

Students with Disabilities

Resources

Career Topics Series

Career Exploration & Planning

Perform a self-assessment

Consider the following questions:

- What are one's interests: What do you like to do?
- What are one's skills: What do you do well?
- What are one's strengths: What can you offer to an employer?
- What are one's values: What is important to you?
- What are your personality traits: How do they translate into an occupation?
- What are one's job preferences or criteria: What do you want your job "to look like"?

Know the types of skills/strengths you have to offer from the following categories

- *Skills you have learned through your major and degree*
Examples: physical therapist, accountant, engineer, teacher, social worker, business manager
*In these professions you tend to be trained in specifics
- *Transferable Skills*: Skills that are acquired through one's quest in higher education and the study of the arts and sciences. These skills are needed in all fields.
Examples: written and oral communication skills; the ability to research, analyze, critique, problem-solve
- *Personal Characteristics*
Example: adaptability, leadership, concern for people, reliability, enthusiasm, energy, flexibility

Know Yourself and Know Your Career Goals

Interests: What do you like to do?

- What activities were involved in growing up? How do you spend your free time? What are your hobbies? If there are activities you enjoy, then consider these your interests.

Skills: What are you good at doing?

- Sit down and start by making a list of your strengths. What have former supervisors or coworkers complimented you on? When do you feel proud of yourself for a job well-done? What do your friends and family tell you they appreciate about you?

Work Values: What is important to you?

- Think about your next job. Whether it is an internship or full-time position. What will you need in that experience for it to be satisfying?

Some examples may be...

- | | | |
|------------------------------------|--------------------------|-----------------------|
| - Fit with career goals | - Distance from home | - Training program |
| - Room to grow with company | - Pay vs. cost of living | - Size of city |
| - Opportunity to go back to school | - Fit with co-workers | - Setting/environment |

Develop effective interview skills

If an interviewer were to ask one question, would you be ready? "Why Should I Hire You?"

Know what you have to offer and be ready to articulate your strengths, abilities and experience

Be prepared for “behavioral interviewing” questions like:

Tell me about a time when...

- you had a problem and how you dealt with it
- you went above and beyond what was necessary
- you had a problem with a co-worker or a supervisor

Different types of interviews:

- Telephone screening
- Second interview or organization interview (company visit)
- Panel interviews

The best way to be prepared is to anticipate the questions

At the interviews make a good impression verbally and non-verbally

- * If your disability is visible - you may want to bring this up quickly regarding the effect (or lack of effect) on the job to ease the employers mind and show your level of self-awareness - this should be brief and to the point.

Follow up within five working days

- Call to see if the organization has received your resume
- Ask when you can expect to hear from them
- In two weeks, if you have not heard, make another call; ask when you might anticipate hearing from them
- Keep your name in front of the employer without being pushy—be interested, friendly, enthusiastic and competent

Start Out on the right foot by “doing the right thing” with your new boss

Send thank you letters.

- Express genuine appreciation for employee trust in you
- Reaffirm your commitment to the organization
- Express enthusiasm for the job and that you are more convinced that you are an excellent match for both the position and the organization

Interview & Workplace Disability Disclosure

DISCLOSURE PROCESS

STEP 1: PREPARING TO DISCLOSE

- Explore your feelings about your disability...how comfortable are you talking about your disability?
- Identify (by yourself or with other’s help) what accommodations you may need during the hiring process or on the job.
- Weigh the benefits, risks and timing of disclosure.
- If you decide not to disclose, make sure you can perform the essential functions of the position before accepting it.
- If you decide to disclose, plan in advance how you will handle it.
 - Whom to tell (interviewer, HR representative, etc.)
 - What you will say

STEP 2: WHEN YOU DISCLOSE

- **Decide how specific you will be in describing your disability.**
 - General terms: a medical condition, a disability, etc.
 - Specifically refer to your disability
 - Exact diagnosis

Remember, try to use language that is informative, yet non-threatening. Be concise in your explanation and prepare brief answers for anticipated questions.

