



**Presents**


# Preparing for Employment

## Virtual Mini Conference



## **Amber Hamm, Transition Age Parent Educator**

- Mother and advocate
- 5+ years professional experience
- 14 of personal experience
- Northern Kentucky
- Loves dogs, carbs and helping others



# **KY-SPIN**

(Special Parent Involvement Network)

## **Parent Training & Information (PTI) Center**

Funded by the U.S. Dept. of Education under IDEA since 1988 when Kentucky first received a PTI. KY-SPIN Parent Center provides training, information and support for children and youth with all types of disabilities (birth through 26 years old), their parents, families, and professionals.

We do NOT:

**Act As Attorneys or Advocates**

We DO:

- ♥ Empower Families to Effectively Advocate for their Children
- ♥ Provide “peer to peer” support to help families access needed information and resources



# Housekeeping

- Technology issues, barking dogs
- If you have questions, type them in the chat box
- Share from your own experience
- Follow-up email with resources



# Session 1: Preparing for the Interview







## **Nick Carpenter, Youth Educator**

- 24 years old
- Autism diagnosis
- 13 years advocacy experience
- Serves as a mentor to children with disabilities
- I like roleplaying games, video games and spending time with my dog

# Be Careful!

## Employers Check Your Social Media

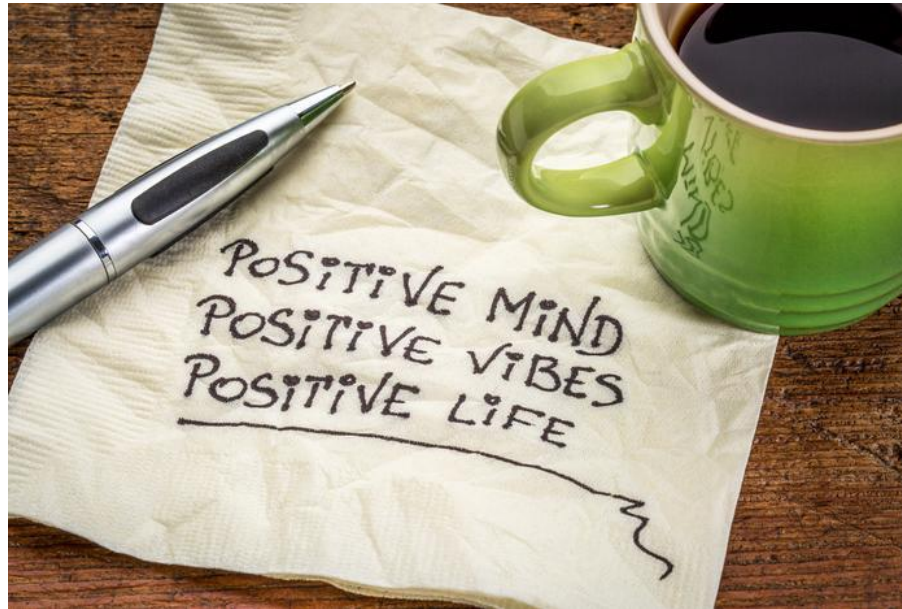




## Things to Avoid on your Social Media Accounts:

- ▶ Drug and alcohol references
- ▶ Profanity
- ▶ Inappropriate
- ▶ Check the background!





***The Good News Is...***

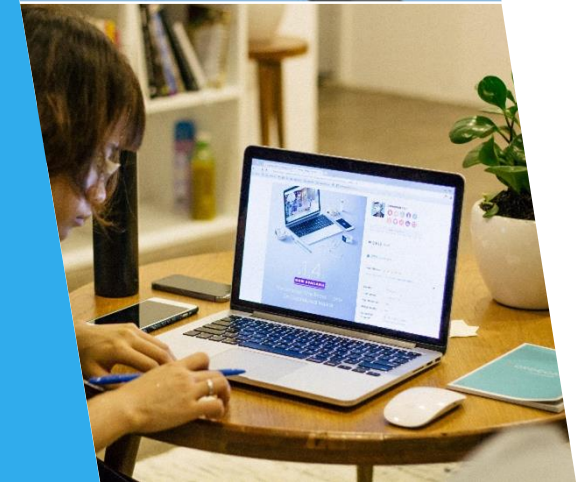


## Things to **Embrace** on Social Media:

Post (appropriate) pictures of:

- ▶ Your last trip
- ▶ Your soccer team
- ▶ Your Community Involvement or Volunteer Work
- ▶ Your awesome cooking skills





# Research the Company

## Learn About The Job





**#1**

What skills and experience is the company looking for?

## #2 Key players of the organization





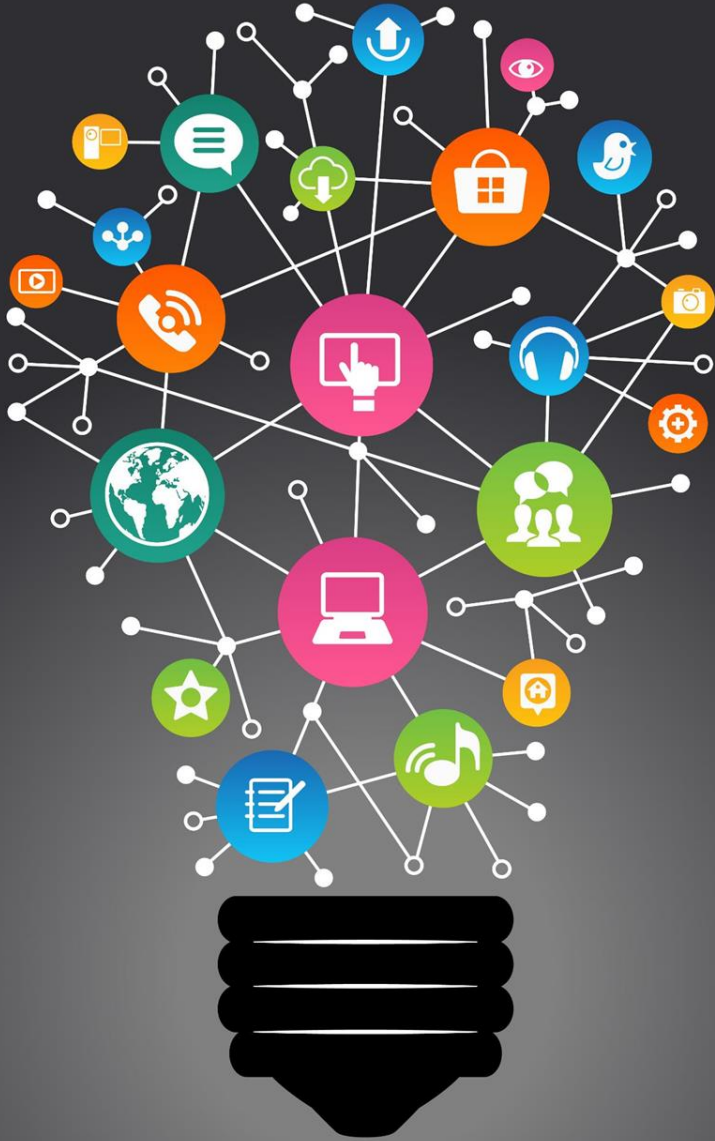
# #3

News and recent events  
about the employer

## #4 The company's culture, mission and values







**#5**  
Clients, products, and services



# Update Your Resume

*Every job seeker needs a resume!*

- ▶ Be creative about what you put in your resume
- ▶ Paid employment is not the only example of work experience and skills!

# Resume Building Tips:

Sometimes when you are just getting started in the workforce, it's hard to find things to fill up that sheet of paper!

