

# My Job Readiness Workbook



Utah State Office of Rehabilitation  
Vocational Rehabilitation Program  
Transition Services  
Job Readiness Workshop 2015 ©

**Brought to you by:**  
**Utah State Office of Rehabilitation**  
**Vocational Rehabilitation Program**  
**Transition Services**

2015 ©



## Getting Started!

This book belongs to: \_\_\_\_\_

Why am I here? *To learn about the importance of work and how to find a job that will make me happy, and I will be good at!*

My goal(s) while participating in these Workshops:

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## Ground Rules!

- Use phones and technology as appropriate
  - Respect each other
    - Be on time, there is a lot of information
- Come to each Workshop willing to participate
  - Weekly Workbook needs to be completed
- Use positive language throughout workshop
  - Ask questions!!!

\*Feel free to add any ground rules necessary for you to learn and be better prepared for employment\*

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## My VR Counselor Information:

Vocational Rehabilitation Transition Counselor Name:

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Phone Number:

Email Address:

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VR Office Address:

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[WWW.USOR.UTAH.GOV/TRANSITION](http://WWW.USOR.UTAH.GOV/TRANSITION)

Also find us on:



## Workshop 1: The Value of Work

We work for a variety of reasons. These reasons are based on external and internal factors. All work has value, no matter what the job happens to be.

- ★ **External:** Motivations to work for your **needs** and **wants**; food, video games, clothing, cell phone, car, movies, etc.
- ★ **Internal:** Motivations to work that are not **things** and **stuff**; self-esteem, self-confidence, social interaction, promotions, gaining skills, becoming an expert, etc.



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### Why does all work have value?

No company can survive without employees. Any job that you have makes you valuable to the company, regardless of the position. Being the best employee you can be starts with you!

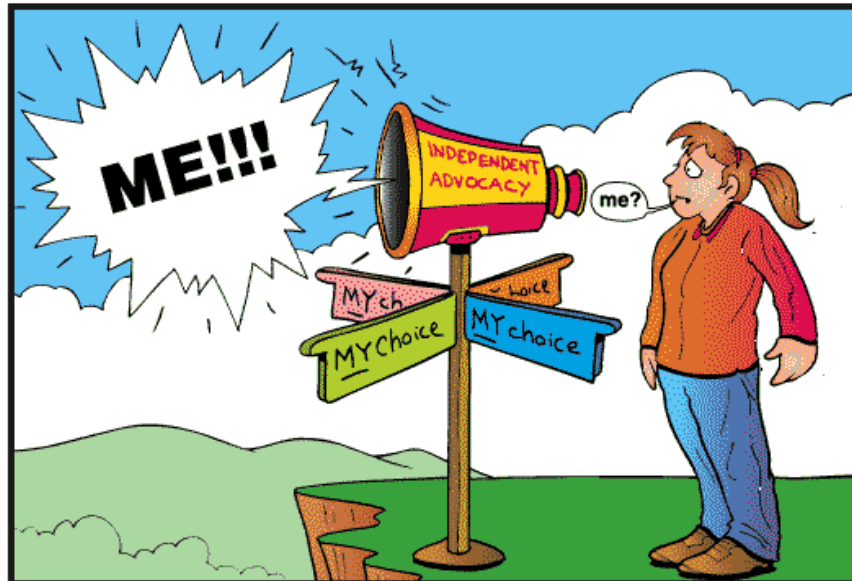
Let's Get To Work!

## Workshop 1:

What did you learn about the *Value of Work*? Why do YOU want to work?

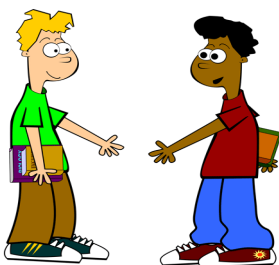
## Workshop 2: Self-Advocacy & Communication

Learning how to speak up for yourself, having the ability to communicate your needs and wants, understanding your rights and responsibilities, and having as much input about your life decisions are all part of being a self-advocate.



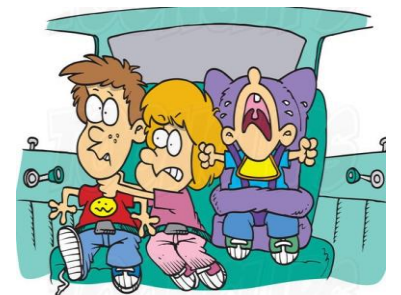
### Communication

Communication is how we interact with others in our daily lives. Everyone communicates differently; listening, body language, conversations, thoughts and beliefs, actions, silence, etc.



#### ★Remember★

Communicating at work may be very different than how we communicate at home or with friends.



