

WELCOME

Thanks For Joining Our Webinar!
**WHAT YOU NEED TO KNOW
BEFORE YOU APPLY FOR A WORK
FROM HOME JOB**

Starting at 3:00 pm EST

Remember to put your computer in full screen mode!

Presenters



Sandy
Darnell



Ethel
Lawrence

Sandy and Ethel are employment counselors
specializing in work from home positions

My Employment Options CEO



PAULA VIEILLET, the CEO of Employment Options, is a Nationally Certified Vocational Evaluator helping people with physical, mental and emotional challenges find suitable jobs for over 20 years.

Her company, Employment Options is an Employment Network in the Social Security Ticket to Work Program.

www.myemployeroptions.com and provides free job placement services to qualified persons receiving SSI or SSDI.



Paula is the author of 3 career books:

- ***Disabilities/Different Abilities: A New Perspective for Job Hunters***
- ***Instructor's Guide to Disabilities/Different Abilities***
- ***Employment Options: The Ultimate Resource for Job Seekers with Disabilities and Other Challenges***



<http://myemployentoptions.com/resources/books/>

WHO WE ARE AND WHAT WE DO

- ❖ Help SSDI and SSI beneficiaries Return to work
- ❖ Ticket To Work allows beneficiaries to try working without automatically losing cash or medical benefits
- ❖ Social Security Certified Employment Network – Chosen as SSA Model EN 2013
- ❖ Free Job Counseling
- ❖ Help With Transition of Returning To Work
- ❖ Help people come off disability
- ❖ Celebrate Client Success with Paycheck Monthly Raffles and Earned Rewards Program

Working from home?

What You Need To Know Before Applying

*Excerpts from Books with permission from Publisher

Legitimate Companies & Jobs

Questions to Research

How long has company been in business?

Are there any fees involved? **(RED FLAG)**

Are they legitimate fees?

(reasonable fee for background or credit check, etc.)

Is the job W-2 or 1099?

What is the difference?

W-2...Taxes withheld

1099...Taxes not withheld



Work At Home Jobs & Industries

- ❖ What type of work would I be doing?
 - Customer Service Representative
 - Respond to incoming customer calls
 - Technical Support
- ❖ What companies?
 - Cell Phone Companies
 - Internet Services
 - Various Other Services



TECHNOLOGY



COMMON TECHNOLOGY REQUIREMENTS

- ❖ A PC that meets the requirements of the Home Agent platform. (no mac computers accepted)
- ❖ Anti Virus Protection that meets the requirements of the company.
- ❖ High speed Internet access (DSL or Cable only).
- ❖ A Land Line Telephone...no Wireless or VOIP will be accepted

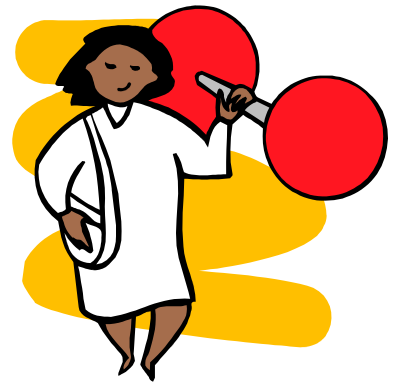
Minimum Computer Skills Required

- ❖ Words per minute (usually 25-30 wpm)
- ❖ Ability to navigate Multiple Browser Tabs
- ❖ Know basic computer terminology
- ❖ Know how to screen print
- ❖ Have the ability to cut, paste and copy



Minimum Strengths & Skills

- ❖ Enjoy working with people
- ❖ Good listener
- ❖ Self-discipline, Self-discipline, Self-discipline
- ❖ Patience
- ❖ Pleasant, Professional speaking tone
- ❖ Self-Motivation is necessary
- ❖ Have problem solving skills
- ❖ Time management abilities



IF YOU ARE HIRED TO WORK FROM HOME...

What can you expect?

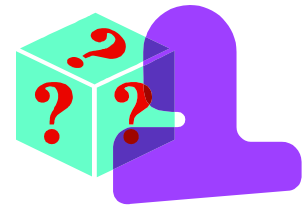


Work Schedules

- ❖ You will work a set schedule
- ❖ Do not make appointments during that time
- ❖ Tell family and friends of your schedule so that they will not call or come by to visit
- ❖ Do not plan on taking care of pets



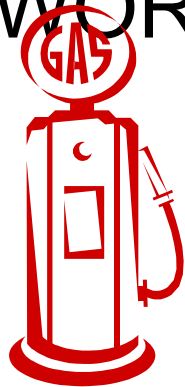
Home Office Set Up



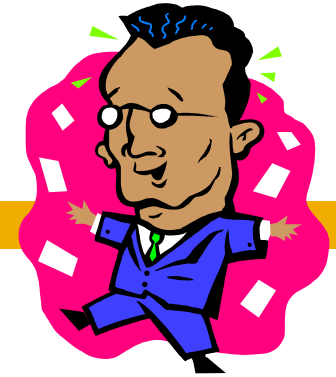
- ❖ Quiet, Private workplace is mandatory
- ❖ Comfortable chair
- ❖ Good lighting
- ❖ All equipment hard wired
- ❖ Telephone....land line
- ❖ Eliminate as many outside noises as possible

