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Alternative Formats

This directory can be made available in alternative formats. Contact the University Affiliated Program of RI at (401) 456-8072 (voice) or (401) 456-8773 (TDD). You may also access this directory on the University Affiliated Program website, www.uapri.org.

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Rhode Island College
600 Mount Pleasant Avenue
Providence, RI 02908
Planning Your Dreams

What will your future bring?

Jobs, community activities, more schooling... they’re all part of what lies ahead for you after high school.

Now is the time to dream a little about life after high school...

- What will you want from your job?
- What are your interests?
- What skills do you want to develop?
- What help might you need?
- What is the best route to take to reach your goals?

By starting to plan now, you can turn your dreams into reality. Start early. Start small. You don’t have to do everything at once!

IS THIS GUIDE FOR YOU? If you receive special education services (have an IEP) and are in either grade 9, 10, 11 or 12, then this guide is for you. This guide will help you plan for employment and a career after high school.

Good luck in planning for your career!
What’s In This Guide…

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What’s up, Joe?

What's up, Joe?

Nothing Kyle... What's up with you? Want to go hang at the Mall?

Yeah, Joe, you ought to think about your future! Doing well in school gives you more choices! Make a plan man!

No, I got a job & homework.

Yeah, I've got to get good grades if I want to get in the Med Tech Program!
...A Job?...A Career?...

A **career** is work you choose for life, or at least for many years.

A **job** is work for a shorter time - maybe a month, a summer, a year, or more...

What does your future look like?

Want **SATISFACTION**?

Want **PERSONAL GROWTH**?

**MAKE A PLAN!**

You’ll need a career plan to help you find a job to match your skills and interests!

**WHAT'S THE DIFFERENCE?**
INTRODUCTION...

Positive vs. Negative Attitudes...You are in control!

You are not likely to succeed in school if you think it is a waste of time. School is not a waste of time!

School is a place to get knowledge, learn skills and seek resources to help you become an active learner.

No matter how difficult school may sometimes seem you can help yourself to learn and improve your academic performance. The skills you learn can be important in your career.

BE IN CONTROL!
BE POSITIVE!
SCHOOL IS YOUR OWN, PERSONAL CAREER TOOL!

Take advantage of the opportunity you have to learn and improve your skills in your remaining high school years. Take the time to learn about yourself and use school to reach your goals.

SAY GOODBYE TO A NEGATIVE ATTITUDE AND WELCOME A POSITIVE ATTITUDE!
PART ONE - Getting Ready for a Career—

PEOPLE WHO CAN HELP…

Making Choices about Employment, Jobs, and Careers?

Ask for help!

CHECK THE PEOPLE WHO CAN HELP YOU…

☐ Your guidance counselor
☐ Your parents
☐ Your brothers and sisters
☐ Teachers from regular, special or vocational education
☐ Counselors from the Office of Rehabilitation Services
☐ Your Principal
☐ Employers
☐ Friends
☐ Relatives
☐ Others: ____________________________

______________________________

______________________________

LATER…

Maybe Kyle is right. What am I going to do? School? YUK!

But… Maybe?

I don’t know? I guess I’d better find out!
START BY MEETING WITH YOUR GUIDANCE COUNSELOR OR SOMEONE ELSE FROM YOUR LIST

- Activities you enjoy
- Interesting school subjects
- Careers or work you might like
- Talk about what you do well (skills you have)

TALK

Hey Kyle, about this future stuff? I think I ought to check it out. Where did you start when you made YOUR PLAN?

Well Joe, there are a lot of places to go...but I guess I started by seeing Mr. Garro, our guidance counselor. GOOD LUCK!

Can I see Mr. Garro?

Hello, Mr. Garro. I was wondering about what I'm going to do when I get out of school?

Well, Joe... I'm really glad you came by! Now's the time to START PLANNING. I know you'll be glad you did!
PART ONE - Getting Ready for a Career - COLLECTING INFORMATION…

COLLECTING INFORMATION IS IMPORTANT TO HELP YOU PLAN

Look at Your…

- IEP (GOALS) - ________________________________
  ________________________________
  ________________________________

- Evaluations - ________________________________
  ________________________________
  ________________________________

- Assessments - ________________________________
  ________________________________
  ________________________________

- Other Information - ________________________________
  ________________________________
  ________________________________

Sit down, Joe. Let's see... UM... You have an IEP and you have some TRANSITION GOALS. Maybe we should start by getting as much information as we can - GOOD INFO MAKES GOOD PLANNING EASIER!

Gee, Mr. Garro, how do I find out what I'm good at? I like some of my classes a lot, but what do they have to do with my future? Do you think it's REAL to think about going to Tech School or something like that?

And Mr. Garro has the answer...
PART ONE - Getting Ready for a Career

TRY DIFFERENT THINGS…

WHOA, Joe! One thing at a time!
With the right planning and some commitment on your part, you can do any number of things!

It’s important to try different things!
Below is a list of things that you could do to help you plan…

DOES YOUR SCHOOL HAVE ANY OF THESE? Ask your guidance counselor!

Check the Career Awareness & Exploration Activities at your school

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>WHO IS IN CHARGE</th>
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<td>Tours of Businesses</td>
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<td>Community Service</td>
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<td>Guest Speakers</td>
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<td>Exploring Jobs in Your Community</td>
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<td>Apprenticeship</td>
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<td>Tech Prep or Early College Enrollment</td>
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<td>Career Preparation Activities</td>
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<td>Job Shadowing</td>
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<td>Work Study or Co–op</td>
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<td>Other</td>
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</table>
PART ONE - Getting Ready for a Career - KNOW YOURSELF AND WHAT YOU WANT

Knowing Yourself and What You Want is

Good jobs/careers are a result of good Transition Planning; make it a part of your Individual Education Plan (IEP)…

A Transition Plan is built from your dreams for the future and you’re the architect. The Transition Plan identifies your goals in an organized way so you can reach them.

THE FIRST STEP IS TO FIND OUT WHAT IS IMPORTANT TO YOU

BY

- Learning if you are a "people, data, or things" type of person
- Defining your skills that can be used in a variety of jobs
- Learning what works for you from past work experiences (paid or not paid)
- Identifying your work values
- Listing your skills and abilities
- Weighing your interests
- Defining your technical skills (specific and job related)
- Identifying your potential work strengths and weaknesses

Well Joe, now that you’ve gathered info, it’s time to put it all together. LEARN ABOUT YOURSELF. I’m always amazed at how much kids have done and they don’t even think they have. IT’S UP TO YOU TO CALL THE SHOTS, JOE - IT’S YOUR IEP, YOUR PLAN, YOUR FUTURE - YOUR LIFE AND IT’S ALL AHEAD!

WOW, Mr. Garro, you’re right… I have done a lot! And I see that, for help, I’ve got you, my teachers and family. Let’s go! I’m really into..?..Ah..ME!
PART ONE - Getting Ready for a Career - KNOW YOURSELF AND WHAT YOU WANT...

Knowing Yourself Can Lead to Knowing What You Want!

Later, Joe meets with Mr. Walker...

Listen Joe; Mr. Garro said you had talked about an IEP Meeting? What do you think? When should we have it and who should be there?

Well, Mr. Walker, I’d like to meet as soon as possible. I made a list of people who could help me with my career plan. They’d be good to invite and I think I’ll also invite Chet - he’s who got me interested in aviation stuff... He knows all about it!

GREAT! If you think of anyone else, let me know. I’ll schedule the meeting for next Friday - as soon as school is over.

To help you KNOW YOURSELF & WHAT YOU WANT, fill out the “My Career and Me” worksheet on Pages 10 & 11.
PART ONE - Getting Ready for a Career -
MY CAREER & ME…

MY CAREER & ME WORKSHEETS...

THESE THINGS ARE IMPORTANT…

Gathering Information

Knowing what kinds of accommodation you will need for a job

Knowing how you will get to a job

Let's see? What's important to me?
How do I like working with people?
Hanging with friends? I'd hate to be inside an office. I love aviation, always have - and I'm a whiz at computer stuff. I used to volunteer at The Air Museum - It was great!

Good thinking, Joe! Now use the WORKSHEET, "MY CAREER & ME", to get a picture of all those things you've done and would like to do. Maybe your teacher, Mr. Walker can help you fill it out.

By developing a transition plan in your IEP Meeting, you can start working towards your dreams. Remember that the "IEP" will give you the support you need to start to make your career happen for you.
## "MY CAREER & ME" WORKSHEET

**Your Name:**

**Things/Jobs/Skills I'm good at or like doing:**

- 
- 
- 
- 
- 

Like: “I'm organized, I love aviation, and I'm great with computers.”

**Things/Jobs/Skills I'm not good at or don't like to do:**

- 
- 
- 
- 
- 

Like: “Being inside all day, I don’t like office work and I don’t like to write.”

**Jobs I want to find out more about:**

- 
- 
- 
- 
- 

**People who can help me find out more:**

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<th>Name</th>
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**What courses/Programs in my high school could help me reach my career goals?**

- 
- 
- 
- 
- 

**What other organizations or training programs can help me?**

- 
- 
- 
- 
- 

Copy this page and update it every year. Take this page to your IEP meeting and use it to develop goals that can help you get where you want to be!
**PART ONE - Getting Ready for a Career -**

**MY CAREER & ME…**

**"MY CAREER & ME" WORKSHEET**

**Am I ready?**

Knowing yourself & the career you're interested in is important. Think about the things you need to do to be ready to work. Use the following checklist to identify things you may need to be "ready" for employment.

### How will I get to work?

- Drive a car
- Parents drive me
- Public Transit
- Para Transit
- Walk/bike
- Taxi
- Other - ______________

### What do I still need to get to work?

- Driver's Ed.
- License
- Insurance
- Learn bus system
- Bus pass
- Learn Para Transit system
- Other - 

### What impact will employment have on my benefits? (See resource section for information on benefit)

- None, I don't receive benefits
- I receive Social Security benefits
- I receive other benefits or entitlements -
  - Housing
  - Heating assistance
  - Food stamps
  - Child care assistance
  - Other - ______________

### What help do I need on the job?

- None, I'll train with my employer
- Some accommodations on the job (added to help you on the job)
- Some modifications to do the job (changes to help you be more successful)
- Direct support by a job trainer (who's with you on the job)
- Other - ______________

### What else do I need to be ready for work?

- Clothing or uniform
- Tools or equipment
- Specific skill training
- Other - ______________

---

Paul V. Sherlock Center on Disabilities — 2001 (contact information updated June 2011)
This list is pretty long and I really feel good about who I am! I look great on paper, but what about really making things happen? There’s more to it than talking and listing… more to it than just wanting a career or job! Once I know where I want to go… I’ve got to get there!

TIME TO LOOK AT ALL THE STUFF YOU’LL NEED TO… SET SOME GOALS

SET SOME GOALS

PART ONE - Getting Ready for a Career -
## PART ONE - Getting Ready for a Career -
### A Timeline to Make The Career You Want a Big Part of Your Future!

#### Grade 9

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- Participate in chores at home.
- Visit employment settings and shadow employees.
- Participate in summer and part-time employment.
- Volunteer in your community.
- Find out about “School to Career” at your school.
- Learn about your school district's vocational education program and Career Tech Center.

YOU ARE IN CHARGE OF YOUR CAREER PLAN AND JOB SEARCH!

USE THIS CHECKLIST TO HELP DEVELOP TRANSITION GOALS ON YOUR IEP. ACHIEVING THE OBJECTIVES ON THIS TIMELINE WILL ASSIST YOU TO REACH YOUR CAREER GOALS!
PART ONE - Getting Ready for a Career -
A Timeline to Make The Career You Want
a Big Part of Your Future!

Grade 10

YOU ARE IN CHARGE OF YOUR
CAREER PLAN AND JOB SEARCH!

USE THIS CHECKLIST TO HELP DEVELOP
TRANSITION GOALS ON YOUR IEP. ACHIEVING
THE OBJECTIVES ON THIS TIMELINE WILL ASSIST
YOU TO REACH YOUR CAREER GOALS!

Talk with a school guidance counselor and your teachers about
career interests.

Take vocational courses that interest you.

Volunteer in your local community.

Get involved in a high school work experience program; earn
credits for learning on the job.

Identify and check eligibility requirements for vocational
programs and colleges (PSAT).

Need To Do By | Done
--- | ---

| Talk with a school guidance counselor and your teachers about career interests. |
| Take vocational courses that interest you. |
| Volunteer in your local community. |
| Get involved in a high school work experience program; earn credits for learning on the job. |
| Identify and check eligibility requirements for vocational programs and colleges (PSAT). |
PART ONE - Getting Ready for a Career -
A Timeline to Make The Career You Want a Big Part of Your Future!

Grade 11

2 YEARS BEFORE GRADUATION

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YOU ARE IN CHARGE OF YOUR CAREER PLAN AND JOB SEARCH!

USE THIS CHECKLIST TO HELP DEVELOP TRANSITION GOALS ON YOUR IEP. ACHIEVING THE OBJECTIVES ON THIS TIMELINE WILL ASSIST YOU TO REACH YOUR CAREER GOALS!

- Identify people and agencies that can assist in your job search (like netWORKri Centers).
- Learn how to interview, write resumes, cover letters, and how to search for a job.
- Find out about job supports: ask your guidance counselor or teacher.
- Identify and arrange for transportation to and from work.
- Focus on a career choice.
- Learn specific job skills.
- Check eligibility requirements for vocational programs and colleges (PSAT & SAT?).
PART ONE - Getting Ready for a Career -
A Timeline to Make The Career You
Want a Big Part of Your Future!

Grade 12

1 YEAR BEFORE GRADUATION

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- Use a resume when applying for jobs.
- Keep part-time and/or summer employment.
- Ask for support when you need it.
- Take any tests for post secondary training programs.
- Apply to adult service agencies and training programs.

YOU ARE IN CHARGE OF YOUR CAREER PLAN AND JOB SEARCH!

USE THIS CHECKLIST TO HELP DEVELOP TRANSITION GOALS ON YOUR IEP. ACHIEVING THE OBJECTIVES ON THIS TIMELINE WILL ASSIST YOU TO REACH YOUR CAREER GOALS!
GOALS THAT WORK ARE…

- **Personal** - What do I want to achieve?
- **Positive** - Does the goal focus on what I want to do and not on what I can't do?
- **Specific** - Does the goal use clear, specific terms?
- **Deadline** - Does the goal have a timeframe for completion?
- **Achievable** - Are the steps achievable?

**Example of Short-range Career Goals:**
- Keep my job at the airport to make money for the tech program
- Find out what programs offer aviation technology degrees
- Work for my Dad as a carpenter’s helper

**Example of a Long-range Career Goal:**
- Become an aviation computer specialist
- Become a building contractor
PART ONE - Getting Ready for a Career

SHORT-RANGE & LONG-RANGE GOALS...

Hey, Kyle! I took your advice about looking into planning for the future. I want to thank you man.

No problem, Joe.. By the way, what did you decide on for a career?

I decided I wanted to do something with aviation, maybe in technical stuff - AVIATION COMPUTING.

WOW! That sounds really hard. I don't think I'd know where to start!

Not a problem, Kyle! I SET SOME SHORT-RANGE GOALS that will start me on my way - I'm going to start volunteering at The Air Museum again and I'm signing up for the "Aviation Career Education Summer Program" - they have training programs for all kinds of aviation careers. Not too hard...

Sounds 'do-a-ble'... But what about being a carpenter like your Dad? I thought you wanted to do that?

You know Kyle, nothing is forever. I might change my goals...YOU KNOW IT IS MY LIFE!

USE THIS WORKSHEET TO DEVELOP YOUR GOALS
### STEPS I WILL TAKE TO REACH MY CAREER GOALS...

**NOW IT’S YOUR TURN TO SET SOME GOALS...**
**COPY THIS PAGE AND ADD NEW GOALS AS YOU PROGRESS**

<table>
<thead>
<tr>
<th>#1</th>
<th>Date to Complete</th>
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<tr>
<td>Example: Keep working at Airport</td>
<td>by next WEEK</td>
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<tr>
<th>#2</th>
<th>Date to Complete</th>
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<tr>
<td>Example: Find out about Aviation Tech Programs</td>
<td>by next MONTH</td>
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<tr>
<th>#3</th>
<th>Date to Complete</th>
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<tr>
<td>Example: Write for information on Aviation Tech programs</td>
<td>by next SEMESTER</td>
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<th>#4</th>
<th>Date to Complete</th>
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<tr>
<td>Example: Visit Aviation Tech Programs</td>
<td>by next SUMMER</td>
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</table>

Add more if you wish!
PART ONE - Getting Ready for a Career - SHORT-RANGE & LONG-RANGE GOALS...

After the IEP Meeting...

Hey, Mr. Garro.... That was a great meeting!

Very impressive, Joe! You've got focused goals and some clear objectives that you can start on.

Yeah, I know what I want to achieve! I feel great about what I can do and don't need to worry about what I can't. I'm ready to start and meet the challenge!

Remember, Joe, because you've got "TIMEFRAMES" built into your goals - you can do them step-by-step... Even when the end seems so far away - a good "IEP" can make it seem realistic.

JOE IS ON HIS WAY – GOOD PLANNING, GOOD SHORT & LONG RANGE GOALS...
Yes, Joe is on his way to a bright future! But can he work while he’s still in school? And are there other ways to gain career experience? What if he has a problem on a job?

WHAT ARE JOE’S RIGHTS?

WHILE IN SCHOOL, YOU CAN WORK PART-TIME!

WORKING WHILE IN SCHOOL HELPS YOU TO:

- Learn new skills
- Show people that you’re responsible
- Add experience to your resume.
- Earn money for things you want now and in the future
WHILE YOU'RE IN SCHOOL,
YOU MAY CHOOSE TO DO UNPAID WORK!
THIS WILL HELP YOU GAIN SKILLS AND EXPERIENCES IN A CAREER THAT INTERESTS YOU!

So, Mr. Garro... What's the story? I could get a paid job? OR Just to get experience that I need, I can work unpaid?

Yes, Joe, lots of kids do just that! Let's say you wanted more experience at The Airport... you could volunteer for a company to learn about airfreight or plane maintenance. Who knows? By making connections it might lead to a paid job.

UNPAID MEANS...

- You do not replace regular employees.
- Someone continuously & directly supervises you from your school or the business.
- Your IEP or another plan addresses your work experience.
- The work experience is time limited.
- Your work does not produce an immediate benefit to the business.
- You are not entitled to a job at the end of the experience.

If you have questions about having unpaid work experiences, you can ask your guidance counselor or work placement coordinator about the laws, or contact the US Department of Labor (see the resource section).
PART ONE - Getting Ready for a Career -
MORE ABOUT THE LAW…

The law that is designed to help students with disabilities enter the workforce is the…

Americans with Disabilities Act (ADA)

CAUTION: Under the ADA, it is against the law for employers to discriminate against qualified individuals with disabilities.

AND…

Employers must provide equal access (equal access is having a fair chance) in:

- Recruitment
- Pay
- Discharge
- Benefits
- Hiring
- Lay-off
- Training
- Leave
- Job Assignments
- Promotion

Let me see… I have an “IEP”… because I have a disability…

…OR… I have a disability… so I have an “IEP”…

…And… The law protects me!
Reasonable Accommodations...

In most instances, employers must provide reasonable accommodation to employees with disabilities...
Reasonable accommodations may include, but are not limited to:
- Acquiring or modifying equipment or devices
- Job restructuring
- Reassignment
- Part time or modified work schedules
- Modifying examinations, training materials or policies
- Providing readers and interpreters
- Making the work place readily accessible to and usable by people with disabilities

Boy! That’s a lot of info! Does this law protect me? THE AMERICANS WITH DISABILITIES ACT, THE “ADA”? Yes it does Joe. Your rights are protected!
Here’s a checklist that proves it… Just check off the items that apply to you.

FILL OUT THE ADA CHECKLIST ON THE NEXT PAGE!
Does the ADA protect you?

To learn more about the ADA, ask your teacher or contact the RI Governor's Commission on People with Disabilities (SEE RESOURCE SECTION)

Use this check list to see if the ADA protects you…

☐ Do you have a disability? (A physical or mental impairment that substantially limits one or more major life activities)

☐ A record of such an impairment; or

☐ Being regarded as having such impairment.

Are you qualified to perform the essential functions of a job, with or without a reasonable accommodation? The ADA protects you from job discrimination based on any disability.

To learn more about the ADA, ask your teacher or contact the RI Governor's Commission on People with Disabilities

Remember it is your choice whether to disclose (let it be known to your employer) that you have a disability.
MORE ABOUT THE LAW! Laws result in programs to help you get a job. Many programs exist in Rhode Island that can help you find a job. Go through these lists with your guidance counselor. There is information on these programs in the resource section of this guide.

CHECKLIST- PROGRAMS AT MY SCHOOL AND WHO SHOULD I TALK TO:

☐ Jobs for Ocean State Graduates
☐ Perkins Grant, School Based Coordinator
☐ CO-OP Coordinator
☐ School to Career Coordinator
☐ Work Study Coordinator
☐ Vocational Student Organizations
☐ National FFA Organization (FFA)
☐ National Future Farmers Education Association (NYFEA)
☐ National Future Homemakers of America
☐ Home Economics Related Occupations (HERO)
☐ Future Business Leaders of America (FBLA)
☐ Distributive Education Clubs of America (DECA)
☐ Vocational Industrial Clubs of America (VICA)
☐ Technology Student Association (TSA)
☐ Business Professionals of America (BPA)
☐ Health Occupations Students of America (HOSA)
☐ National Post secondary Agricultural Student Organization (NPASO)
☐ Career Academy
☐ Other

CHECKLIST- COMMUNITY BASED PROGRAMS:

☐ netWORKri
☐ Office of Rehabilitation Services
☐ Youth Employment Training
☐ Job Corps.
☐ Other

CHECKLIST- FURTHER EDUCATION AND TRAINING

☐ College Access Alliance of RI
☐ Access to Opportunity, CCRI
☐ Tech Prep
☐ Early College Admission
☐ Other

Remember, some services, unlike public education, have eligibility requirements. You need to find out if you qualify for any of these programs.
PART ONE - Getting Ready for a Career -
WHAT IS SUPPORTED EMPLOYMENT?

What is supported employment?

Will you need training on a job? Will your training needs exceed the employer’s typical training?

Many people don’t need extra support on the job but, if you have a disability that causes you to need support or training on your job, this support may be available to you. This kind of support is called supported employment. Some schools have employment specialists who help students through the employment process and some schools use non-school agencies in their communities.

Ask your teacher, guidance counselor or vocational counselor for information on supported employment.

See the resource section for how to get more information about supported employment.
PART TWO - Tips and Tools to Help You Find a Job

Finding A Job

Someone looking for a job said, “GEE, looking for a job is a full-time job!”

AND IT’S TRUE… IF YOU DO IT RIGHT, A JOB SEARCH TAKES WORK.

But, it will be worth it. You will land a job that has good pay, benefits, and a workplace where people appreciate what you do.

THIS PART OF THE GUIDE WILL HELP YOU DO A GOOD JOB SEARCH.
Your resume may open doors for you. It shows your skills, abilities, and experiences to an employer. A well-written, good looking resume always makes a positive impression and may make the difference between getting and not getting an interview. Use the information you collected about yourself to write your resume.

A resume is your personal information sheet that tells an employer:
- Who you are - your name, address, telephone number
- Your skills, education, experience and interests
- How much you want the job
- How organized you are
- That you’re serious about finding a job

A resume should clearly and quickly draw attention to your best "selling points"!

A resume should:
- Be no more than one or two pages,
- Be related to your career objective,
- Highlights your positive qualities, skills, characteristics and accomplishments,
- Tell the employer what you can do for the company,
- Use action words (verbs), and,
- Be neat, short and easy to read, without spelling errors, slang or abbreviations.

Your teacher or guidance counselor can help you put together your resume. Also, you can get help at the netWORKri Center that is nearest to you.

The resource section has information on places to get help with your resume.
PART TWO - Tips and Tools to Help You Find a Job

RESUMES...

What do you do with a resume?

1.
Always put a copy with an application form.

2.
Mail a copy to employers with a cover letter asking them for a chance to discuss your qualifications.

3.
Take a copy to the interview to give more information or if the interviewer doesn't have a copy.

REMEMBER TO UPDATE YOUR RESUME - REGULARLY
Most people think "the want ads" in the newspaper are the best place to start looking for a job. But this is not always true! Most people are successful at finding a job by "networking."

Networking is using the people you know to find leads to jobs.

Make your own list by using the form on the next page....

List the people you know who could be part of your job search network. Such as:

- Friends
- Neighbors
- Family members
- School
- Past Employers
- People at Places you go (church, clubs, businesses, etc.)