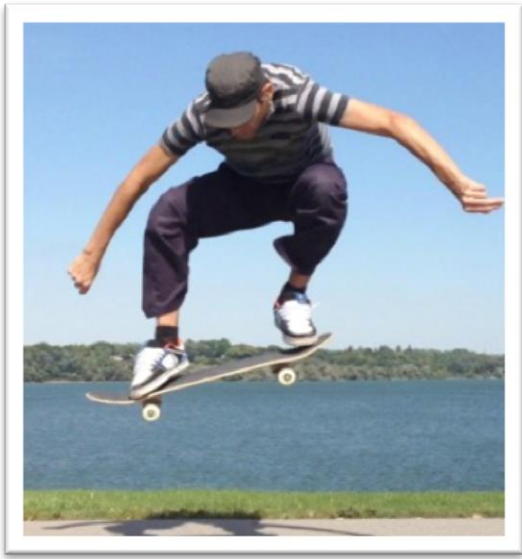


## Workshop 2:

Do I understand self-advocacy? Are there areas of my life where I could become a stronger self-advocate? What is my communication style and are there areas of communicating I need to develop?

## Workshop 3: Career Exploration

Knowing your hobbies, interests, and values are all important aspects of finding the right kind of job for you. You have to understand how they relate to employment in order to find the best fit, understand what training you may need, and how to prepare yourself for reaching out and meeting employers.



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And don't forget how much **\$\$\$ money \$\$\$** you will need to live on your own, and what kind of training options you have when exploring possible employment opportunities for **YOU!**



### Workshop 3:

What are your hobbies and interests? Do you know how much money you need to make to live independently? Are you interested in college or training after high school?

## Workshop 4: My Skills & Goals

Understanding your soft and hard skills are important aspects of finding and maintaining employment. Once you can identify what your skills are, you can understand what skills need improvement.

### Examples: Soft Skills

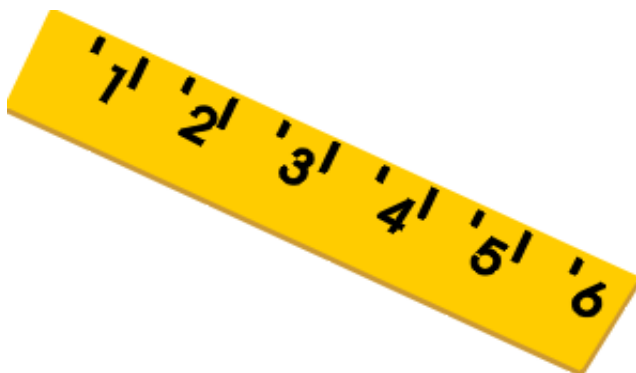


### Examples: Hard Skills



### ★★ GOALS ★★

If you want to achieve something, you will be more successful if you write it down. People can always find areas they need or want to improve. These areas could be in your personal life, employment, education, personal wellness, or spirituality.



**Don't forget:**

Make sure your goals can be

Measured!



### **Workshop 4:**

Are there hard and soft skills I need to improve or develop? What are some barriers I will need to overcome, or need assistance to overcome, in order to reach my goals?

## Workshop 5: Making a Good Impression

Personal appearance and how you introduce yourself are important aspects of employment. You need to know how to “walk the walk” and “talk the talk”! Making a good impression includes; smiling, appropriate clothing, not using slang, good posture, asking questions, and being confident!



## 30 Second Commercial or Elevator Pitch

It is important to practice your introduction often, and update it as your skills change. Remember, first impressions can help you reach your goals and get you the job you want.



## **Workshop 5:**

How can I confidently present myself to others to help me achieve my goals? What can I change to help me get the job I want?

## Workshop 6: Creating a Resume

Knowing what your skills are is the first step, and then you have to know how to present yourself in a resume. When you haven't had a job before, you have to identify the skills and experiences you have from other areas of your life.



Home

- Chores
- Babysitting
- Lawn mowing
- Music lessons
- Dance class
- Sports lessons
- Etc.



Community

- Volunteer work
- Religious activities
- Internships
- Job shadowing
- Community event
- Etc.



School

- Course work
- Band
- Art classes
- Theater
- Languages
- Honor society
- Sports
- Etc.

A **resume** is a brief account of your work history, personal history, experience and qualifications you have for a particular job. Your resume can be very creative to show your personality and skills.





## **Workshop 6:**

Have you completed a resume? What information will you need to gather in order to have a complete resume?

## Workshop 7: Job Applications

An **application** is what you complete when you have decided you have the necessary skills and desires for a particular job. If you have a **resume** it is easy to use all of that information to fill out an application. Many employers want you to have **both**.

