CHOOSING A JOB
A First Step to Success

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF VOCATIONAL REHABILITATION
Appendix B

Employer Expectation

Employers are people just like you and me — except they will make the decision as to whether you will get hired or not. While you are thinking about or looking for work, keep the following in mind.

- Interview begins with your first phone call
- Follow instructions about applying for specific jobs
- Be prepared with all work information and references
- Observe and assess the company
- Employers will expect you to be neat, well groomed, clean, and prompt
- Park in the appropriate parking area; they may be observing you
- Good manners are important
- Don't bring a friend, food, or drink to the interview
- They will expect you to use proper language (no swearing, rude remarks, etc.)
- Wait to be asked to be seated
- Employers will expect you to be flexible (overtime, extra work, off shifts, weekends, holidays)
- Be honest and dependable
- Don't criticize your former employers
- Don't use work time to conduct personal business
- Ask for help if needed

Practice these skills with your counselor to increase your chances of getting and keeping a job.

CHOOSING A JOB

A First Step To Success

Choosing a job is one of the most difficult things you will do in your lifetime. This booklet will help you decide on the right job for you. Answer the following questions the best you can about your education, work, interests, life experiences, and abilities. There are no "right or wrong" answers, just choices to make.

After you have completed this booklet, you and your counselor will meet to review your answers and to develop a plan to assist you in getting a job.

Please complete this booklet by ___________________________ and meet your counselor at ___________________________ on ___________________________ at ___________________________.

(Customer’s Name & Phone Number) (Counselor’s Name & Phone Number)
Appendix A

Some Ways You Can Find Out About Jobs You May Like and Can Do

OVR Counselor
- Job hunting and interview information
- Resource books, career guides, video tapes
- PA Choices, computer and Internet access, Occupational Outlook Handbook

Libraries
- Computer programs and Internet access
- Resource books, magazines, newspapers, video tapes, Occupational Outlook Handbook

Career Link/Job Center
- Resource books, video tapes, career guides, PA Choices
- Job hunting and interview information
- Computer services and Internet access, ALEX
- Job listings, Occupational Outlook Handbook

High School and College Career/Guidance Office
- Resource books
- Career guides
- Computer services and Internet access

Department of Labor & Industry Web page
- www.dli.state.pa.us
- Labor market information
- Job duties, requirements, and work environments

Family, Friends, Professionals
- Can tell you about jobs and job duties
- Can be a job reference for you
- Know where jobs can be found

Volunteering
- You can learn about jobs
- You can practice job skills
- It can be a good job reference for you
The Any Game

This is a quick and easy way to explore workplaces where you may like to work. Please pick out four (4) work places where you would most like to work and four (4) that you would not. **It is important to give your reasons for selecting each.**

**A List of Workplaces**

- a hotel
- a gas station
- a television station
- an auto shop
- a factory
- a construction company
- a hospital
- a museum
- a dry cleaners
- a fire department
- an employment agency
- a day care center
- an insurance company
- a restaurant
- a department store
- an amusement park
- a machine shop
- a bakery
- a travel agency
- a doctor’s office
- on a ship, plane, train, bus
- a research laboratory
- a funeral home
- the front office of a large company
- a parking garage
- a greenhouse
- a movie theater
- a video store
- a zoo
- a computer company
- a farm
- a school
- a warehouse
- a bank
- a police station
- people’s houses
- a car dealership
- a landscaping company
- other (please name)

**Four Top Favorites:**

1. ___________________________________
   Reason: ___________________________________
   ___________________________________
   ___________________________________

2. ___________________________________
   Reason: ___________________________________
   ___________________________________
   ___________________________________

3. ___________________________________
   Reason: ___________________________________
   ___________________________________
   ___________________________________

4. ___________________________________
   Reason: ___________________________________
   ___________________________________
   ___________________________________

**Four Places I’d Never Work**

1. ___________________________________
   Reason: ___________________________________
   ___________________________________
   ___________________________________

2. ___________________________________
   Reason: ___________________________________
   ___________________________________
   ___________________________________

3. ___________________________________
   Reason: ___________________________________
   ___________________________________
   ___________________________________

4. ___________________________________
   Reason: ___________________________________
   ___________________________________
   ___________________________________

**The Next Step ???**

You have just completed **Choosing A Job: A First Step To Success.** In reviewing your answers, what job(s) would you like to learn more about?

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

In reviewing your previous answers about interests, skills and abilities, work values, etc., why do you think your job choice is good for you?

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

In order to plan for my future job, this is what I need to do next.

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

Additional Comments:

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

You are now better prepared to make a job choice. Thank you!

Customer Name __________________________________ Address ___________________________ Phone Number ___________________________
### Work Values

Work values represent some of the things that will make your job important. The choices that you make below will assist you in finding the job that meets your wants and needs. Read each one carefully, think about it, and then check one of the three choices.