THE BENEFITS OF WORKING FROM HOME

- ❖ WEAR COMFORTABLE CLOTHING
- ❖ NO TRANSPORTATION NEEDED - SAVES GAS, MAINTENANCE COSTS, INSURANCE
- ❖ NO NEED TO WORRY ABOUT BAD WEATHER



Work at home Challenges



- ❖ The Refrigerator calls your name
 - Don't answer the call
- ❖ Cabin Fever (work at home is not for everyone)
- ❖ Separating Work from Personal Space & Time



People With Disabilities & Working From Home

- ❖ Computer Technology ---- whatever is out there that helps – larger screen monitors, etc.
- ❖ Office Ergonomics
- ❖ No social or fashion pressure with co-workers
- ❖ Companies like a diversified workforce
- ❖ For those on SSDI/SSI Ticket To Work – May Be Eligible For Free Job Placement Help

APPLICATIONS & INTERVIEW TIPS

- ❖ On computer (Virtual)
- ❖ Have your resume or dates of employment, school etc. ready
- ❖ Most take a few days to process and let you know if you got interview
- ❖ Many are group interviews
- ❖ Testing – many give psychological testing to see if working at home would suit you
- ❖ Tell References You are Applying for jobs so they are prepared if and when employer calls

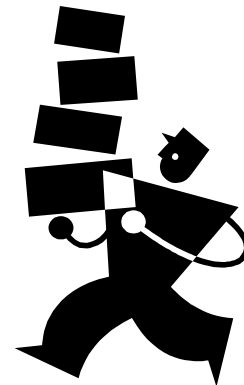
You Got The Job,
CONGRATULATIONS !!!!!



How are you feeling?

NOW WHAT CAN I EXPECT?

- ❖ Background Checks
- ❖ Credit Checks
- ❖ Drug Testing For Some Companies
- ❖ New Hire Paperwork



Don't let yourself get overwhelmed.....stay calm

New Hires often worry about whether they can do the job or “fit in” in the workplace.



THAT'S WHY THE
COMPANY HIRED YOU !!!

ARE YOU
READY???



YOUR FIRST DAY AT WORK

Pretty
Exciting



LETS RECAP YOUR FIRST DAY

Did I get to work on time?

Did I not get distracted?

Did I learn something new?

I earned some money!

I met some interesting people

I was helpful

I was productive



This webinar is brought to by....





For More Information

Visit our website:

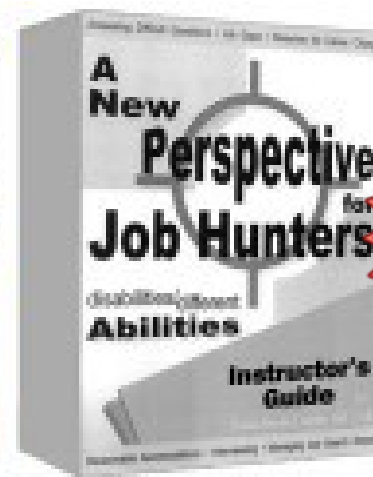
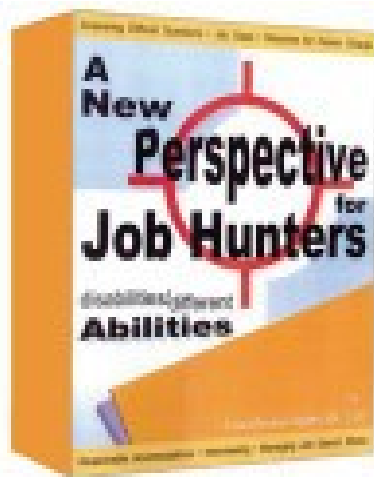
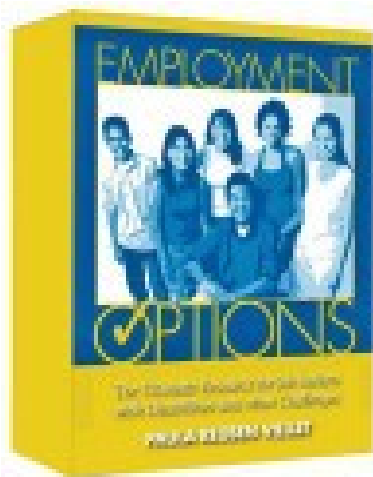
www.MyEmploymentOptions.com

To find out if you qualify for our work from home positions via the Ticket to Work program, visit our website. **Click Apply.**

<http://myemploymentoptions.com/for-job-seekers/pre-qualify/>



For more resume tips and sample career change resumes.



EMPLOYMENT OPTIONS: The Ultimate Resource for Job Seekers with Disabilities and other Challenges

by Paula Reuben Vieillet, MA, CVE

<http://myemployeroptions.com/resources/books/>

At your local library



Need Other Resources?

If you are looking for work - but do not receive SSDI/SSI disability

Email:

help@myemploymentoptions.com

Good luck in your job search!



Thank you for attending!

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My Employment Options

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