Remember all of your current contact information:

Name:	_____	_____	_____
	Last	First	M.I.
Address:	_____	_____	_____
	Street Address	City	Zip Code
Home phone:	_____	Cell phone:	_____
Email Address:	_____	Veteran?	Yes <input type="checkbox"/> No <input type="checkbox"/>



### Remember:

Your application shows your history in regards to work!

## Workshop 7:

What information do you need to have in order to fill out an application?

What are important aspects to keep in mind when applying for jobs?

## Workshop 8: Searching for a Job

There are many ways to search for employment. You can apply in-person, apply online, and get help from people that you know from your community.

### Networking:

According to the National Association of Colleges and Employers (NACE), 80% of jobs never get publicly posted. Remember the three degrees of contact in your network.

1<sup>st</sup>

(family, friends, coaches)



2<sup>nd</sup>

(co-workers, teachers)



3<sup>rd</sup>

(employers in your community)



Who do you know... that can help you find the right job?

Working with a **Vocational Rehabilitation Counselor** can help you search for jobs, and advocate for yourself to find the right job fit for you. VR can help with:

- **Job Coaching**
- **Finding jobs in the community that meet your goals**
- **Providing work experiences for you to gain skills**

## Workshop 8:

Who do you know that can help you find the right job? Do I know how to search for a job?



## Workshop 9: Understanding the Interview Process

Interviews are your introduction meeting with an employer after you complete an application and turn in a resume for a job. You will be asked questions about you and your experience, which is why understanding the process can help YOU succeed.

### Preparing for the Interview...

- Know the company
- Understand the job description
- Practice with mock interviews
- Prepare two questions to ask at the end of your interview



### During the Interview...

- Arrive 10 minutes early
- Dress appropriately & practice good hygiene
- Make eye contact with the interviewer
- Pay attention: Listen/answer the questions with examples
- Ask questions about the position you are interviewing for

### After the Interview...

- Thank the interviewer for his or her time
- Gather contact information for the person & company
- Send a **Thank You** letter, card or email

Have you been practicing your 30  
Second Commercial?



## **Workshop 9:**

What help do you need to better understand how to interview for a job?  
How can a VR Counselor assist you in planning, searching and interviewing for a job?

## Workshop 10: ADA & Staying Motivated

As you transition into the workplace, the American's with Disabilities Act (ADA) is legislation that ensures you are provided accommodations to be successful at work in addition to protecting your civil rights.

### It is your responsibility to (if needed):

- Disclose your disability to your employer
- Obtain any documentation from your medical professional
- Seek out and brainstorm ideas with your employer for “reasonable accommodations”

## Job Readiness Workshop: Staying Motivated

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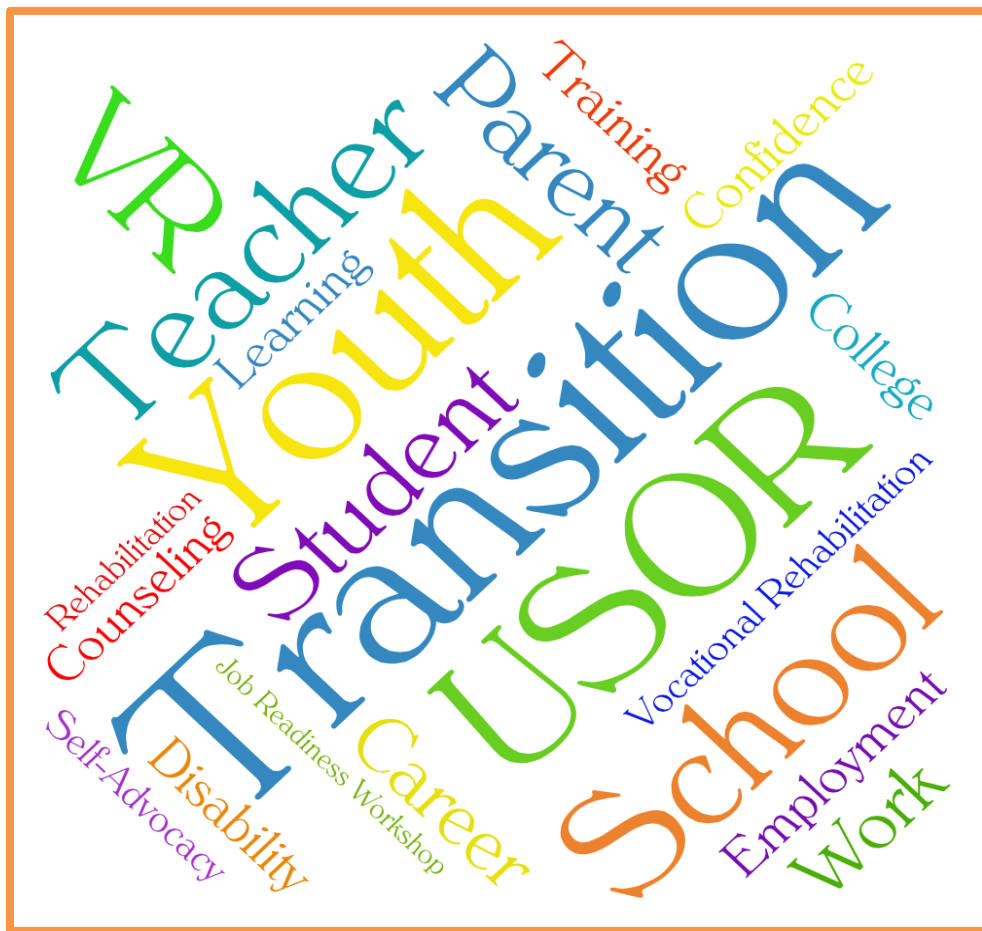
### **Workshop 10:**

