

WELCOME

Thank You For Joining Our Webinar!

PREPARING TO WORK FROM HOME

TO HEAR THE AUDIO PORTION:

CALL IN NUMBER: DIAL: 857-232-0476

ENTER CODE: 254109

Remember to put your computer in full screen mode!

WHO WE ARE AND WHAT WE DO

- Authorized Ticket to Work Employment Network (EN)
- Provides SSI/SSDI beneficiaries with **free** employment services

WHY OUR CLIENTS CHOOSE US:

- Over 20 years of Expertise
- Long Standing Employer Partnerships
- Personal Job Counselor Assistance
- Benefits Specialist On Staff &
- Many of Our Staff are Ticket to Work Participants
- We Practice the Personal Touch



www.MyEmploymentOptions.com Click “Apply Now”

PRESENTERS



Lisa Seeley



Veronica Ussery

Lisa and Veronica are Employment
Counselors specializing in Work
From Home positions

www.MyEmploymentOptions.com

INTRODUCING OUR SPEAKERS

Lisa Seeley - Senior Employment Counselor

Lisa has over 9 years of providing job counseling, accommodations assistance, placement, and follow-up with persons with disabilities.



Lisa Seeley

Lisa is also a Social Security Administration Ticket to Work Program Success Story!

INTRODUCING OUR SPEAKERS

Veronica Ussery - Employment Counselor

Veronica is a Work At Home Employment Counselor. She assists our clients in finding virtual employment in the 47 states that we serve. She has over 5 years of experience working in Human Resources and Recruiting.



Veronica Ussery

Today's Agenda

- Work At Home Challenges
- Mental and Physical Aspects
- Resume Tips
- Technology Requirements
- Work At Home Job Examples
- Protect Yourself From Scams
- New Hire Expectations

WORKING FROM HOME

**What You Need To Know
Before Applying**



WORK AT HOME CHALLENGES

- **Strict Attendance Policies**
 - 100% attendance required during training
 - Must have open availability
- **Independent**
 - Figure things out on your own
 - Limited support available
- **Cabin Fever**
- **Separating Work from Personal Space & Life**



MENTAL ASPECT

Things To Consider

Isolation

- A need to get out of the house

Separate Work and Personal Life

- Helps to mentally balance your daily routine

Professional Frame of Mind

- Keep a regular grooming routine
- Get dressed for your shift



ISOLATION

- Join A Gym
- Attend A Social Club
 - Book Club
 - Card Club
- Have Lunch With Friends
- Volunteer Work
 - Find efforts that you are passionate about
- Take a Class At the Local Community College
 - Customer Service Training





BALANCE WORK AND PERSONAL LIFE

- Dedicated Work Space
 - An office with a door
- Pre-Plan Your Day Around Working Hours
- Take Breaks Away From Your Office
 - Step outside - take a short walk
 - Read a book
 - Stretching or Relaxation Techniques
- Take your days off for YOU!

www.MyEmploymentOptions.com



PROFESSIONAL FRAME OF MIND

- **Create A Daily Routine**
 - Get dressed for your work
 - Maintain daily grooming
- **Do Household Duties Before Or After Work**
 - Meal prepping
 - Laundry
- **Work On Being Mindful**
 - Be in the now
 - Start your day with a positive attitude



PHYSICAL ASPECTS

- Working In The Comfort Of Your Home Office
- No Commute
 - Accommodates people with physical/mental disabilities
- Saves Money
 - Lunch, gas, car maintenance, and clothing
- Good for the Environment
- No Dress Code
 - Eliminates the need for business attire



RESUME

A Strong Resume Is Recommended When Applying For A Work From Home Job!

- **Specific Keywords**
 - View the job listing in question and look for words that are consistent throughout the description.
- **Formatting**
 - The ability to pass an ATS (applicant tracking system)
- **Past experience reflects the Job Description of the position you are applying for**



TECHNOLOGY

Common Technology Requirements

- PC That Meets Company Requirements
- Acceptable Anti Virus Protection
- High Speed Internet Access (DSL or Cable only)
 - No Wifi or Satellite
- A Landline or VOIP Telephone
 - Varies per company



MINIMUM COMPUTER SKILLS REQUIRED

- Typing Speed
 - Minimum 35 Words per Minute
- Knowledgeable With Basic Computer Skills
 - Cut, paste, and copy
 - Microsoft Office Suite
 - Navigate multiple browser tabs
- Familiar With Technical Terminology
 - Abbreviations
 - Keyboard shortcuts



HOME OFFICE SETUP

- Quiet, Private Workplace is Mandatory
 - Office with a locked door
- Comfortable Working Environment
 - Comfortable chair
 - Ergonomic keyboard
 - Stress free environment
- Good Lighting
- All Equipment Must Be Hard Wired
 - Including a mouse and keyboard



WORK AT HOME JOBS & INDUSTRIES

What Type Of Work Will I Be Doing?

- Customer Service Representative
- Technical Support
- Sales

What Type Of Companies Will I Work For?

