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# Getting a Job

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# Getting a Job

The process of achieving employment success can be broken down into three areas: "Choosing," "Getting," and "Keeping" a job. This booklet focuses on the "Getting" part of the process. If you have not yet explored and decided on the types of jobs to seek, ask your counselor for guidance.

When conducting your job search, it is important to consider labor market information so you can target businesses and industries that are likely to grow in the future.

Like any other activity you do, finding a job can be done in different ways, but there are some basics that you need to know.

This booklet will assist you in developing the skills needed to conduct a job search, complete job applications and interview for jobs.

The thought of looking for a job can, in itself, be frightening. The more you know about how to do it and the better prepared you are, the more confident you will feel. We have brought together considerable information in this booklet which you can use to educate yourself about the task of finding a job. We suggest that you read through the entire booklet first and then return to those sections on which you are going to work. Remember, most people change jobs several times during their lives, so what you learn here will benefit you in the future as well.

We wish you success in finding the job that meets your particular needs.

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# Planning Your Time & Where to Get Job Information

Now is the best time to start looking for a job. You are as qualified as other applicants, so start now before someone else gets "your" job. You have already made a good start by obtaining this booklet!

## Finding Work is a Full Time Job!

### In a full time job, you:

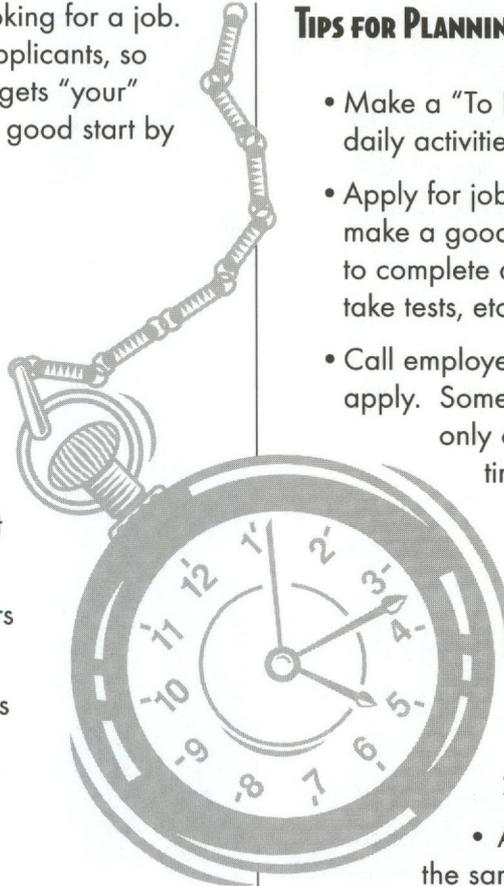
- Have responsibilities (work duties and procedures).
- "Punch a clock" or arrive at work on time.
- Work hard all day, 40 hours a week.
- Report to a boss who makes sure you carry out your responsibilities.

### To find a job, you must:

- Set your own responsibilities (things you must do every day to get a job).
- Wake up early at a set time to start looking for work.
- Look hard for a job all day, 40 hours a week.
- Be your own boss (or appoint a friend to be your "boss") to make sure you carry out your job search responsibilities.

## TIPS FOR PLANNING AN EFFECTIVE JOB SEARCH

- Make a "To Do" list every day. Outline daily activities to look for a job.
- Apply for jobs early in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.
- Call employers to find out the best times to apply. Some companies take applications only on certain days and at certain times during the week.
- Write down all employers you contact, the dates of your contacts, people you talk to and special notes about your contacts. You may want to use the "Job Search Record" form on page 22.
- Apply at several companies in the same area when possible. This saves time and money.
- Be prepared. Have a "master application" or "pocket resume" and resumes, pens, maps and job information with you at all times. Who knows when a "hot lead" will come your way.
- Follow up on all leads immediately. If you find out about a job late in the day, call right then! Don't wait until the next day.
- Network. Tell everyone you know that you are looking for a job. Ask friends, relatives and acquaintances for assistance.
- Read pamphlets and books on how to get a job (see the list of books at the back of this brochure). The time you spend reading these materials will save you time in your search.



## **REGISTERING WITH THE TEXAS WORKFORCE COMMISSION (TWC)**

Registering with the Texas Workforce Commission's computer matching system is the job seeker's first step to finding employment.

