Identifying possible careers which suit your interests and abilities is very important to building your future. To help you do this, find out what School-to-Careers activities exist at your school and participate; no one can be excluded because of disabilities.

Answer the following questions and complete the checklists to help identify activities and training issues which will equip you for successful employment.

What kind of work would you like to do? ______________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

What kind of environment will you enjoy working in? _____________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

What kind of training will you need for that work? _____________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Will you need on-the-job support? __________________________________________________________

______________________________________________________________________________________

If yes, what kind and for how long? _________________________________________________________

______________________________________________________________________________________
EMPLOYMENT TRAITS ASSESSMENT

Rate yourself, and then have someone who knows you really well (like a parent) complete this checklist of qualities that employers look for in employees:

<table>
<thead>
<tr>
<th>Needs Training</th>
<th>Needs Support</th>
<th>Does Now</th>
</tr>
</thead>
</table>

PUNCTUALITY
- Is ready for school on time
- Shows up at expected time

DEPENDABILITY
- Calls if late or absent
- Rarely or never absent

RESPECTS SELF AND OTHERS
- Tells the truth
- Respects others' belongings
- Accepts constructive criticism

TAKES PRIDE IN WORK
- Does careful and accurate work
- Attempts to correct mistakes
- Takes initiative to do new duties

APPEARANCE
- Good personal hygiene
- Wears appropriate clothing

COMMUNICATION
- Able to follow directions
- Asks appropriate questions at the times

INTERPERSONAL SKILLS
- Works well with others
- Has appropriate social behaviors
- Able to handle peer pressure

USE OF TRANSPORTATION
- Able to get to work area from drop-off point
- Able to get to pick-up point from work area
### Needs Training

<table>
<thead>
<tr>
<th>Flexibility</th>
<th>Needs Support</th>
<th>Does Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusts to changes in assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Able to learn new, related tasks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Job Productivity

<table>
<thead>
<tr>
<th>Ability</th>
<th>Needs Support</th>
<th>Does Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handles equipment and supplies carefully</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knows and follows the rules of the job</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stays on task</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Works at adequate speed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has adequate endurance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Have a vocational assessment to find out what you can do best.
- Check with career guidance counselors to learn about the many career possibilities and School-to-Career activities.
- Get some work experience in school or the community such as volunteer work, a summer job, work study, or job shadowing.
- Learn about supported employment services that help you learn to do a job successfully, like a job coach or working in a group.
- Find out what career related courses are available in school to help you reach your goals (such as computer literacy, college preparatory or vocational/technical).
- Find out about adult services like Vocational Rehabilitation, Division of Services for People with Disabilities, Social Security Administration, etc. which have eligibility requirements.
- Learn what habilitative day training programs are available if you are unable to learn job skills.
- Other: _______________________________________________________________

As you consider various work/day programs, here are some questions to help you determine their suitability:

- What services are provided and when?
- What skills areas are included in the training?
- What are the entry requirements and costs of the program?
- What is the earning potential for participants in this program?
- What opportunities for access to the community are provided?
- How long do people stay and where do they go when they leave?
- How long is the wait to get into the program?
SET EMPLOYMENT BASED GOALS

First, write three goals based on the information gained in this section on employment. Next, write three specific activities for each goal that will help to reach that particular goal.

Example:
Goal: Get a part-time job.
Activities: Write or update résumé.
Practice interview skills.
Contact and apply to three businesses.

Goal 1: ____________________________________________________________

Activity 1a. _______________________________________________________

Activity 1b. _______________________________________________________

Activity 1c. _______________________________________________________

Goal 2: ___________________________________________________________

Activity 2a. _______________________________________________________

Activity 2b. _______________________________________________________

Activity 2c. _______________________________________________________

Goal 3: ___________________________________________________________

Activity 3a _______________________________________________________

Activity 3b. _______________________________________________________

Activity 3c _______________________________________________________

This content is taken from the Utah Parent Center handbook: From NO Where to KNOW Where: A Parent Handbook for the Transition to Adult Life.