- Cell Phone Companies
- Internet Service Providers
- Online Retailers
- Travel Industry



CUSTOMER SERVICE

Customer Service is the Basis Of All Work From Home Jobs

- Phone Work
 - Answer inbound calls
 - Make outbound calls
- Addressing Chat and Email inquiries
- Resolving Customer Complaints
 - Billing inquiries
 - Shipping inquiries
- Ability To Answer Questions About Products
And/Or Services



TECHNICAL SUPPORT

Assist Customer With Technical Inquiries

Examples of Tier 1 Technical Support

- Changing or updating a password
- Setting up a new device/services
- Diagnosing/Rebooting malfunctioning equipment
- Assist with navigating through applications or programs
- Following company protocol to escalate to upper tiers

Tier 2 or Higher IT Positions Are Available Depending On
Experience And Qualifications



SALES

- Differences Between Sales Positions
 - Inbound
 - Outbound
- Must Meet Sales Quotas
- Must Be Able To Secure A Sale
- Ability To Take Rejection Lightly
 - Don't take negativity personally
- Opportunity For Higher Salary
 - Hourly rate plus bonus incentives



ADVANCEMENT OPPORTUNITIES

Advancement Is Possible With Experience And/Or Education

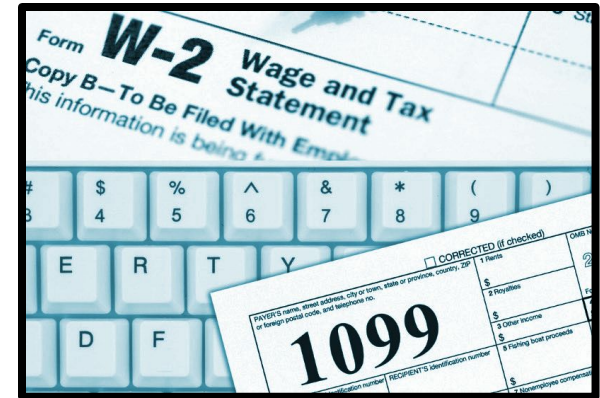
- Start in an entry level position to build experience
- Upward mobility is possible...
- Management level positions require remote experience
- Examples:
 - Billing/Coding, Executive Assistant, IT jobs



IS THE JOB AN EMPLOYER OR A CONTRACT?

W2 (Employer)

- Taxes Are Deducted From Your Paycheck
 - Have assigned hours or a set schedule
 - Set tasks and unable to turn down work
 - Benefits offered



1099 (Contract)

- You Are Responsible For Calculating Your Own Payroll Taxes and Submitting To The Government Quarterly
 - Set your own schedule
 - Accept tasks on a case-by-case basis — and can turn down offers of work
 - No Benefits offered



WORK SCHEDULES (W-2 Jobs)

- Schedules Will Be Considered Shift Work
 - Your schedule will vary by company
- Don't Make Appointments During Your Shift
 - Be prepared to be at your desk for your entire shift
- Make It Known To Others When You Are Scheduled To Work
 - This will ensure that you do not have distractions
- Confirm Child Care Or Pet Care As Needed
- Strict Attendance Policies
- Misconceptions Of Working From Home



WORK SCHEDULES (1099 Jobs)

Majority Of 1099 Jobs Have No Set Schedules

- Set Your Own Schedule
 - Hours May Depend On Contract Need
- Assignments May Be Declined
 - This is dependent upon the company

www.MyEmploymentOptions.com



ARE THERE ANY FEES INVOLVED?

Not All Fees Are Considered Scams

- **W2 Jobs Do Not Typically Require Fees**
 - There may be expenses necessary to start the job
- **1099 Jobs May Require Fees As Follows:**
 - Background Check
 - Corporation Fees
 - Platform Usage
 - Payroll Fees
 - Tech Support Fees
 - Certification Fees





HOW TO IDENTIFY A SCAM

- **Illegitimate Fees**
 - Requests for money
- **Job Offers From Strangers**
 - Did you receive an offer without filling out an application or completing an interview?
- **High Pay For Simple Work**
- **Requests For Personal Identification Or Financial Information**
 - These things should only be done after you have completed an application, interview and signed an offer letter
- **Suspicious Emails**
- **Fake Websites**



SUSPICIOUS EMAILS AND FAKE WEBSITES

Can You Spot The Difference?

- help@myemploymentoptions.com
- help@myemploymentoption.com

If You Are Offered A Job Check The Following Items:

- When Was The Website Created?
 - Was it recently created?
- Are There Language or Grammar Errors?
- Does It Work Properly?
- Is There a Physical Address Listed?
 - A phone number and email address is not sufficient



HOW LONG HAS THE COMPANY BEEN IN BUSINESS?

- Review The Website
 - Look for an “About Us” Page
- Research Reviews On Job Search Sites
- View Their Rating on BBB (Better Business Bureau)
 - Age of Company
 - Claims against the company





PERSONAL IDENTIFICATION OR FINANCIALS

- Once You Complete All The Steps To Getting Hired, You Will Go Into Onboarding
 - This should be the first time you are required to give out personal identification and financial information
- Never Agree To a Background Check Until You Are In The Onboarding Phase

Employee Onboarding





YOU GOT THE JOB!