When you go to a TWC local office to register for a job, you will be asked to complete forms that describe your employment history and skills. Every line of information is crucial to the job-matching process. Employers who have job openings come to TWC seeking applicants with specific skills and employment histories.

### **WHERE TO GET JOB INFORMATION**

If you know what job skills you have, you are ready to look for a job. After you register with the TWC, also look for job openings through these sources:

- Private employers can be contacted directly to market your job skills. Talk to the person who would supervise you, even if there are no jobs currently available.
- Federal, state and local government personnel offices list a wide range of job opportunities. Check the government listings in your phone book, or ask to see these listings at a local TWC Office, or use one of the automated job information centers (kiosks) located in retail centers across the state.
- Local public libraries have books on occupations and often post local job announcements.
- The State Occupational Information Coordinating Committee offers free career counseling and job search information. Call toll-free 1-800-822-7526.

- Former employers, co-workers, friends and relatives.
- Newspaper ads list various job openings.
- Local phone books list career counseling centers in your area. (Some may require fees.)
- Private employment and temporary agencies offer placement services. (The employer or job applicant may pay a fee.)
- Community colleges and trade schools usually offer counseling and job information to students and the general public.
- Business sections of newspapers have information about new and expanding businesses.
- Community organizations such as clubs, associations, women and minority centers and youth organizations.
- Churches frequently operate employment services or provide job search help.
- Veteran placement centers operate through TWC. Veterans' social and help organizations often have job listings for members.
- Unions and apprenticeship programs provide job opportunities and information.
- Government-sponsored training programs offer direct placement or short-term training and placement for applicants who qualify.
- Check with Chambers of Commerce for lists of businesses.
- Check the Yellow Pages under "Job Training Programs" or "Government Services."
- Journals and newsletters for professional and trade associations often advertise job openings in their fields. Ask for these at the local library.

## Most Commonly Used Job-Search Methods

<i>Percent of Total Jobseekers Using the Method</i>	<i>Method</i>	<i>Effectiveness Rate</i>
66.0%	Applied directly to employer	47.7%
50.8	Asked friends about jobs where they work	22.1
45.9	Answered local newspaper ads	23.9
41.8	Asked friends about jobs elsewhere	11.9
28.4	Asked relatives about jobs where they work	19.3
27.3	Asked relatives about jobs elsewhere	7.4
15.3	Civil Service test	12.5
12.5	School placement office	21.4
10.4	Asked teacher or professor	12.1
6.0	Union hiring hall	22.2
1.6	Placed ad in local newspaper	12.9

## Applying For Jobs

After you have decided on the type of job you want and where to look for those jobs, it's time to start contacting employers. We suggest that you use the "Job Search Record" sheet on page 22 to help track the work that you have done and what to do next. Feel free to make extra copies of this sheet if you need to.

The "Pocket Resume" (on inside back cover) should be completed before you begin your job search, and take it with you when you contact employers. It is a valuable tool to help you complete job applications more accurately.

## Resumes

You want to apply for a job. Do you need a resume? That depends on the kind of job for which you are applying.

RESUME REQUIRED -	Professional, technical, administrative and managerial jobs. Sales positions Secretarial, clerical & other office jobs
RESUME SOMETIMES REQUIRED -	Skilled jobs (Examples: baker, hotel clerk, electrician, drafter, welder) Semi-skilled jobs (security guard, electronics assembler, janitor, etc.)
RESUME NOT REQUIRED -	Unskilled, quick turnover jobs (fast food server, laborer, machine loader, cannery worker, etc.)

If you decide that a resume is needed, ask your TRC counselor for a copy of the booklet, "Writing a Resume," or refer to information found in public libraries or employment services.

# The Job Application

Here are some tips on filling out application forms:

- Read the entire application form before you begin filling it out.
- Either type it or print neatly with a black pen.
- Fill in all of the blanks, even if your resume will also contain the information.
- Check for correct spelling
- If the application asks for information that you believe is discriminatory (such as marital status, race, religion, or disability), you may leave the items blank. However, be prepared to discuss them if you are asked.
- Use attached sheets if you need more space, but only when absolutely necessary, since too much information may cause the reader to lose interest.
- For the "salary desired" blank, you can write "open" or "negotiable," or put a minimum figure that you would be willing to accept.
- If your salary history is requested, include all benefits that you received in addition to the salary.

