

# 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  
(Date)  
meet your counselor at \_\_\_\_\_ on  
(Place)  
\_\_\_\_\_ at \_\_\_\_\_ to review it.  
(Date) (Time)

\_\_\_\_\_  
Customer's Name & Phone Number

\_\_\_\_\_  
Counselor's Name & Phone Number

### 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](http://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 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?

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

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

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Additional Comments:

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

## The Any Game

This is a quick and easy way to explore work places 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 restaurant                        | a movie theater            |
| a gas station          | a department store                  | a video store              |
| a television station   | an amusement park                   | a zoo                      |
| an auto shop           | a machine shop                      | a computer company         |
| a factory              | a bakery                            | a farm                     |
| a construction company | a travel agency                     | a school                   |
| a hospital             | a doctor's office                   | a warehouse                |
| a museum               | on a ship, plane, train, bus        | a bank                     |
| a dry cleaners         | a research laboratory               | a police station           |
| a fire department      | a funeral home                      | people's houses            |
| an employment agency   | the front office of a large company | a car dealership           |
| a day care center      | a parking garage                    | a landscaping company      |
| an insurance company   | a greenhouse                        | <b>other</b> (please name) |

### Four Top Favorites:

1. \_\_\_\_\_  
Reason: \_\_\_\_\_

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2. \_\_\_\_\_  
Reason: \_\_\_\_\_

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3. \_\_\_\_\_  
Reason: \_\_\_\_\_

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4. \_\_\_\_\_  
Reason: \_\_\_\_\_

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### Four Places I'd Never Work

1. \_\_\_\_\_  
Reason: \_\_\_\_\_

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2. \_\_\_\_\_  
Reason: \_\_\_\_\_

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3. \_\_\_\_\_  
Reason: \_\_\_\_\_

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4. \_\_\_\_\_  
Reason: \_\_\_\_\_

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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.

	<u>Very Important</u>	<u>Somewhat Important</u>	<u>Not Important</u>
Working with my hands .....	_____	_____	_____
Working with people .....	_____	_____	_____
Solving problems .....	_____	_____	_____
Being creative.....	_____	_____	_____
Working with a variety of tasks .....	_____	_____	_____
Being able to sit, stand, or move as needed	_____	_____	_____
Working outdoors .....	_____	_____	_____
Having a low stress job .....	_____	_____	_____
Working part-time only .....	_____	_____	_____
Supervising others .....	_____	_____	_____
Working close to my home .....	_____	_____	_____
Having job benefits .....	_____	_____	_____
Making enough money to continue my lifestyle	_____	_____	_____
Working flexible work hours .....	_____	_____	_____
Feeling good about the job I do .....	_____	_____	_____
Keeping my job for many years .....	_____	_____	_____
Other (please name)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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? ..... Yes \_\_\_ No \_\_\_

Can you afford the **cost** of continuing education? ..... Yes \_\_\_ No \_\_\_

Are you willing to take out some loans to pay for your education? .. Yes \_\_\_ No \_\_\_

Did you ever default on a school loan? ..... Yes \_\_\_ No \_\_\_

## 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
- following directions
- being able to complete the meal
- measuring ingredients
- using kitchen tools & appliances

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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_