



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 2: Presenting Your Best Self



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



**Arrive on Time
and Ready to Go!**

Test Your Technology

- ✓ Know the platform
- ✓ Test your speaker and mic
- ✓ Join by phone if possible





Don't
Forget!!

- Resume
- Important Documents (License/ID, Social Security Card, etc.)
- Notebook and Pen

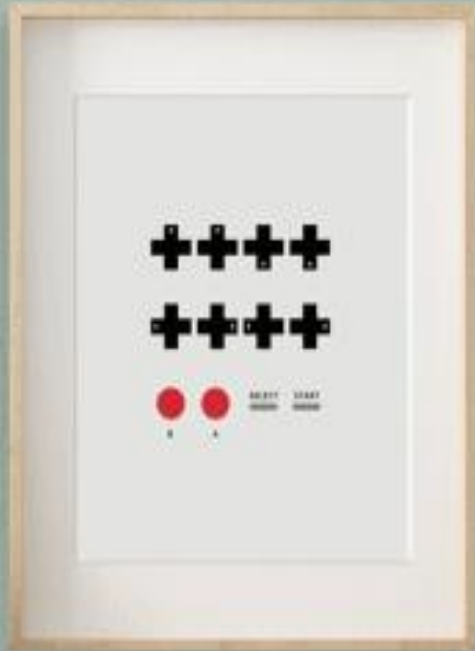
Make a Positive First Impression

In a job interview:

- ▶ Smile
- ▶ Sit up straight
- ▶ Make eye contact
- ▶ Discuss training and work experiences in an upbeat manner



Virtual/Phone Interviewing



Create a "set"
&
Rid yourself of distractions

Show Interest in the Company and the Job

- Learn About The Job
- Ask Questions





What is it?

- Making hidden information known

Is it required?

- Not unless you need an accommodation

When do I tell, *if* I tell?

- It's up to you.

Know Your Strengths and Weaknesses





**What are your current skills,
abilities, and talents?**



Strengths and Weaknesses to Consider:

- Are you **RELIABLE**?
- Are you an **EFFECTIVE COMMUNICATOR**?
- Are you an **ACTIVE LISTENER**?
- Do you **PARTICIPATE**?



- Are you **COOPERATIVE**?
- Are you **FLEXIBLE**?
- Are you **COMMITTED**?
- Are you a **PROBLEM SOLVER**?
- Are you **RESPECTFUL**?



Strengths and Weaknesses



These skills often take some time to develop – so don't worry.



It might be helpful to reach out to someone you know and trust to help you focus on developing a plan for working on some of the skills in which you would like to be more confident. Don't be afraid to ask for help. Asking for help when you need it is another great skill



Invite someone close to you (someone you know and trust), to work with you on the areas you would like to improve. Most people would be really happy to help you! Learning the strategies to become a good team member takes time, energy, and dedication.

- Put a positive spin on things!
- We all have weaknesses, but the key is to acknowledge your weaknesses and have a plan for how to manage them.
- You can also make your weaknesses sound like an asset to the employer.



Be Prepared

Question: “What are your strengths?”

Answer: I’m a really good listener. Don’t get me wrong, I’m a good talker too, but I think listening skills are even more important. I’m also a good organizer. It doesn’t make any difference if it is organizing my closet or a trip with my family; I love all the planning and organizing that goes into it.

Question: “What are your weaknesses?”

Answer: I like things to go according to my plans so when something comes up that may make my plans go off schedule it sometimes stresses me out. But what I have learned about myself is that coming up with a plan B helps a lot! So, if I plan ahead for potential problems, then I don’t stress out at all because I have a good idea of what to do next.

Follow Up:

Write the person who interviewed you a thank you letter, making sure to:

- 1) Thank them for taking the time to interview you
- 2) Let them know you are still interested in the job
- 3) Let them know you look forward to hearing from them, and supply your contact information again (e-mail and phone number)





After you have nailed the interview...

- Don't get upset if you don't hear back from the place you applied to right away.
- Wait for about a week to contact them to check in on the position if you have not heard back from them.
- Be Patient



Prepare yourself for a “no”

- Don't get discouraged
- Ask for feedback



One Last Thing...

Let the Interviewer Know in Advance:

- You can't make the interview time
- You have accepted another position
- You have changed your mind





If you still have questions...

(800) 525-7746 (502) 937-6894

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Please Complete Our Evaluation!