WHAT CAN I EXPECT?

- Background Checks
- Credit Checks
- Drug Testing May Be Required
- New Hire Paperwork





BACKGROUND CHECK

- Violent Criminal History Or Theft/Fraud
 - Typically the past 7-10 years
- Needed for Identity Verification
- Past Employment History
- Credit Check
- Education Confirmation



CREDIT CHECKS

- Contingent On The State And Industry
- Looking For Financial Responsibility
- Employers Often Verify:
 - Bankruptcies
 - Items In Collections (Medical Bills Are Exempt)
 - Charge Offs
- You Do NOT Need Perfect Credit To Pass



DRUG TESTING

- Drug Testing Laws Vary By State
- They Screen For Recreational Drugs
- Medical Marijuana (Depending On State)
- Drug Use Can Be Dangerous In An Employment Setting





NEW HIRE PAPERWORK

Expect Quite A Bit Of New Hire Paperwork

- I-9 Employment Eligibility Verification Form
- Employment Contracts
- W-4 Form (W-9 For Contractors)
- State Tax Withholding Form
- Direct Deposit Form
- Company Manuals

HR Department Can Assist With Questions



ARE YOU PREPARED?

- Do You Have A Quiet Work Environment?
 - Have child and pet care arrangements in place
- Have You Ensured All Technology Works?
- Are You In A Professional Frame Of Mind?
 - Identify stress management methods
- Have You Prepared Your Meals For The Week?
 - Plan meals ahead of time



YOUR FIRST DAY AT WORK

- Expect To Have Glitches
- It's OK To Feel Overwhelmed
- It Is Common To Feel Confused
- Having Multiple Questions Is Typical
- However... Training Will Become Easier



Have Patience And Hang In There!

Online Job Fair - Thurs. Oct. 10th!



Register Now:
www.MyEmploymentOptions.com
(Click **JOB FAIR** at top)

Employers Participating



COTIVITI



WELLS
FARGO



For Those on SSDI or SSI



Remember!

You Can Submit Our Online Application 24/7

www.MyEmploymentOptions.com

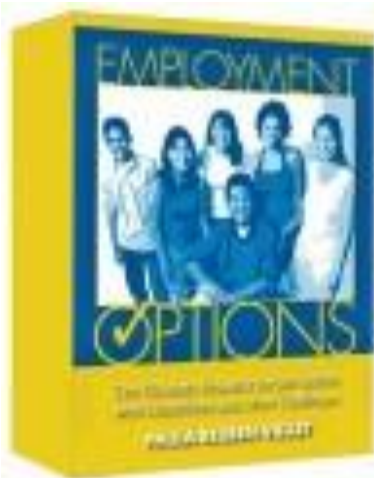
Click 'APPLY NOW' at the top

<https://www.myemploymentoptions.com/apply-now/>

Questions? Call Us! 800-441-3114 Ext 0



Additional Career Skills Tips



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

by CEO Paula Reuben Vieillet, MA, CVE

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

At your local library



QUESTION AND ANSWERS!

We will now address some of the questions we received from you!



Q&A



Q: Nichole from Maryland asked:
What States Do Employers Hire From?

A: This is dependent upon the Employer. A few things come in to consideration when an Employer decides which states they will hire from.

1. Employment Tax Laws
2. Work Space Regulations
3. Other Job-Dependent Regulations



Q&A



Q: Alana From Missouri Wants To Know:
Are There Part Time Positions?

A: Yes- There Are Part Time Opportunities
Available



Q&A



Q: Alisha From Oklahoma Wants To Know:
How Do I Stay Motivated?

A: Staying motivated can be hard in any aspect of your life, but especially getting up and going to work. Staying in bed all day can be tempting when you work from home, but work from home jobs will require you to be in a home office, sitting at a desk! A few ways to stay motivated:

1. Start Your Day Off Right
2. Create A Workspace
3. Make The Most of Saved Commute Time
4. End Your Day On Time



Q&A



**Q: Kelley from Washington Asked:
What if you are dealing with several doctor
appointments for a health issue?**

**A: Plan Appointments Around Your Work
Schedule**



Need Other Resources?

Job Resources Email: (auto reply)

help@myemploymentoptions.com

Additional Questions?

ladler@myemploymentoptions.com

Receiving SSDI/SSI? Apply@

MyEmploymentOptions.com

Click **Apply Now** at top of site

Good luck in your job search!

Connect With Us!



[My Employment Options](#)



[MyEmploymentOpt](#)



[Employment Options](#)



[MyEmploymentOptions](#)



[MyEmploymentOptions](#)



Thank you for Attending!

Thank
You

**Don't Forget to Register
for our October 10th Online Job Fair!**

www.MyEmploymentOptions.com

800-441-3114