- **Describe the skills that you have that make you able to perform the essential functions of the job.**
 - Qualifications
 - Technical Skills
 - General Work Skills
- **Describe any functional limitations caused by your disability that may interfere with your performance and identify those accommodations you may need to overcome those limitations.**

STEP 3: PREPARE SCRIPT (If Necessary)

“I have (name of disability). Currently, I have (the skills required) to do the essential functions of the job. Sometimes, (functional limitations) may interfere with my ability to (duties you have trouble performing). It helps if I have (name the specific accommodations you need). I work best when (other accommodations).”

You could also add the following information...

Sometimes you might see (symptoms or behaviors associated with symptoms). When you see that, you can (name the action steps for the employer). Here is the number of my (employment specialist, doctor, therapist, previous employer, JAN, etc.) for any information you might need about my ability to handle the job.

Rules for a Good Disclosure

- **Script your disclosure.** Write it down and have it critiqued. Run through it with friends who are employers, with people in the working world.
- **Rehearse** your disclosure script until you feel comfortable and good about it, not only with your lips, but also with your body language.
- When you prepare your script, **avoid being too clinical or too detailed.** It may be of great interest to you, but the interviewer wants to know only 3 things: will you be there; can you do the job as well or better than anyone else; will you be of value to the company?
- **Remember your script and be positive** about your skills and abilities. The more positive you are, the more you will convey that you are you and you “just happen to have a disability.” Conversely, the more you discuss your disability, the more important it will become in the employer’s mind.

Elements of the Disclosure Process

This activity is designed to help you understand the thought process needed when deciding whether or not to disclose your disability to an employer. Based on your career goals, think about your understanding of your career of choice, such as the job responsibilities, essential functions of the job, qualifications, etc. Once you understand the requirements of a specific career, you can begin to think about appropriate job accommodations that you will need. All of these steps are involved in the decision of whether or not to disclose your disability. Let's move step by step through the process...

State the job duties you describe as potentially difficult for you to perform.

Now, think about possible accommodations. Are there accommodations you have used in the past that will enable you to perform the above task(s)? If so, please list them below:

Are there still job duties which you may be unable to perform? Research an accommodation which might enable you to perform the task. In addition to listing additional job duties below, list as many resources as possible which will enable you to research possible accommodations.

Finally, imagine that you are meeting with a potential employer. You need to disclose your disability to assure that you will receive the necessary accommodations on the job. In complete sentences, describe your disability and what strategies or accommodations you will need to perform the job successfully (Peterson & Sherman, 1997).

Disclosure information gathered from www.cosdonline.org

Job & Internship Search

In addition to using the Career Services Center's job and internship search tools found at www.marquette.edu/csc, the websites below may be helpful in your search:

Disabilityinfo.gov

<http://www.disabilityinfo.gov>

Topics related to employment of people with disabilities are covered on this website. Information, resources, and advice for individuals seeking work and employers, as well as information on employment rights, laws and regulations, employment programs, and job accommodations.

Employer Assistance & Recruiting Network (EARN)

<http://www.earnworks.com/>

A free service that connects employers with skilled job candidates with disabilities.

eSight Careers Network

<http://www.esightcareers.net/>

Coverage of job hunting, career management, and small business information and tools for people with disabilities and for employers who seek a more inclusive workplace.

Job Accommodation Network (JAN)

<http://www.jan.wvu.edu/>

Free consulting service designed to increase the employability of people with disabilities by providing individualized work accommodation solutions, technical assistance regarding ADA and other disability-related legislation, and education about self-employment options.

JobAccess

<http://www.jobaccess.org/>

The goal of ABILITY Jobs and JobAccess is to enable people with disabilities to enhance their professional lives by providing a dedicated system for finding employment. By posting job opportunities, employers not only exhibit an open door policy but also demonstrate their responsiveness to affirmative action by genuinely recruiting qualified persons with disabilities.

recruitABILITY

<http://www.disabledperson.com/recruitability.asp>

Free job posting and search tools to help link employers to job seekers with disabilities.

Career Opportunities for Students with Disabilities

<http://www.cosdonline.org/>

Career Gateway available

The National Business and Disability Council

<http://www.business-disability.com/index.aspx>

The NBDC is the leading resource for employers seeking to integrate people with disabilities into the workplace and companies seeking to reach them in the consumer marketplace.

Workforce Recruitment Program

<http://www.dol.gov/odep/programs/workforc.htm>

Coordinated by the Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense, the WRP is a recruitment and referral program that connects federal and private sector employers with highly motivated

postsecondary students with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs.

GettingHired

<http://www.gettinghired.com>

National employment portal connecting job seekers with disabilities with employers.

The Workforce Recruitment Program

<http://www.dol.gov/odep/programs/workforc.htm>

Federal program that connects employers and students with disabilities.

Lime

<http://limeconnect.org/>

Lime brings corporate partners, experts in disability and experts in standard development together to create a Global Corporate Standard to source, hire, develop and market to people with disabilities.

Other Resources

The Job Accomodation Network

<http://www.jan.wvu.edu>

Offers information on job accommodations for employees and employers.

Disability and Business Technical Assistance Centers

<http://www.adata.org>

National network of centers that provide information, referrals, resources and training on the Americans with Disabilities Act.

The Office of Disability Employment Policy

<http://www.dol.gov/odep>

Offers employment policies and data.

Centers for Independent Living

<http://www.virtualcil.net/clls>

Offers a directory of independent living centers by state.

Plan to Achieve Self-Support

<http://www.passplan.org>

Program that allows Social Security benefit continuation to individuals with disabilities to help them achieve work goals.

Rehabilitation Services Offices

http://wdcrobcolp01.ed.gov/Programs/EROD/org_list.cfm?category_ID=SVR

For a listing of different states' rehabilitation services offices.

Ticket to Work

<http://www.socialsecurity.gov/work/aboutticket.html>

Provides appropriate services to help beneficiaries find and maintain employment.

Wisconsin Department of Vocational Rehabilitation

<http://www.dwd.state.wi.us/dvr/>

Provide employment services and counseling to people with disabilities

Provide or arrange for services to enable an individual to go to work

Provide training and technical assistance to employers regarding disability employment issues

Association on Higher Education and Disability (AHEAD)

<http://www.ahead.org>

Professional association committed to full participation of persons with disabilities in postsecondary education.

The CSC Website (www.marquette.edu/csc)

Start here to gain access to information for your career planning and job search needs. Highlights include:

MU Career Manager

- Internships and full-time positions
- Online resume submission for on campus interviews; searchable by employers
- Calendar to track positions and upcoming career events

Golden Eagle Search

- Comprehensive web-crawler job search engine
- Search internships and jobs by skill area from over 5 million national job postings

Going Global

- Country Career Guides packed with country-specific information
- Job Postings and Internship Listings for any country in the world
- Global Key Employer Directory contains 25,000 country-specific company profiles

Vault

- Online career library including company and career field information
- Research employers, industries, and career subjects

Reference USA

- Identify employers to actively pursue for positions
- Research industries/companies; executives, corporations, company description

Use internet social networks to make connections with people:

We're tweeting!

- Follow the Career Services Center on **Twitter** (twitter.com/MU_CSC) to stay up to date on the latest job search articles, highlights and Career Services Center happenings.

We're blogging!

- Be sure to visit the Career Services Center's new blog, **Career Chatter** (marquettecsc.blogspot.com), regularly to get all the latest information and advice from our office. It's the Career Services Center... UNPLUGGED

We're on Facebook!

- Become a fan of the MU Career Services Center on **Facebook** (www.facebook.com/mucsc). It can't hurt...right?

We're LinkedIn!

- Network with professionals in our MUCSC Group on **LinkedIn**. If you don't already have an account - here is one good excuse to get one! To find us just search in groups for MUCSC and join.