- Married women should include both their married and maiden names. It will help the employer check your employment history and references.
- Include only references who have agreed for you to use their names and ones who will give good recommendations.
- Questions about the reasons that you left other jobs can be tough. Make your answer short, honest and positive. Do not use negative statements about yourself, the job, co-workers, or your supervisor. If you were fired, leave it blank and be ready to talk about it, if you are asked.
- After you have completed the application, reread it to make sure that you are satisfied with how it represents you to someone who will make a decision about hiring you.

Now use the sample application on pages 6-7 to practice. Feel free to make more copies if you need them.



# Application For Employment

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability or national origin.

Date / /

## Employment Desired

Position	Date You Can Start	Salary Desired	Type of Employment <input type="checkbox"/> Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
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Are you employed now?    Yes    No      If so, may we contact your present employer?    Yes    No

Have you ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Where?	When?
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## Personal Information

Last Name	First Name	Middle Name
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Address (Number, Street, City, State, Zip Code)

Social Security Number	Home Telephone Number	Referred By
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## Education

High School Attended and Location	No. of Years Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College Attended and Location	No. of Years Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree
Trade, Business or Correspondence School Attended and Location	No. of Years Completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## General

Special Courses or Training

Experience/Skills Related to the Position for Which You Are Applying

## Office/Secretarial Applications

Skill/Aptitude	Years of Experience	Words Per Minute	Software Used
Typing			
Shorthand			
Word Processing			

List secretarial training courses completed and any other training which may be helpful in considering your application.

## Employment History (List Present or Most Recent Positions First)

Name of Employer		Address (Number, Street, City, State, Zip Code)		
Type of Business		Department	Your Position	
Duties				
Name and Position of Immediate Supervisor				
Date Employed (Day, Month, Year)		Date Left (Day, Month, Year)	Starting Salary	Final Salary
Reason for Leaving				

Name of Employer		Address (Number, Street, City, State, Zip Code)		
Type of Business		Department	Your Position	
Duties				
Name and Position of Immediate Supervisor				
Date Employed (Day, Month, Year)		Date Left (Day, Month, Year)	Starting Salary	Final Salary
Reason for Leaving				

Name of Employer		Address (Number, Street, City, State, Zip Code)		
Type of Business		Department	Your Position	
Duties				
Name and Position of Immediate Supervisor				
Date Employed (Day, Month, Year)		Date Left (Day, Month, Year)	Starting Salary	Final Salary
Reason for Leaving				

## Other Experience

In this section, list any job experience not listed above that is most directly related to the job for which you are now applying.

Name of Employer		Address (Number, Street, City, State, Zip Code)		
Type of Business		Department	Your Position	
Duties				
Name and Position of Immediate Supervisor				
Date Employed (Day, Month, Year)		Date Left (Day, Month, Year)	Starting Salary	Final Salary
Reason for Leaving				

# Contacting Employers Directly

One way to search for a job is to call employers that you know hire people to do the kind of work for which you are looking. Even if you don't know whether there is an opening or not, remember most employers don't list jobs in the newspaper. A well presented phone call can often have positive results.

If you do not prepare yourself properly when calling prospective employers, your calls will only add to your frustration. Once you learn how to set objectives and prepare for telephone contacts, your calls will produce positive results in your job search.

## YOUR TELEPHONE CONTACT

A complete, successful telephone contact has four basic parts:

- The NAME - who you are
- The POSITION - what job you are seeking
- The HOOK - what you have to offer
- The GOAL - an interview

*EXAMPLE:* "Hello, my name is John Smith. I am interested in a position as an accountant or bookkeeper. I am a graduate of a bookkeeping program and have over two years of combined experience in the accounting field. My skills include processing and posting inventory, sales, payables, payroll and other accounting functions. I am also able to maintain a general ledger, compile special reports, prepare taxes and use all standard accounting equipment, including computerized systems. I am organized, reliable and good at solving problems. Could I meet with you for an interview at 1:15 Tuesday afternoon or 11:45 Wednesday morning?"

# Interviewing For The Job

## WHAT EMPLOYERS WANT

The first step in preparing for a successful job campaign is to analyze and understand why potential employers hire certain people instead of others. Begin to think like an employer. Employers look for qualities in the following order of importance:

- Dependability
- Skills to do the job
- Successful work history
- Communications ability
- Assertiveness
- Cooperative attitude
- Problem solving skills
- Good interpersonal skills
- Personal appearance
- Good education

The next step in preparing to launch your campaign is to assess why employers do not hire certain people. Several negative factors are:

- Poor personal grooming
- Bad attitude
- Poor interviewing skills
- Job hopping
- Lack of related industry experience
- Not willing to start at the bottom
- Sloppy application or resume
- Lack of interest in the job
- Late for interview without a good reason

## PERSONAL APPRAISAL

Next, assess your strengths and weaknesses to identify how they relate to the typical employer's needs. This can be a difficult task, as most people have not focused on their strengths in the past. Everyone has weaknesses, but the well-prepared job hunters are able to smoothly and professionally deal with these problems:

- What do I think are my good points?
- What do I think are my weaker points?
- What things or activities have I done successfully in life?
- What things have I been praised for doing well?
- What things do I really like to do?
- What things or situations do I dislike?
- What have previous employers criticized me for?
- What have previous employers praised me for?
- What are the things about me that would favorably impress an employer in a job interview?

The objective in handling these situations in an interview is to answer without becoming defensive and to toot your horn without making the interviewer defensive. One method is the short story technique.

## SHORT STORY TECHNIQUE

In order to identify and describe your strengths and prepare to discuss subtle weaknesses in an interview, the short story technique is an excellent tool. Identify specific examples in your work history that fully define your strengths and minimize your weaknesses. Explain how they contributed to your job and the company. You should use short stories to assist you in this

explanation. The short story should be one to two minutes in length and should:

- Describe the situation in which you had to demonstrate use of the identified strength.
- Describe how you used the strength.
- Describe the positive results you achieved.

*FOR EXAMPLE, IN HIGHLIGHTING COMMUNICATION SKILLS:*

### ENVIRONMENT

"Mr. Jones, as manager of marketing for XYZ Corporation, it was my responsibility to hold seminars for distributors when new products were introduced or when existing products were modified for better performance. I held approximately six to eight seminars per year."

### ACTION

"I would notify all distributors by mail and telephone of the dates of the seminar and topics to be discussed, coordinate all travel arrangements and meeting facilities, prepare required material and present the seminar."

### ACHIEVEMENTS

"As a result of my activities, 10 new products were successfully launched in a two-year period, and seven of these products exceeded first-year sales forecasts. I believe this illustrates my ability to communicate effectively with both individuals and groups."

The short story technique maintains the interviewer's interest and will be easier to remember. You want the interviewer to remember your contributions over the contributions of other applicants for the same position.

Use the worksheet on the next page to practice what you will want to say.

# Short Story Analysis (Worksheet)

**Strength You Want to Highlight** \_\_\_\_\_

Describe the situation: \_\_\_\_\_

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Describe the actions you took: \_\_\_\_\_

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Describe the results you achieved: \_\_\_\_\_

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Most hiring decisions are made at the first interview. How you come across in that interview could be as important as your experience and job talents.

Here are some interviewing tips that will help you get the job you want.

## **BEFORE THE INTERVIEW**

- Learn as much as you can about the company, salary and benefits. Friends, neighbors and relatives who work for the company are good sources of information. Libraries, local Chambers of Commerce, etc., are also helpful.
- Learn everything you can about the job and how your previous experience and training qualify you for the job.
- Write down things you will need to complete the applications:
  - ✓ Use the "Pocket Resume" (on inside back cover) to record your background and experience list (with names of former employers, schools, training, etc.)
  - ✓ A resume or summary of your work experience
  - ✓ Samples of your work (if practical), work-related or community service awards received
  - ✓ Social Security card, driver's license, union card, military records, etc.

## **THE INTERVIEW**

- Dress correctly for the interview. Do not overdress, but at the same time, avoid looking too informal.
- Always go to the interview alone. Arrange for baby-sitters, transportation and other pitfalls ahead of time so that you can be on time and relaxed in the interview.

- Find common ground with the employer. Pictures, books, plants, etc., in the employer's office can be conversational material leading into the interview. This can make both of you more comfortable.
- Express your interest in the job and the company using information you gathered to prepare for the interview.
- Let the interviewer direct the conversation.
  - ✓ Think of four or five good things about yourself and practice saying them. You can tell about your skills, your background, your attitudes, or your work habits—things you believe make you a good person to hire. Tell only what the employer needs to know.
  - ✓ Tell things that show you can do the job, and not much more. Tell no life history unless it shows you can do the job.
  - ✓ Ask questions to show interest.
  - ✓ Be available for work immediately. This shows enthusiasm and a desire to do the job.
  - ✓ Watch the employer and pick up on cues. If the employer seems to be in a hurry, don't ask too many questions. If the employer stands up or says, "Well, thank you for coming in....," that means the interview is ending and you should leave.
  - ✓ Answer questions in a clear, concise and positive manner that reveals how your experience and training will make you productive.

## SAMPLE INTERVIEW QUESTIONS

- *What college or high school courses did you like best? Least?*
- *In what activities did you participate while in school?*
- *What type of work have you done?*
- *In what type of work are you interested?*
- *Why do you want to work for this company?*
- *What experience have you had that pertains to this job?*
- *What can you contribute to this company?*
- *What special skills do you have?*
- *What trade journals or magazines do you read?*
- *What do you especially like about our service or product?*
- *How do you feel about relocation?*
- *Can you travel?*
- *What questions do you have about our organization?*
- *Do you plan to continue your education?*
- *Where would you like to be in 5 years?*

Speak positively of former employers and co-workers, even if you were fired from your last job.

Let the employer lead into conversation about benefits. Do not be afraid, however, to ask questions about things that you need to know.

When discussing salary, be flexible—avoid naming a specific salary. If you ask too high, you risk not getting the job. If you ask too low, you undersell yourself. Answer questions on salary requirements with responses such as, "I am interested in the job as a career opportunity, so I am negotiable on the starting salary." Negotiate, but don't sell yourself short.

## QUESTIONS YOU MAY WANT TO ASK

- *What is a typical entry-level position for a person with my skills?*
- *Do you have a training program?*
- *Must I relocate in order to receive a promotion?*
- *Is there a lot of travel involved in this job?*
- *How many employees do you hire each year?*
- *How many employees are currently working here?*
- *How many plants or locations do you have?*
- *What are the promotional possibilities?*
- *What type of benefit package do you have?*
- *When would I start to work?*
- *Can I advance at my own rate, or is there a set career path?*
- *Would I work with a team or alone?*
- *Do I need any special clothing for the job?*
- *Is this a seasonal job?*
- *What hours would I work?*
- *Is there a probationary period?*
- *Is there a cafeteria, or will I have to bring my lunch?*
- *In which area of the plant would I work?*

It is to your advantage to be responsible for disclosing the need for accommodations to perform essential tasks. If testing is required for the position, request an appropriate alternative testing format, such as interpreter services, etc.

If possible, videotape yourself while practicing an interview. This is a good way to improve your interviewing skills.





# Employment Rights and Responsibilities for Persons With a Disability

## **CAN AN EMPLOYER REQUIRE MEDICAL EXAMINATIONS OR ASK QUESTIONS ABOUT A DISABILITY?**

If you are applying for a job, an employer cannot ask you if you are disabled or ask about the nature or severity of your disability. An employer can ask if you can perform the duties of the job with or without reasonable accommodation. An employer can also ask you to describe or to demonstrate how, with or without reasonable accommodation, you will perform the duties of the job.

An employer cannot require you to take a medical examination before you are offered a job. Following a job offer, an employer can condition the offer on your passing a required medical examination, but only if all entering employees for that job category have to take the examination. However, an employer cannot reject you because of information about your disability revealed by the medical examination, unless the reasons for rejection are job-related and necessary for the conduct of the employer's business. Nor can the employer refuse to hire you because of your disability if you can perform the essential functions of the job with an accommodation.

Once you have been hired and started work, your employer cannot require that you take a medical examination or ask questions about your disability unless they are related to your job and necessary for the conduct of your employer's business. Your employer may conduct voluntary medical examinations that are part of an employee health program, and may provide medical information required by state workers' compensation laws to the agencies that administer such laws.

The results of all medical examinations must be confidential, and maintained in separate medical files.



# Discussing a Disability With an Employer

There is no requirement for an applicant to discuss a disability with an employer. If you think you will need a reasonable accommodation in order to apply for the job or to perform the essential functions of the job, then you should tell the employer that an accommodation will be needed. Be prepared to discuss what the accommodation might be. (We will cover "reasonable accommodations" more later.) If you decide to discuss your disability, it is only necessary to talk about how the disability will interfere with your ability to perform the essential functions of the job. It is not necessary for you to discuss the cause of your disability, treatments, prognosis or how it affects your personal life. Remember, concentrate on your abilities and not on your limitations. Practice discussing your abilities and need for any accommodations with your counselor, a friend, relative or job placement person. The employer is most interested in who you are, what you can do and why you should be hired.