- ▶ List any skills you have
- ▶ List personally traits that will serve you well in the workplace
- ▶ List academic acknowledgements
- ▶ List any clubs and extra curricular activities you have participated in



# VOLUNTEER



Use volunteer experiences to build work skills and improve a resume.





# Don't forget those references!

Some References you can include:

- ▶ Coaches
- ▶ Club leaders
- ▶ Church members or religious figures
- ▶ Family friends
- ▶ Teachers



# CONTACT INFORMATION

- **Email Address**
  - Active
  - Checked Often
- **Phone Number**
  - Current
  - Yours
  - Alternate
- **Voicemail**
  - Set-up
  - Appropriate
  - Checked often



# Dress For Success

- ▶ Clean (hair brushed, teeth brushed, shower, shaved, etc.)
- ▶ Don't wear too much perfume or cologne
- ▶ Wear appropriate business clothes:  
When in doubt,  
Dress up!





### Do Wear:

- Button up shirts
- Blouses
- Dress pants or khakis
- Dress shoes



### Don't Wear:

- Short skirts, jeans or shorts
- Low cut shirts or anything too revealing
- Stained or wrinkled clothes
- Flip-flops



# Business Casual



# Dress for Success



## Prepare for Success

### Know what you want to wear

Take some time to prepare your interview outfit to be sure you're ready to make the best impression.

### Get some new threads

Well in advance of your interview, make sure you have appropriate interview attire, and everything fits correctly.

### Get that outfit ready

Get your clothes ready the night before, so you don't have to spend time getting them ready the day of the interview.

### Clean those kicks!

Be sure to polish or clean your shoes the night before.

# What are Employers Looking For? Professionalism



Professionalism isn't one thing; it's a *combination of qualities*.

- ▶ Arrives on Time
- ▶ Manages Time
- ▶ Takes Responsibility
- ▶ Works Effectively
- ▶ High Quality Work Standards
- ▶ Honesty and Integrity
- ▶ Clean and Dress Appropriately
- ▶ Communicates Effectively

# Professionalism:

- Conducting oneself with responsibility, integrity, accountability, and excellence.
- Communicating Effectively and Appropriately





[illegible][illegible]

# To an employer, good communication skills are **essential**!

- ▶ Good communication skills consistently rank at the top of the list for potential employees
- ▶ Communication skills are ranked FIRST among a job candidate's "must have" skills and qualities, according to a 2010 survey conducted by the National Association of Colleges and Employers.



## **During a job interview, employers are impressed by:**

- ▶ A candidate who answers questions with more than one-word answers (such as yeah...yes...no, etc.)
- ▶ Someone who demonstrates that he or she is listening, and shares information and ideas
- ▶ Ask questions for clarification and/or follow-up
- ▶ Remember, non-verbal communication is also critical in an interview. Employers expect good eye contact, good posture, and “active” listening.

The interview is your chance to show how you will interact with:

- ▶ Supervisors
- ▶ Co-workers
- ▶ Customers
- ▶ How you will resolve conflicts when they arise





# Practice, Practice, Practice!





Why should we hire you for this position?

What makes you a good fit for our company?

What are your strengths?

What is your biggest weakness?

Tell me about a time that you used leadership skills in a situation.

Tell me about a time that you handled a conflict.

# Enthusiasm!

What is the difference between “You’re hired!” and “Thank you for your interest, but...”?



– The answer is: **Enthusiasm!**



- ▶ When employers look at prospective candidates, they not only look for skills, experience, and training, they look for those who demonstrate enthusiasm!
- ▶ Employers want to hire someone they believe will complete assigned tasks in an upbeat and cooperative manner.



# Maintain a Positive Attitude!



Managers sometimes worry that someone without a positive attitude will not get along with supervisors and co-workers, treat customers disrespectfully, or not put much effort into their work.

Employees who are viewed as enthusiastic are known to provide good customer service, resolve interpersonal conflict effectively, and work productively with others.





If you still have questions...

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