



Do you want to work? Here are some tips to help you get and keep the job you want:

- ◆ Know your interests and skills and your strengths and weaknesses.
- ◆ One-Stop Career Center and DORS staff can help you determine a good job match for you.
- ◆ Take advantage of volunteer or internship opportunities to gain experience and to increase your skills.
- ◆ Have confidence in yourself and keep a positive attitude.
- ◆ Be a responsible and hard-working employee.
- ◆ Complete tasks without having to be told. Know when to ask for help.

This fact sheet and others can be found at www.mdeid.org and www.mdworkforcepromise.org.

Questions?

Contact the Maryland Department of Disabilities.

Getting The Job You Want

Overview

How do you know if you are ready to get and keep a job? What should you expect from your employer? What will your employer expect from you? What are necessary skills for work success? How do you figure out what would be a good job for you?

This fact sheet is designed to answer these questions for you. On the back page, you will find additional resources. If you have a service provider, he or she should work with you as you consider these questions and develop skills for successful employment.

Job Readiness – 10 Questions to Ask

- ◆ Is your job preference a good choice for you?
- ◆ Do your current skills and education match your job choice?
- ◆ Do you have a résumé prepared?
- ◆ Are you available to begin work immediately?
- ◆ Do you have a plan for how you will get to and from work?
- ◆ Do you have a good understanding of the employer's expectations related to daily work behaviors?
- ◆ Do you have good grooming and hygiene?
- ◆ Do you have suitable business clothing?
- ◆ Do you have appropriate interviewing skills?
- ◆ Are your necessary job supports in place (i.e. job coach)?

It is a good idea to focus on these strategies to increase your chances of a successful placement. If you do not currently possess these skills, you should be upfront with the employer about your current job readiness. Perhaps you could start under an extended probation period. This would allow time to demonstrate mastery of the skills required for on the job success.

Expectations: Employee and Employer

Employee Expectations - Here are a few things that you should expect from your employer:

- ◆ Provide a safe work environment.
- ◆ Provide a reasonable amount of training so you can do the job as your employer expects.
- ◆ Provide reasonable accommodations if you are eligible for and request them.
- ◆ Explain company policies and rules.
- ◆ Discuss any changes that affect your job (duties, pay, vacation, schedule, etc.).
- ◆ Evaluate your work and provide positive and/or constructive feedback.
- ◆ Provide the ability of the employee to speak his or her mind freely with the organization.
- ◆ Allow talent and skill utilization in the workplace.

Employer Expectations - Here are a few things that your employer will expect from you:

- ◆ Complete tasks assigned to you in a timely manner.
- ◆ Be willing to learn new things.
- ◆ Follow directions.
- ◆ Be an honest, responsible, dependable, and loyal employee.
- ◆ Be on time and at work every day. If you cannot be at work for some reason, let your supervisor know as soon as possible.
- ◆ Accept criticism when your employer evaluates you. You can learn from the feedback and become a better worker.
- ◆ Self knowledge—know your strengths and weaknesses.
- ◆ Skills—do you have experience or related experience

Necessary Skills for Work Success

Practicing and using the following skills are sure ways to increase your chances of success in the workplace.

- ◆ Spoken communication skills – both one-on-one and in groups.
- ◆ Written communication skills – either printed or on the computer.
- ◆ Honesty – being truthful.
- ◆ Teamwork skills – working with other people to complete a job.
- ◆ Initiative – doing things without needing to be asked.
- ◆ Work ethics – people can count on you to always do the right thing.
- ◆ Sharing—offering ideas and reporting findings to each other.
- ◆ Respecting—encouraging and supporting the ideas and efforts of others.
- ◆ Participating—contributing to the project.
- ◆ Persuading—exchanging, defending, and rethinking ideas.
- ◆ Questioning skills – asking questions in order to learn or understand.
- ◆ Creativity – having imagination and the ability to come up with new ideas.
- ◆ Multicultural skills – understanding and relating to people who are different from you.
- ◆ Learning skills – willing to learn new things.
- ◆ Time management skills – making the best use of your time; staying on schedule; meeting deadlines; setting priorities.
- ◆ Follow up and follow through – do so when necessary and appropriate.

Searching for a Job That is Right for You

Have you figured out what might be the best job for you? If you haven't, here are steps you can take to help make that decision.

- ◆ First, know yourself, your interests, your skills and your abilities. What type of job would be a good fit? Do the hours and time of day match your needs?
- ◆ Make a list of the jobs that most interest you. What is it about the jobs that you find interesting? What are the tasks or environment you think you would enjoy most? Are these characteristics found in other jobs?
- ◆ Research jobs at your local One-Stop Career Center, at the library or on the Internet.
- ◆ Make use of mentoring, shadowing, volunteering, or internship opportunities to better learn about a job. Division of Rehabilitation Services (DORS) or staff at your local One-Stop can help you find such opportunities.
- ◆ Conduct informational interviews with people you know to discover the realities of the jobs that interest you. An informational interview involves talking with people who are currently working in the type of job in which you are interested. Asking questions helps you to gain a better understanding of that particular job. Be sure to practice before hand.
- ◆ Once you know what your ideal job might be, create a résumé. Staff at your local One-Stop can help with this task.

Resources

Maryland Service Providers

*Maryland State Dept. of Education
Division of Rehabilitation Services
(DORS)*

Voice: (410) 554-9442 / (888) 554-0334

TTY: (410) 554-9411

Email: dors@maryland.gov

Website: www.dors.maryland.gov

Additional Information

America's Service Locator

(to locate your One-Stop Career Center)

Voice: (877) 348-0502

TTY: (877) 348-0501

Website: www.servicelocator.org

Disability.gov

www.Disability.gov is a website that has

employment tips specific to job seekers with disabilities.

Job Accommodation Network (JAN)

Voice : (800) 526-7234

TTY: (877) 781-9403

Email: jan@askjan.org

Website: www.askjan.org

Maryland Department of Disabilities

Voice / TTY: (410) 767-3660

Voice / TTY: (800) 637-4113

Email: mdod@maryland.gov

Website: www.mdod.maryland.gov

*Maryland Department of Labor,
Licensing, and Regulation (DLLR)*

Voice: (410) 230-6001

Website: www.dllr.maryland.gov

Maryland WorkFORCE Promise

Voice: (301) 662-0099

TTY: (301) 662-4853

Email: info@mdworkforcepromise.org

Website: www.mdworkforcepromise.org

*National Center on Workforce and
Disability/Adult (NCWD/Adult)*

Email: contact@onestops.info

Website: www.onestops.info

U.S. Department of Labor (DOL)

Office of Disability Employment Policy

Voice: (866) 633-7365

TTY: (877) 889-5627

Website: www.dol.gov/odep