When a disability is obvious, and the employer is concerned about your ability to do the job, the Americans with Disabilities Act allows the employer to ask about your ability to perform the essential functions of the job. If you are unable to perform the essential functions of the job with or without reasonable accommodations, then you are not qualified for the job.

Here are some hints about when to discuss your disability and when it is not necessary:

- If you will require the employer to provide a reasonable accommodation, then you need to talk about it.

*EXAMPLE:* An applicant who is deaf requires a flashing light instead of a buzzer to alert him or her when an alarm sounds. Telling the employer about what you need, and about how much it will cost, where to get it and how it has worked for you in the past can create a positive impression.

- If an accommodation is not needed, but the disability is obvious to the employer, it is better to discuss it and explain how you can perform the job functions.

*EXAMPLE:* Seeing an applicant who uses a wheelchair may cause an employer to doubt his or her ability to operate certain machinery. Explaining or demonstrating the ability will help the employer determine qualifications.

- When the disability is not obvious and will not interfere with performance of the job, then do not discuss it.

*EXAMPLE:* A person with a seizure disorder that is well controlled with medications. Performing the job will pose no danger to the employee or co-workers. There is no reason to discuss the disability.

# The Americans with Disabilities Act

The Americans with Disabilities Act bans discrimination by employers against a qualified individual with a disability in recruitment, job application, hiring, promotion, sick leave, benefits, training, or any other term, condition, or privilege of employment.

## **"Covered Employers":**

- Employers with 15 or more employees.
- State and local governments.

## **"Qualified Individual":**

- Meets all job-related requirements such as skill, experience and education.
- Can perform the essential functions of the job with or without reasonable accommodation.

## **An "Individual with a Disability" has:**

- A physical or mental impairment that substantially limits one or more major life activities;
- A record of such an impairment; or
- Is regarded as having such an impairment.

## **"Essential Job Functions":**

These are the duties you must be able to perform in order to be "qualified" for the job. A job function is essential if:

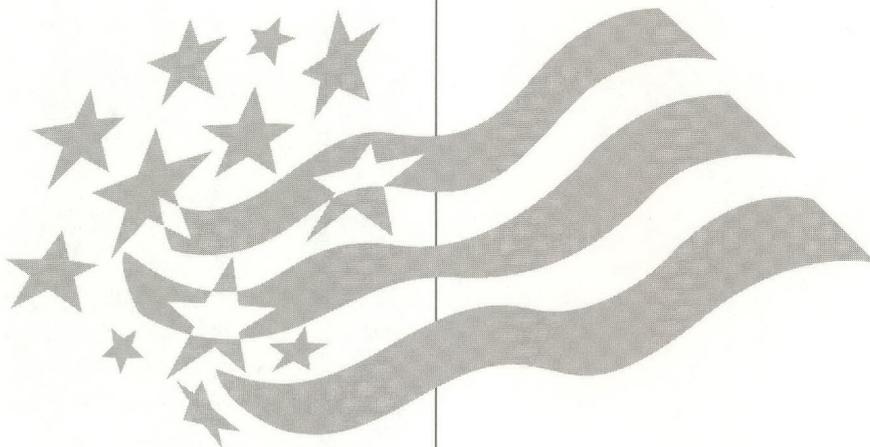
- The job exists to perform the function.
- There are few or no other employees available to perform the function.
- The function requires specialized skills and employees are hired based on those skills.

## **"Reasonable Accommodations":**

These are changes or adjustments made to allow a qualified individual with a disability equal opportunity in:

- The job application process.
- The place where work is done, or the usual way in which the job is performed.
- Other benefits and privileges of employment.

These might include removing architectural barriers, adjusting a work schedule, making changes to equipment or acquiring assistive devices, making changes to pre-employment tests, providing readers or interpreters, or other accommodations.



# Job Analysis

## FOR MORE INFORMATION CONTACT:

- **ADA Technical Assistance Center**  
1-800-949-4232  
Provides published information.  
Answers questions.
- **Equal Employment Opportunity Commission**  
1-800-669-4000  
Answers questions.
- **Job Accommodation Network (JAN)**  
1-800-526-7234  
Provides telephone consultation on individual accommodation needs.

