



Charting the Job Search

Tool Kit

WHY WORK *Highlight or circle the reasons you want to work.
Include additional reasons at the bottom of the page.*

Earn money

Use my skills and talents

Learn new skills

Meet new people/Make new friends

Have more control over my life

Achieve my goals

Have something to do/somewhere to go

Do something that interests me

Learn about myself and others

Participate in and contribute to my community

Learn more about my community

Help others

Be part of a team

Improve my confidence



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MY STRENGTHS *Highlight or circle your strengths. Include your additional strengths at the bottom of the page.*

Organized

Like to learn new things

Friendly

Advocate for others

Big picture thinker

Computer skills

Attention to detail

Punctual

Team player

Hard worker

Like to help others

Adaptable

Good people skills



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VISION STATEMENT

1. What type of relationships or activities would I like to continue to be involved in? What would I like to explore?
2. What do I need in order to receive effective supports?
3. What are my strength and abilities?
4. What would I like to happen in the next two years?



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MY MUST-HAVES

Highlight or circle what's important to you. Include additional must-haves at the bottom of the page.

Set schedule

Specific work hours

Near public transportation

Calm Setting

Busy environment with a lot of people



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MY PERSONAL TOOLS *Highlight or circle tools you will use. Include additional tools at the bottom of the page.*

Notebook

Organizer/Calendar/Planner

Support worker/Job Coach

Text messaging for support

Family/Friends

Co-worker

Supervisor

Internet

Phone apps

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DISCLOSURE *page 1*

- Am I knowledgeable about the ADA guidelines?
 - If not, review the guidelines

- Do I need accommodations to perform my best work?

- If I need accommodations, exactly what do I need?

- Are my needed accommodations readily available?
 - If not do I need to disclose to get the accommodations I need?

- If I am disclosing, to whom should I disclose?
 - When should I disclose

Tool Kit

DISCLOSURE page2

- At the interview or after obtaining the job?
- What am I most comfortable to disclose about my disability?
- Sometimes it's important to give the employer a fact sheet about the disability –help them to be knowledgeable.
 - Do I have a fact sheet about my disability and my accommodations need?
- Ask someone who you are comfortable with, about your decision to disclose. In the end, it's your decision...
- Role-play and practice disclosing with someone. Think about the words to use and how to get your needs met.
- Practice to highlight your strengths and your past accomplishments ...

RAISE THE BAR
HIRE!

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Tips to help me maintain a job:

- I am able to get to work on time.
 - I know what time I go to lunch and have breaks.
 - I know where to go on my breaks. I bring food and things to do during break time.
 - I understand my job and know what is expected of me.
 - I know who to ask when I need help at work.
 - I know how to ask for what I need at work, such as:
 - A quiet area to work
 - A dimly lit room
 - Other things that will help me work better
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Tips that will help me deal with stress and anxiety at work:

I know 5 things to do when I am anxious.

They are:

1. _____
2. _____
3. _____
4. _____
5. _____

- I know who to tell when I am sick or not feeling well.
- I know how to ask for help when I don't understand what I'm supposed to be doing at work.



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WORKPLACE NAVIGATION *These are some things I might want to know or share with my supervisor so I can feel more comfortable and confident at work. I may not need all the things listed below, depending on my job. I can ask my supervisor, a coworker, or look in the employee handbook (if there is one).*

Map of the building, office, or store

Let my supervisor know how I learn best

Restroom location

Who to ask for supplies (pens, paper):

Who to talk to in Human Resources:

My supervisor's name/work phone number:

Where to eat during breaks:

Where can I buy food/drinks:

Who to call if I'm sick or can't make it to work:

Procedure for requesting time off:

Go to Social Questions:

Topic to avoid talking about at work:
