

ESO Roundtable: Let's Get Down to Business

Collaboration with Employment Service Organizations
Job Search ProTips from the Experts

Holly Peele, Facilitator
Director of Northstar Career Center
hpeele@northstarva.org



THE JOB SEARCH CHECKLIST

TOOLS & ROUTINES

- Use a notebook or job search log to **track your applications**, including logins, passwords, and next steps. [Example template](#).
- Create a personal email address**. Keep it professional. Avoid including personal information in your email address (like date of birth).
- Have someone you trust **review the legal sections** of your application with you, such as:
 - Terms and Conditions
 - Privacy Policy
- Be prepared to **provide a cell phone number**. Applicants may be asked to let potential employers contact them by text.
- Create a resume**. Choose a format that highlights your skills.
- Prepare the **documents needed to complete your I-9 form**, if hired. [Here is a link to acceptable documents](#). The VADMV also issues legal identification; learn more about how to obtain an adult ID [here](#).
- Search and **apply to jobs daily**.
- Apply to multiple jobs** and a variety of jobs. Not every job application will work out. Finding a job takes time.
- Follow up on your applications** by checking your email, completing next steps, and checking in with the employer.





THE JOB SEARCH CHECKLIST

INTERVIEW TIPS & ETIQUETTE

- Practice answering common interview questions.** Be ready to answer the question, "Tell me about yourself."
- Learn about the place you are interviewing with.** Be ready to say why you are interested in working there. Prepare a couple of questions to ask about the place or the job you applied to.
- Plan ahead. **Arrange reliable transportation** and give yourself plenty of time to get there.
- Send a thank you email** to the interviewer after you meet.



THE OFFER & ONBOARDING



- If you receive a job offer, **be sure to respond** and let the employer know whether or not you want the job.
- **Be prepared to complete a lot of paperwork** and keep track of deadlines. This paperwork might be given to you in person or you might be asked to complete it online.
- Present your documents needed to **complete your I-9 form**.
- Ask someone you trust to help you **complete the tax forms**.
- **Think about whether or not you want to disclose your disability and/or ask for accommodations at work.** These conversations should be held with Human Resources (HR); they will let you know what documentation they need. For information about your rights in the workplace, check out the [disAbility Law Center of Virginia](#).

Cate Engel

cate.engel@thechoicegroup.com

<https://www.thechoicegroup.com/>




THE CHOICE GROUP

PRE-EMPLOYMENT
TRANSITION SERVICES

 Contact Us

(877) 374-5312

 Email

info@thechoicegroup.com

www.TheChoiceGroup.com

PRE-ETS

The Choice Group works with DARS & DBVI to provide Pre-Employment Transition Services to students with disabilities who are currently enrolled in school. Services include:

WORK BASED LEARNING

Job shadowing, informational interviews, employer & industry tours

WORK EXPERIENCES

Internships, volunteer experiences & part-time jobs (ranging from 3-8 weeks)

AFTER SCHOOL PATHWAYS

A class focusing on job exploration, workplace readiness, post-secondary options & self-advocacy. Students create a portfolio which includes: resume, cover letter, sample application, interest testing & recommendations for employment.

ROAD TRIP TO DISCOVERY

Interactive tours of schools, colleges, employers & industries

WORKPLACE READINESS TRAINING - INDIVIDUALIZED TRAVEL TRAINING

One on one coaching to increase travel independence



Travis Roelfs

travis@theopusnetwork.com

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Need to make a
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Just graduated



Want to supplement
their income



Need to accommodate
a disability



Want to discover
their passion





Anna Fierro

afierro@rsvprehab.com

Rehabilitative Services and Vocational Placement, Inc

<https://rsvprehab.com/about-rsvp-inc/>