<table>
<thead>
<tr>
<th></th>
<th>Very Important</th>
<th>Somewhat Important</th>
<th>Not Important</th>
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</thead>
<tbody>
<tr>
<td>Working with my hands</td>
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<tr>
<td>Working with people</td>
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<td>Solving problems</td>
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<td>Being creative</td>
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<tr>
<td>Working with a variety of tasks</td>
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<td>Being able to sit, stand, or</td>
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<td>move as needed</td>
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<td>Working outdoors</td>
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<td>Having a low stress job</td>
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<td>Working part-time only</td>
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<td>Supervising others</td>
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<td>Working close to my home</td>
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<td>Having job benefits</td>
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<td>Making enough money to continue</td>
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<td>my lifestyle</td>
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<tr>
<td>Working flexible work hours</td>
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<tr>
<td>Feeling good about the job I</td>
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<td>do</td>
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<tr>
<td>Keeping my job for many years</td>
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<tr>
<td>Other (please name)</td>
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### Questions That You Need To Answer Before You Go To Work

- Do you want to work part-time or full-time? What hours, days, or shifts would you consider?
- If you have children, who will care for your children while you work? (family, friend, neighbor, day care)
- List any family members, friends, doctors, or therapists that support your desire to work?
- What transportation will you use to go to and from work?
- How far are you willing to travel to work?
- Are you willing to relocate to find a job? Yes  No
- What is the hourly wage you would expect to earn on your next job?
- Did you have difficulty keeping previous jobs? Yes  No  If yes, explain
- Circle any special benefits you are worried about losing such as SSI, SSDI, welfare, housing assistance, food stamps, workers’ compensation, Other
- Do you need help with medication costs? Yes  No
- Have you ever been convicted of a crime? Yes  No
- Are you willing to take a drug test? Yes  No
- Would you need any special accommodations at work due to your disability? Yes  No
- What would you need in order to be ready to start a job tomorrow?
**Education**

Did you enjoy school? Why or why not? ________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

What was your favorite subject in school? Why? _________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

What was your least favorite subject in school? Why? _____________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Did you miss more than 10 days of school in a school year? If so, Why? ________________
_____________________________________________________________________________________________
_______________________________________________________________________________________________

What kind of special accommodations did you receive in school? (example: extra time for tests, tutoring in any subjects, any learning support classes or special schools.) _________
____________________________________________________________________________________________
_____________________________________________________________________________________________

Do you learn best by reading, by watching, by doing, or by listening? __________________
____________________________________________________________________________________________

Did you have disciplinary problems while attending school? If yes, please explain. ______________
_____________________________________________________________________________________________
_______________________________________________________________________________________________

Did you ever start a training program that you did not finish? If yes, please explain. ____________
_____________________________________________________________________________________________
_______________________________________________________________________________________________

Do you want to continue your education? Why or why not? _________________________
____________________________________________________________________________________________
______________________________________________________________________________________________

Have you visited any schools that you want to attend? If any, please list. ________________
____________________________________________________________________________________________
______________________________________________________________________________________________

Can you afford the time of continuing education? ........................... Y es ___ No __
Can you afford the cost of continuing education? ........................... Y es ___ No __
Are you willing to take out some loans to pay for your education?.. Yes ___ No __
Did you ever default on a school loan? ............................................ Y es ___ No __

**Successes In Your Life**

List any successes you have experienced in your life. For example: work achievements, awards, trophies, life events, things you are proud of.

1. _________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
_____________________________________________________________________________________________

2. _________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
_____________________________________________________________________________________________

3. _________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
_____________________________________________________________________________________________

What success would you like to achieve in the future?

1. _________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
_____________________________________________________________________________________________

2. _________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
_____________________________________________________________________________________________

3. _________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
_____________________________________________________________________________________________

4. _________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
_____________________________________________________________________________________________
Work Skills & Experience

What jobs (paid and unpaid) have you held? ____________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
What were your job duties? _________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
What machines, equipment, tools can you use? _________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
What computer programs can you use? _______________________________________
_____________________________________________________________________________________________
______________________________________________________________________________________________
Have you had any special help or equipment provided at work because of your disability? If yes, please describe. __________________________________________________
___________________________________________________________________________________________
How has your disability caused problems for you in your past work? __________________
______________________________________________________________________________________________
______________________________________________________________________________________________
What work did you like best? Why? ___________________________________________
______________________________________________________________________________________________
What work did you like least? Why? ___________________________________________
______________________________________________________________________________________________
What did your employers/co-workers tell you that you do well? _______________________
________________________________________________________________________________________________
______________________________________________________________________________________________
What were your reasons for leaving past employment? ____________________________
________________________________________________________________________________________________
_______________________________________________________________________________________________
When did you last work? ___________________________________________________
What have you been doing since you have been off work? __________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
What job would you like to do in the future? Why? ________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

How Leisure Time Activities Relate To Jobs

Leisure time activities such as hobbies, gardening, and sports require certain skills.

For example, cooking requires the following:
• reading
• measuring ingredients
• following directions
• using kitchen tools & appliances
• being able to complete the meal

For example, playing basketball requires the following:
• being a team player
• following coach’s directions
• using your eyes and hands together
• being physically fit

List up to two of your leisure time activities.

Most favorite? ___________________________________________________________
Skills Required? _________________________________________________________
_______________________________________________________________________________________________
How do the above skills apply to jobs in which you are interested? __________________
_______________________________________________________________________________________________
Second most favorite?_____________________________________________________
Skills Required? _________________________________________________________
________________________________________________________________________________________________
How do the above skills apply to jobs in which you are interested? __________________
_______________________________________________________________________________________________
______________________________________________________________________________________________