## QUALIFIED INDIVIDUALS WITH DISABILITIES

### Have the Right to:

- Refuse a medical exam until after a job offer has been made.
- Refuse to discuss disability and discuss job performance in terms of abilities instead.
- Request a reasonable accommodation in applying or interviewing for a job and in doing the job.
- Equal benefit in all other terms, conditions and privileges of employment.

### Have the Responsibility to:

- Notify an employer of the need for accommodation.
- Have documentation of the need for accommodation.
- Be prepared to describe or demonstrate why you are qualified and how you will do job tasks.

The more you know about the job that you are interested in, the greater your chances are of getting it and feeling confident about your ability to perform it.

The amount of information you need about a job depends on many things, for example: You may just want information about the hiring process of the company, whether you would want to work there, or whether you can perform the job with or without an accommodation. A job analysis is one of the best ways to find out about a job.

The following is an example of areas that you may want to learn about:

- Information about the hiring process, including application and interviewing.
- Physical barriers that you would have to overcome or need an accommodation for.
- Work schedule.
- Uniform or equipment requirements.
- Job description.
- What are the major tasks of the job?
- How and when do you do them?
- Can it be done differently?
- Can you get help, and who would help you?
- Do you work alone or as part of a team?

You may want to use the "Job Site Analysis" form on page 20 to help gather information.

## SUMMARY

Finding the right job takes time and hard work to reach your goal. Don't give up! Call on your counselor, relatives and friends for support if you need help. Once you have found your job, please provide the information on page 21 to your counselor. Your thoughts about what helped you find a job could be helpful to others.

## BOOKS WITH TIPS FOR FINDING THE RIGHT JOB

### Everything For a Job Search

- Bolles, Richard N., *What Color is Your Parachute?* Ten Speed Press, Box 7123, Berkeley, CA 94707. Updated annually.
- Figler, Howard E., *The Complete Job Search Handbook: Presenting the Skills You Need to Get Any Job, And Have A Good Time Doing It.* Holt, Rinehart & Winston, 383 Madison Ave., New York, NY 10017. 1979.
- Collard, Betsy A., *The High-Tech Career Book: Finding Your Place in Today's Job Market.* William Kaufmann, Inc., 95 1st St., Los Altos, CA 94022. 1986.
- Durkin, Jon, *Mid-life Career Changes.* Johnson O'Conner Research Foundation, Human Engineering Laboratory, 701 Sutter St., San Francisco, CA 94109.
- Wegmann, Robert, & Chapman, Robert, and Johnson, Miriam, *Work in the New Economy: Careers and Job Seeking into the 21st Century.* JIST Works, 720 North Park Ave., Indianapolis, Indiana 46202. 1989.
- Klein, Karen with Hope, Carla Derrick, *Bouncing Back From Injury: How to Take Charge of Your Recuperation.* Prima Publishing & Communications, P.O. Box 1260BB, Rocklin, CA 95677. 1988.

### Resume Writing

- Parker, Yana, *The Damn Good Resume Guide.* Ten Speed Press, Box 7123, Berkeley, CA 94707. 1986.

### Interview Skills

- Hellman, Paul, *Ready, Aim, You're Hired!: How to Job-Interview Successfully Anytime, Anywhere, With Anyone.* AMACOM, 135 W. 50th St., New York, NY 10020. 1986.

- Medley, H. Anthony, *Sweaty Palms—The Neglected Art of Being Interviewed.* Ten Speed Press, Box 7123, Berkeley, CA 94707. 1984.

### Women Job Seekers

Educational Testing Service, Publication Order Services, CN 6736, Princeton, NJ 08541-6736. "I CAN" lists. (Classifies homemaker skills under various job titles in business.)

### Minority Group Applicants

Johnson, Willis L., Ed., *Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, Financial Aid Sources.* 4th ed. Garrett Park Press, P.O. Box 190, Garrett Park, MD 20896. 1986.

### Job Skill Requirements

Bureau of Labor Statistics, *Occupational Outlook Handbook.* Supt. of Documents, U.S. Govt. Printing Office, Washington, DC 20402. (Describes hundreds of occupations & 35 major industries.)

*Guide for Occupational Exploration.* Supt. of Documents, U.S. Govt. Printing Office, Washington, D.C. 20402.

### Training

"National Assn. Of Trade & Technical Schools." 2251 Wisconsin Ave. NW, Washington, D.C. 20009, (202) 333-1021. (A list of accredited technical schools.)

