meaningful life. <http://reachhirema.org/>

**Personality and Aptitude Tests** ReachHire <http://reachhirema.org/going-to-work/the-application-process/personality-and-aptitude-tests/>

**Employment Negotiations** Training and Technical Assistance for Providers Virginia Commonwealth University & The Institute for Community Inclusion University of Massachusetts Boston  
<https://worksupport.com/documents/employnegotiation.pdf>

**WEBINAR:** Making the Best Impression: Using Visual Resumes for Success (June 29, 2017)  
<http://connectpro97884399.adobeconnect.com/psat7180r2r6/>

# Resources - page 3

**EmploymentFirstMA** Resource Library Home

[https://employmentfirstma.org/pages/resource\\_lib.html](https://employmentfirstma.org/pages/resource_lib.html)

An Overview of the **Americans With Disabilities Act**

<https://adata.org/factsheet/ADA-overview>

**Get to Know the 5 Most Popular Pre-Employment Personality Tests**

TopResume <https://www.topresume.com/career-advice/how-to-pass-the-pre-employment-personality-test>

# Resources - page 3

## ***Autism Employment Resources:***

**EmploymentFirstMA** Webinar Archives: Words of Wisdom: Achieving Successful Jobs for Individual's with Autism Spectrum Disorders (ASD) (March 23, 2016)

<http://connectpro97884399.adobeconnect.com/p808d5mnflg/>

**WEBINAR:** Making a Good Match - Introduction to Employment for People with Autism (February 24, 2015)

<http://connectpro97884399.adobeconnect.com/p95pb2erxca/>

**Institute for Community Inclusion:** Supporting Individuals with Autism Spectrum Disorders: Quality Employment Practices:

[https://www.communityinclusion.org/article.php?article\\_id=266&type=topic&id=3](https://www.communityinclusion.org/article.php?article_id=266&type=topic&id=3)