What is the most important thing I learned from the Job Readiness Workshop? Do I see myself needing any accommodations at work, similar to my accommodations at school?

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## Appendix:

- ✚ Additional Note Paper
- ✚ Personal Presentation Checklist
- ✚ 30 Second Commercial Guidance
- ✚ Soft Skills Employers Want



## Job Readiness Workshop Notes

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## Personal Presentation Check List

Personal appearance while looking for employment is essential. Skills and experience are important, but so are your grooming and dress. This tells an employer if you are going to be a good fit for their company and if you are motivated. How you dress and your hygiene will be a huge factor on whether or not you get the job. In most cases, dress a step above the position you are applying for and dress on the conservative side. Whether you are at a job fair, talking to someone casually about your job search, or at an interview, your personal image should be the same.

- Be clean and neat, freshly showered with clean fingernails, teeth, hair, face, clothing, and shoes.
- Choose conservative, basic colors in clothes, hair, makeup, nail polish, etc.
- No jingling keys or bulky items in your pockets.
- No candy, gum, or tobacco in your mouth.
- Wear minimal jewelry and fragrance.
- Turn off electronic devices.
- Smile and be friendly.
- Have a good attitude and use clean language.
- Shake hands firmly with good eye contact.
- Don't interrupt or argue.
- Be prepared with copies of your resume.
- Be sure to say thank you.



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## 30 Second Commercial

One of the keys to successful interviewing and networking is to make a really strong first impression. One of the first opportunities to make this impression is often when asked “tell me about yourself”.

You can use your **30 Second Commercial** throughout your working life:

- At an interview
- When meeting new people
- In a cover letter
- When calling or walking into employers for a future job
- Attending a job fair

Questions to think about in developing your 30 Second Commercial:

1. What is your job goal? \_\_\_\_\_
2. What skill, strength, or experience do you have that would help you realize that goal? \_\_\_\_\_
3. What accomplishment proves you have that skill, strength or experience? \_\_\_\_\_
4. What are you searching for in a job? \_\_\_\_\_
5. How can you immediately benefit the company? \_\_\_\_\_

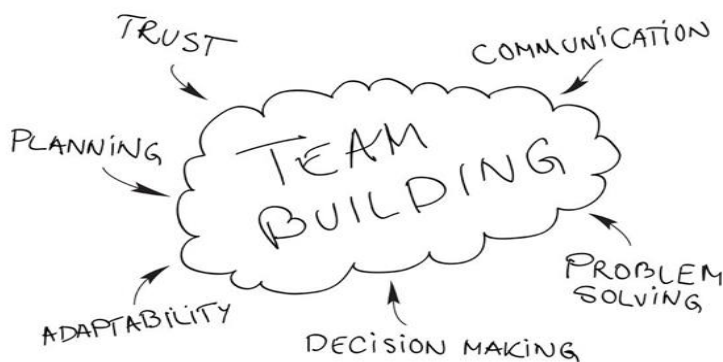
Start your 30 Second Commercial:

My name is \_\_\_\_\_. I am a student at \_\_\_\_\_ High School studying \_\_\_\_\_. My experience is **(describe)**. I am good at **(describe strength)**, which I demonstrated when I \_\_\_\_\_. I am looking for a position where I **(describe goals)** and I can be of immediate benefit to your company by \_\_\_\_\_.

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## What do employers look for in job candidates in regard to soft skills & qualities?

1. Ability to work in a team structure.
2. Ability to make decisions & solve problems.
3. Ability to plan, organize, & prioritize work.
4. Ability to verbally communicate with persons inside & outside the organization.
5. Ability to obtain & process information.
6. Ability to analyze quantitative data.
7. Technical knowledge related to the job.
8. Proficiency with computer software programs.
9. Ability to create and/or edit written reports.
10. Ability to sell or influence others.



(Source: Job Outlook 2014, National Association of Colleges and Employers)

