

# Transition Career Exploration Workshop

## Job Search



The Transition Career Exploration Workshop is a product of the Maine Department of Labor. The ND Division of Vocational Rehabilitation has permission to add the ND DVR brand to all information.



**Facilitator Notes:**

This is the Action part of their plan.

Ask participants to refer to the “A” page of their Participant Workbook. As mentioned earlier, they will meet with their VR counselor to create a plan of action toward their employment goal.

The IPE process will designate the steps the participants will need to do to move forward. It could be training or education and in many situations the job search will begin.

This “A” Action part of the workshop will be determined by their Employment Goal. The content of Part “A “ will be delivered via a separate “Job-Search Workshop,” which is currently being developed. In the meanwhile, the participant can utilize services of the Career Center and Job Development Providers.

What follows is a brief outline of that workshop and the next action and steps they will need to take to move closer to being employed.

## Job Search Strategies

- What are you doing right now?
- What is the “Hidden Job Market”?
- Could you develop a Job Search Network?
- Where will you find Job Opening Resources?
- Do you remember how to research a Company and do Employer Research?
- Will you develop a Job Search Routine?
- Who can help you with these?

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### Facilitator Notes:

Looking for work is a full-time job and takes effort on the part of the job seeker. Using the skills discussed in the CEW will be very helpful, and the information will be critical for creating the Job Search Plan and developing the tools a job seeker needs.

Have a conversation about what they have learned during the workshop using the questions on this slide.

VR has many services to help job seekers find answers to these questions.

## Job Search Tools

- To be ready when you find a job you want to apply for, you will need:
  - Resume
  - Cover Letter
  - Job References

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### Facilitator Notes:

Talk about doing a job search and creating a plan to be effective in finding employment.

Ask them what is needed to create a resume, write a cover letter and get job references (who would they ask to be a good reference for them – not relatives).

Ask them what their next steps will be.

There is a resume packet in the both the Facilitator Manual and the Participant Workbook. The goal of this workshop is not to create a resume; however, it could only help to give them a resume worksheet and other support materials. It is called a “Personal Assessment Inventory” and the packet contains –

- An inventory of your achievements and skills,
- Sections of a resume,
- Types of resumes,
- A list of descriptive words,
- Ten common resume writing mistakes, and
- A cover letter outline to help them get started.

## Interviewing for a Job

- Purpose
- Prepare for Employer Questions
- Prepare Your Questions
- Disclosure of Disability
- Clothing
- Interview Materials
- Common Mistakes

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### **Facilitator Notes:**

You will want to be prepared for this conversation in advance. There is an information sheet following the next slide to help with the conversation.

**Interviewing for a Job** - Discuss the following list of questions related to interviewing with the group:

- What is the purpose of an interview?
- What kind of questions will an Employer ask?
- What do I want to know from the Employer?
- When do I discuss my accommodation needs related to my Disability?
- How should I dress for the interview?
- What kind of Interview Materials will I need?
- What are some of the common Interview Mistakes?

## Interviewing for a Job (cont.)

- The Mock Interview
  - Know what you want to say in advance
  - Practice makes for a better interview
- Three kinds of Interview
  - Informational; Situational; Behavioral
- Interview Follow-Up
  - Write down your impressions, questions, and feedback you would give yourself.

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**Facilitator Notes:** This is about being prepared and knowing what to expect. You will find follow-up information after this page.

- The Mock Interview - helps you to know what you want to say in advance and to practice questions and responses, which makes for a better interview.

Three kinds of Interviews:

1. Informational – the most commonly used technique. As a general rule, you will run into the informational interview technique more often earlier in the job interview cycle (where the primary purpose is screening out unsuitable candidates) or in a Telephone Interview, whereas you are more likely to encounter situational and behavioral interview techniques later in the process.

2. Situational - A **situational job interview** question usually takes the form of ‘What would you do if you were in situation XYZ.’ The situational interview technique is becoming more and more popular among interviewers, particularly in the later stages of the interview process.

