

Disabilities/Different Abilities

A New Perspective for Job Hunters

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Section One

Getting to know you. . .

This section will help you through the initial process of identifying workplace preferences and values. It will be easy to answer some of the items and others may require a little thought or may not have a clear-cut response.

This is o.k.

Each one of us has individual preferences and strengths. The more self-awareness we possess, the better we are able to communicate this information in a job interview.

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This section is intended to encourage you to gain self-awareness.

In addition to completing these exercises, it is helpful to consult with a vocational counselor who has experience with standardized testing and who also has knowledge of the current job market, to measure your current aptitudes, assess transferable skills, and to help you in identifying appropriate job goals.

Section Two

Facing the job market. . .

All of your questions regarding your rights under the Equal Opportunity Employment Act as a job hunter with a disability will be answered as you complete this section.

Reasonable accommodations are discussed in depth, and you will have a much better understanding how to accommodate your particular disability in the workplace.

Common forms of discrimination are noted. You will learn how to best present yourself so as to allow prospective employers to learn all about you: strengths as well as weaknesses - an honest, yet non-discriminatory approach.

Your strengths will be recognized...It is nice to be needed.

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Facing workplace discrimination?

It is illegal for employers to discriminate in hiring people because of race, color, sex, national origin, religion, age or disability.

Civil rights protection is provided by the Equal Employment Opportunity Commission.

These are some of the *illegal questions* you may be asked which may be used to *discriminate* against hiring you.

- ▶ ***What is your race?***
- ▶ ***What is your age?***
- ▶ ***Are you married?***
- ▶ ***What is your religious background?***
- ▶ ***Do you have any children?***
- ▶ ***Do you have a back injury?***
- ▶ ***Have you ever been on Workers' Compensation?***

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Section Three

On your mark! Set! Go. . .

Review and practice of this section will help you to master the application, interview and follow-up process.

It is helpful to complete the practice application and contact your references, letting them know you are in the process of job hunting. It also helps to run through a mock interview using your customized sample responses with someone else asking you sample questions . This will solidify the learning process.

Be sure to follow-up after you have applied with a company. It reminds the employer that you are interested in the job.

As you start working, remember that the employer was willing and able to make reasonable accommodations. It is okay if there are some things that you are unable to do. Get help if you need. You are worth it. You have a lot to offer.

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On you mark! Set! Go!

TIPS ON COMPLETING APPLICATION FOR EMPLOYMENT

Many people have difficulty determining what to write for **reason for leaving** on the job application.

Be honest, but positive. If you write that you have been fired, lost job due to an injury or that you left for medical reasons, it gives a negative impression.

Use positive terms

Suggestions:

- ▶ Lay-off
- ▶ Career change
- ▶ More suitable position
- ▶ More money
- ▶ Better job
- ▶ Relocation
- ▶ Reorganization

It is **not lying** when presenting yourself more positively.

If you were a carpenter and injured your elbow and it is painful for you to use a hammer, **a better job would be any job that did not provoke pain on a regular basis.**