### Federal Job Opportunities

U.S. Office of Personnel Management, "Career America." Supt. of Documents, U.S. Govt. Printing Office, Washington, DC 20402.

# Job Site Analysis

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Brief Description of Job: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INSTRUCTIONS: Rate all items in increments of 1 to 5 as they apply to the job you are surveying.  
 Example: Transportation(5) Important Factor  
 Math, Reading (1) Not Critical to Job

JOB FACTOR	RATING	NOTES
1. Availability		
2. Transportation		
3. Strength		
4. Endurance		
5. Physical Mobility		
6. Environment (Hot, Cold, Noise)		
7. Special Uniform, Equipment		
8. Public Visibility		
9. Health, Sanitation Requirements		
10. Employee Behavior		
11. Communication		
12. Work Rate/Quality		
13. Math, Reading		
14. Task Sequence		
15. Color, Size Discrimination		
16. Large Worker Group		
17. Small Worker Group		
18. Structured Work Environment		
19. Is This a Place You Would Like To Work?		

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# EMPLOYMENT INFORMATION

Your Name: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Phone Number of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Weekly Wage: \_\_\_\_\_ Weekly Hours You Work: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ What date did you begin this Job? \_\_\_\_\_

How did you find this Job? \_\_\_\_\_

Your present address: \_\_\_\_\_

Your home phone: \_\_\_\_\_

MAIL TO YOUR COUNSELOR

# Job Search Record

Employer's Name \_\_\_\_\_ Phone Number ( \_\_\_\_ ) \_\_\_\_\_  
Employer's Address \_\_\_\_\_

Position Applied for \_\_\_\_\_  
Date of Contact \_\_\_\_\_ Person Contacted \_\_\_\_\_  
Training Required \_\_\_\_\_  
Application Completed  Yes  No Date Follow-up Phone Call \_\_\_\_\_  
Interview Date \_\_\_\_\_ Date Thank You Letter Sent \_\_\_\_\_ Expected Date of Hiring \_\_\_\_\_

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Employer's Name \_\_\_\_\_ Phone Number ( \_\_\_\_ ) \_\_\_\_\_  
Employer's Address \_\_\_\_\_

Position Applied for \_\_\_\_\_  
Date of Contact \_\_\_\_\_ Person Contacted \_\_\_\_\_  
Training Required \_\_\_\_\_  
Application Completed  Yes  No Date Follow-up Phone Call \_\_\_\_\_  
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Position Applied for \_\_\_\_\_  
Date of Contact \_\_\_\_\_ Person Contacted \_\_\_\_\_  
Training Required \_\_\_\_\_  
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Employer's Address \_\_\_\_\_

Position Applied for \_\_\_\_\_  
Date of Contact \_\_\_\_\_ Person Contacted \_\_\_\_\_  
Training Required \_\_\_\_\_  
Application Completed  Yes  No Date Follow-up Phone Call \_\_\_\_\_  
Interview Date \_\_\_\_\_ Date Thank You Letter Sent \_\_\_\_\_ Expected Date of Hiring \_\_\_\_\_

---

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

(copy as needed)





# POCKET RESUME

Social Security No. \_\_\_\_\_

Driver's License \_\_\_\_\_

## EDUCATION

High School \_\_\_\_\_

City/Location \_\_\_\_\_

Attended From \_\_\_\_\_ To \_\_\_\_\_

Activities/Honors \_\_\_\_\_

Major Subject \_\_\_\_\_

G.E.D From \_\_\_\_\_

Address \_\_\_\_\_

College \_\_\_\_\_

City \_\_\_\_\_

Attended From \_\_\_\_\_ To \_\_\_\_\_

Major \_\_\_\_\_ hrs. \_\_\_\_\_

Minor Hrs. \_\_\_\_\_

Type Degree \_\_\_\_\_

Honors Received \_\_\_\_\_

Organizations \_\_\_\_\_

## MILITARY

Branch \_\_\_\_\_

Date From \_\_\_\_\_ To \_\_\_\_\_

Training \_\_\_\_\_

Achievements \_\_\_\_\_

Job Title/Skills \_\_\_\_\_

## REFERENCES (Get permission before using names.)

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_



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**TEXAS REHABILITATION COMMISSION**  
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Austin, Texas 78751-2399  
(512) 424-4062

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