3. Behavioral - A **behavioral job interview** question usually starts with “Tell me about a time when you.” Most interviews have at least a few behavioral questions in them, so it’s important to understand what they are, and how to prepare for them. The purpose of a behavioral interview question is to get you to talk about your past experiences, and more importantly, relate them to the job that you are interviewing for.

**Interview Follow-Up:** Write down your impressions, questions, and feedback you would give yourself.

## Steps toward Training or Education

- After the IPE is completed and signed and after VR or your support system is in place:
  - File School Application
  - File Financial Aid Application
  - Secure Admission
  - Complete Education/Training

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### Facilitator Notes:

After the completion of this workshop, participants will work with their VR Counselor to finalize the next steps toward meeting their employment goal.

Participants begin these activities after they have completed and signed an IPE and know these activities will be supported by VR (unless, of course, they plan to self support for their education).

- **File School Application** – apply to the program of interest; some programs have a wait list and you would want to know about this in advance.
- **File Financial Aid Application** – apply for financial aid as soon as you can because once the monies are allocated, sometimes there may not be much left, and you would have to take loans.
- **Secure Admission** – once the application to the program is submitted, you will hear from them within the specified time frame about acceptance.
- **Complete Education/Training** – after you have been accepted and begin your program, you will be asked to submit transcripts of your progress each semester. It would be in your best interest to stay in touch with your VR counselor, especially if you have questions or challenges that arise.

If training or education is not the goal, then Job Search will begin. The job search tools needed to do a job search are all the things we have been discussing and continue on the next slides.

Remind participants, if they are going on to college and need accommodations, they will need to work with the college or university to receive accommodations, as has been discussed in previous workshop sessions. Be sure they include their VR Counselor in this conversation as needed.

# The Jobpardy Game

- This is a contest to see what you have learned from the Career Exploration Workshops.

If you choose:

- On the next slide, you will find the directions to the web based Jobpardy Game.

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**Facilitator Notes:        Jobpardy (named after the Jeopardy Job Game)**  
**(this game is only in the FACILITATOR MANUAL)**

## **Supplies Needed:**

Paper and Tape or large sticky notes  
Chalk board/ White board  
Chalk/Dry Erase Marker  
2 buzzers (optional)

Categories:

Interviewing - Resume Writing - World of Work – Occupations - Future Planning

Place the five categories across the top of the board. Below each category you should write the answers (jeopardy format); five for each category should work well.

Cover the answers with paper/sticky notes with the point values on them.

Divide the students into two teams, or if the class is very small, students may play singles against each other. If you have an odd number of students, you may choose to select someone to be a score keeper.

Teams take turns choosing a category and point value within that category. They then come up with the question that fits with the answer. The instructor may want to throw in a double Jobpardy answer where the students get double the points. The team with the most points at the end of the game wins.

# Web-Based Jeopardy Directions

- To play, go here: [jeopardylabs.com/play/jobparady](http://jeopardylabs.com/play/jobparady).
- **Don't forget that address because we can't recover it for you!**
- If you ever want to **edit** this template, go to: [jeopardylabs.com/edit/jobparady](http://jeopardylabs.com/edit/jobparady)
- Bookmark this page for future reference and to link to your Job-parady template
- **Regular Web Address - for web browsers, email, and instant messages:** [jeopardylabs.com/play/jobparady](http://jeopardylabs.com/play/jobparady).

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## Facilitator Notes:

The paper version of this game is in the Facilitator Manual. You would need to prepare for this game in advance of the workshop. If you will have internet access, you can play with the class on-line at this address:  
[www.jeopardylabs.com/play/jobparady](http://www.jeopardylabs.com/play/jobparady).

Be sure to check it out before you play.  
This would be a fun game to end the class.

If participants would like to play online outside of class, they can do so by following the directions on this slide.