When you are ready to seek employment, let everyone know that you are looking for a job and give them a copy of your resume. Be clear with those in your network about the kind of work you want to do or don’t want to do.

You can also access traditional job search methods like accessing:

- netWORKri Center
- Employment Agencies
- Personnel Office of a Company that you’re interested in
- Social Service Agencies or Neighborhood Groups
- Bulletin boards in school
- Direct contact with employers

See the resource section for how to contact the resources listed above
Let’s see... There’s Dan at The Air Museum... Oh, and Chad too. There’s my Dad’s friend Carl who’s in the Air National Guard... I could give him a couple of my resumes. And there’s... And... And...

LOOKS LIKE JOE IS BUILDING A NETWORK!

PEOPLE IN MY NETWORK ARE:
Name: ____________________________ Phone: ____________________________
______________________________ __________________________________
______________________________ __________________________________
______________________________ __________________________________
______________________________ __________________________________
______________________________ __________________________________
______________________________ __________________________________
______________________________ __________________________________
______________________________ __________________________________
PART TWO - Tips and Tools to Help You Find a Job -
CONTACTING EMPLOYERS...

Telephone Contacts –

Contacting employers by telephone can be difficult, but it is an important step in finding out about jobs.

When calling an employer on the phone:
Introduce yourself and give the reason that you are calling
Pay attention to what the employer says
Be polite
Be confident and positive about yourself
Be business-like and brief
Take notes

Keep track of your contacts!
Name of company
Contact person (get the spelling right!)
Name of the job
Duties of the job
How I learned about the opening

Be sure to do what you say you will!
Yes, Hello, Mr. Plasky?…
This is Joe Green; Carl Reno gave you my resume and told me you might have an opening at Tondo Airfreight? In your Air Maintenance Department.

Oh yes… Carl did give me your resume, let me see… Uh-huh, I’m glad you called; perhaps we could set up a time for an interview?

That would be GREAT, Mr. Plasky! As you know, I’m still in school… but I can come for an interview any day after 2 o’clock.

Then Joe, How about coming out to Tondo tomorrow at 0-15-hundred.

I’ll be there! Thanks so much, Mr. Plasky.
When you talk with someone about job possibilities:

- Introduce yourself, shake hands and then tell the person the type of job(s) you're interested in.
- Ask if you can fill out an application and/or leave a copy of your resume.
- If they are "not hiring," try to leave a copy of your resume. Call them back in a few weeks.
- Thank the person for his/her time.
- After a week or two, call back, or stop back in person, to ask if any jobs are available. Always be polite. Let them know that you really want to work for their company. Don't be shy about follow-up contacts; they are one of the best ways to sell yourself.
PART TWO - Tips and Tools to Help You Find a Job
APPLYING FOR JOBS IN PERSON...

When applying for jobs in person

- Wear the kind of clothes you would wear to work.
- Have a neat, clean, appropriate appearance.
- Bring your resume with you.
- Bring two forms of identification and your Social Security number.
- Bring an erasable pen to fill out application forms.
- Bring names, addresses and telephone numbers of past employers and references.

AND...

- Be very polite - and demonstrate your positive attitude.
- Smile, stand up straight, and speak clearly so that you appear pleasant and self confident.
- Remain positive, even if you are turned away.
- Follow-up later to show your positive attitude and motivation to work for that employer.

All right, thank you, Ms. ____?

That's Mrs. Gessler, son.

Here you are, Mrs. Gessler... And here is a copy of my resume to go with the application. I appreciate your time.

Thank you, Joe; we'll be in touch.
PART TWO - Tips and Tools to Help You Find a Job - INTERVIEWING

Mr. Walker, thanks for seeing me. I'm so psyched! I got an interview with the owner of Tondo Airfreight! Only... It's tomorrow. So quick, I'm really nervous - I want this job so bad.

That's great, Joe! You'll do fine - NOT-TO-WORRY

I'll help you prepare. We can go over how to act, what to wear and the kind of attitude you'll need to show to the boss!

Thanks a lot, Mr. Walker.

Ask questions.
Show interest.
Arrive 15 minutes early.
Make a list of your skills for the job.
Dress better than the position requires.
Answer all questions in complete sentences.
Bring a copy of your resume and references.
Find out about the job before your interview.
Highlight past experiences, skills and abilities.
Write and mail thank you letter within 24 hours.
Get to know about the company before your interview.
Thank the interviewer at the end and shake his/her hand.
Bring necessary information for completing a job application.
Shake hands, introduce yourself and give the interviewer your resume.
Remember: good eye contact, good posture and body language tell a lot about you.
Prepare answers for questions you might be asked (especially ones that might be difficult).

An interview is a chance for a company to get to know about you. It is also an opportunity for you to get to know the company. It is important to come to your interview prepared.
PART TWO - Tips and Tools to Help You Find a Job -
INTERVIEWING...

Joe, here are some questions you can ask Mr. Plasky... AND... Some kinds of questions he may ask you. If you want we can rehearse - I can take Mr. Plasky's role...

SOME QUESTIONS YOU CAN ASK AN EMPLOYER...
- Are there any special duties in this job?
- What are the hours?
- How much weekend or overtime work is expected?
- What clothes should I wear on the job if it is offered to me?
- Will I be working with other people?
- What are the essential functions of this job?
- Does this appear to be a long-term position?
- Are there chances for career growth with this company?

COMMON QUESTIONS ASKED DURING AN INTERVIEW...
(Rehearse with a friend or teacher)
- Why should I hire you?
- Tell me about yourself.
- What do you expect for a salary?
- How well do you work under pressure?
- Do you have any questions about the job?
- When would you be available to start work?
- Why would you like to work for this company?
- What do you consider your main weaknesses?
- Are you willing to work overtime and weekends?
- Why do you think you might like this particular job?
- What can you offer us that other applicants cannot?
- What would you like to be doing five years from now?
- Tell me about your last job and some things you liked and disliked.
- How long would you stay with this company if the job were offered to you?
- What are your main strengths, skills, abilities, and personality characteristics?
- Can you perform the job duties, as described, with or without an accommodation?
- Please tell me about any gaps in your employment history. What were you doing?
- Describe a time you had problems getting along with a supervisor, teacher or co-worker.

Never ask about salary or benefits until the interviewer brings up the subject, or until you are offered the job.
I hope this is it!!!!

Well, Joe... It's good to meet with you. I'm impressed with your skills and your interest in my company. I think you would be a great addition to The Tondo Team - The job is yours, if you want it!

Mr. Plasky, Ah...Yes... You bet, I'd be happy to work at Tondo.

Good. And welcome aboard, Joe. Let's say you start Monday at 0-16-hundred hours. I'll tell Arty, the Freight Manager that you'll be coming and he'll set you up with a schedule.
EMPLOYERS KEEP EMPLOYEES WHO...

Mr. Walker, I got the job. I start on Monday.

Congratulations, Joe. I love it when a plan comes together! Now that you have the job there will be EXPECTATIONS. Mr. Plasky will want a job well done and there are rules that aren't always in writing that you'll need to follow.

- Are honest
- Handle feelings responsibly
- Are able to admit when they are wrong
- Speak up when there is a problem
- Follow the company and safety rules
- Cooperate with supervisors and coworkers

Return from breaks on time
Ask questions when they are confused
Come to work every day and are on time
Pay attention
Stay on task

Huh? Like what, Mr. Walker? I really want to do well on my job... I guess I could use your help - AGAIN!

No problem, Joe... Let's go over what employers expect and what goes on behind the scenes at a job site.
GOOD LUCK, JOE!
PART THREE – RESOURCES...

For persons using teletypewriters, if there is no TTY number listed, call:
Relay Rhode Island - 1-800-745-6575 (TTY 1-800-745-5555)

YOUR RIGHTS – Page 21

ADA Technical Assistance Center (New England) - www.adaptiveenvironments.org/neada/site/home - 1-800-949-4232 (voice/TDD)

Rhode Island Disability Law Center – www.ridlc.org Provides individual, systems, legal and other advocacy services and has legal rights information and referral services. Will advocate for people who require assistance obtaining vocational rehabilitative services. 831-3150 – (TDD 831-5335)

Rhode Island Legal Services – www.rils.org
Providence - 274-2652
Newport - 846-2264

Rhode Island Parent Information Network - www.ripin.org - RIPIN provides information, referral, support and education to students, their families and the professionals who work with them. 270-0101 1-800-464-3399

RI Governor's Commission on Disabilities - www.gcd.ri.gov - Call if you have a question or concern regarding your rights as a person with a disability. 461-0100 (voice), 462-0106 (fax), TTY/TDD via 711

Rhode Island Department of Labor - www.dlt.state.ri.us - Information on your rights as an employee and what employers must provide. 462-8000 (voice) 462-8006 (TDD)

SCHOOL BASED PROGRAMS – Page 26

Ask your teacher or guidance counselor if any of the following programs are available in your area.

Jobs for Ocean State Graduates
Co-op/Work Study
Tech Prep
Early College Admission
Career Academies
Vocational Student Organizations - Such as...

Business Professionals of America (BPA)
Distributive Education Clubs of America (DECA)
Vocational Student Organizations – cont’d...
Future Business Leaders of America (FBLA)
Health Occupations Students of America (HOSA)
National FFA Organization (FFA)
National Future Farmers Education Association (NFFEA)
National Future Homemaker of America - Home Economics Related Occupations (HERO)
National Post secondary Agricultural Student Organization (NPASO)
Technology Student Association (TSA)
Vocational Industrial Clubs of America (VICA)
Or Others

Junior Achievement
Also ask about School to Career or Perkins Grant funded programs

TRANSITION PLANNING –

Regional Transition Centers: In partnership with the Department of Human Services, Office of Rehabilitation Services, and the RI Department of Education, five Career Discovery and Vocational Assessment Centers provide occupational information and vocational assessment services to students with disabilities who are in transition. Para Informacion en Espanol communiquese con Milagros Acevedo - 278-0520. Each center serves students from school districts located in the following areas:

East Bay Transition Center (East Providence, Portsmouth, Warren/Bristol, Little Compton, Barrington, Middletown, Tiverton, Newport) - 245-2045

Southern Rhode Island Transition Center (North Kingstown, South Kingstown, Narragansett, Westerly, East Greenwich, Exeter/West Greenwich, Charho, New Shoreham, Jamestown) - 295-2888

Providence Transition Center – 278-0520

Northern Rhode Island Transition Center (Pawtucket, Central Falls, Johnston, Cumberland, Woonsocket, Lincoln, Burriville, Smithfield, North Smithfield, North Providence) – 495-2000

West Bay Transition Center (Coventry, Cranston, Foster, Glocester, Foster/Glocester Regional, Scituate, Warwick, West Warwick) - 941-8353
Paul V. Sherlock Center on Disabilities – [www.sherlockcenter.org](http://www.sherlockcenter.org) – Provides training, technical assistance and publications for students, teachers, and families. Web site contains transition information such as parent guides, newsletters (College Link and RI Transitions), and has links to agencies and programs that help with transition services and transition planning. 456-8072 (TDD 456-8773)

**EMPLOYMENT BENEFITS & SUPPORTED EMPLOYMENT –**

**Assistive Technology Access Partnership (ATAP)** - Information and referrals for assistive technology. 1-800-916-8324 (in state) 463-0202 (voice/TDD)

**Office of Rehabilitation Services (ORS)** – [www.ors.ri.gov](http://www.ors.ri.gov) – The Rhode Island Office of Rehabilitation Services (ORS) and an approved network of private agencies offer job related services and supports. Associated private agencies are able to provide assistance to working age individuals who have disabilities. To access these services you will need to call them and set up an appointment with an ORS counselor. ORS counselors will attend IEP meetings and can share valuable transition and career information with eligible customers. 421-7005 (TDD 421-7016)

**RI Division of Developmental Disabilities (DDD)** – Offers case management and services to those who qualify as having a developmental disability. It is important to get in contact with a DDD social worker if you think you may need supported employment services. 462-3234

**Division of Integrated Mental health Services (DMH)** – Referrals to local mental health organizations. Director Craig S. Stenning - 462-3201

**Social Security Administration** – [www.ssa.gov](http://www.ssa.gov) - Provides benefits (monetary) and incentives for Americans with disabilities to join the workforce, eligibility is determined by disability and income. 1-800-772-1213 or (TDD 1-800-325-0778)

- Providence   - 528-4501 (TDD 273-6648)
- Newport    - 849-3487 (TDD 849-0057)
- Pawtucket  - 724-9611 (TDD 729-1896)
- Warwick    - 822-1463 (TDD 823-0453)
- Woonsocket - 766-8423 (TDD 765-1620)
JOB TRAINING AND/OR GETTING A JOB –

The Workforce Partnership of Greater Rhode Island - 462-8730

Workforce Solutions of Providence/Cranston - 861-0800 (voice) 222-4334 (TDD)

Job Corps - Located in the Providence Employment Center. 331-6205 – 354 Broadway Providence RI 02904 2nd floor, Email Moretti.linda@jobcorp.org

netWorkri - www.networkri.org - - One-stop centers located in the Department of Labor and Training offices where career exploration, testing, job-seeking assistance and placement are available for adolescents and adults. The one stop centers are:

- Pawtucket - 721-1800 (TDD: 222-3450)
- Providence - 462-8900 (TDD: 462-8966)
- Wakefield - 401-782-4362 (TDD: 222-3450)
- West Warwick - 828-8382 (TDD: 828-8927)
- Woonsocket - 235-1201 (TDD: 235-1284)

State Apprenticeship Council (SAC) - Located at the RI Department of Labor and Training. 462-8536

Rhode Island Department of Labor - Jobs and training information. 462-8000 (voice) 462-8006 (TDD)

GETTING AROUND –

Driver Education Office (CCRI) - 825-2182

Rhode Island Public Transportation Authority (RIPTA) - Paratransit Services - www.ripta.com - RIPTA is a resource to use if you will need to take public transportation to get to and from work, also get information on carpooling services. RIPTA offers special programs for people with disabilities. Call them at 401-781-9400 or 1-800-479-6902, RIPTA - For route information call - 781-9400

POST-SECONDARY - COLLEGE AND TECH PREP

(SEE the “COLLEGE GUIDE FOR STUDENTS WITH DISABILITIES – YOUR GUIDE TO RHODE ISLAND RESOURCES”)
Isn’t it time you thought about it too?

SOMETIMES IT PAYS TO LISTEN TO YOUR FRIENDS!

What’s up, Robin?

Nothing, want to go hang at THE MALL?

No, I’ve got to go to work, and I have homework.

Yeah, got to get good grades if I want to get into the AVIATION TECH PROGRAM.

MAKE A PLAN FOR YOUR FUTURE!

Yeah, Robin, you ought to think about your FUTURE! Doing well in school gives you more choices. MAKE A PLAN, ROBIN!