



Session 4: Job Descriptions, Interviewing, Looking for Jobs

Resources

Job Description Information

- [Hire Autism](#): provides neurodivergent teens and job seekers with specific resources to decode confusing or vague language in job descriptions, separating essential requirements from marginal skills. [Decoding Job Descriptions: Support for Autistic Job Seekers](#) (useful for others with intellectual and developmental disabilities (IDD))
- [Job Accommodation Network \(JAN\)](#): free guidance from the US Department of Labor that helps those looking for work and teens understand job duties (descriptions), physical requirements, and workplace accommodations
- [JobTIPS from Do2Learn](#): free interactive program that helps teens and adults with social and behavioral differences interpret job descriptions, understand unstated workplace rules, and learn how to interact in professional settings. Includes [How to Use JobTIPS](#), [JobTIPS Student](#), [JobTIPS Pro](#), [JobTIPS Job Descriptions](#).

Interviewing Information

- Disability Hub MN: [Disability Hub MN's Develop Interview Skills](#)
- Employer Assistance and Resource Network (EARN): [Interviews](#): provides information for businesses and their interview process. This information is good for people looking for jobs too
- Includenyc: [Interview for Young Adults with Disabilities](#): information on preparing for the interview, during the interview and first impressions, after the interview, and other resources

Finding Jobs Information

- Do2Learn: [Finding a Job](#): provides a guide through the process of finding a job including networking, internet searches, and job fairs. Additional information on [Getting a Job](#).
- Pure Michigan Talent Connect: [Finding a Job When You have a Disability](#)
- US Department of Labor: [My Next Move](#): search careers with key words, industries, discover interests, Career Clusters, Apprenticeship information, job preparation, and more.

Other Useful Resources

- [Employer Assistance and Resource network on Disability \(EARN\)](#): provide information on organization that can assist people looking for work, online job boards for people with disabilities, programs for college students with disabilities, and more.
- [Polygence: Top 10 Career Planning Websites for High School Students](#): access resources that can help to make informed decisions about jobs and careers. This site includes a compiled list of the top ten career websites that cater specifically to high school. These are websites, ranging from ones that can help with finding work experiences to websites which help with discovering how interests relate to professional skills.
- US Department of Labor, [Office of Disability and Employment Policy \(ODEP\)](#): works to influence national policy and promote effective workplace practices, including inclusiveness for all people.
- [Youth.gov: Employment Considerations for Youth with Disabilities](#): information for youth with disabilities in looking for employment. Topics covered are: Guideposts for Adulthood (research supporting practices in promoting work for young adults with disabilities); Education, Planning for Adulthood, Disclosing Disabilities, Accommodations on the Job

Videos Shared in Session 4:

- Howcast: [How to Fill Out a Job Applications](#)
- [Interview Mistakes: Right and Wrong](#)
- [Cerner Mock Interview Practice](#): review the video clips and use one of the scoring sheets to score the interviews, or make notes while you watch each interview.
- ZipRecruiter: [The Seismic Shake](#) (about handshakes)

Videos

- Disability Hub Minnesota: [Youth in Transition: Employment](#)
- Indeed: [Tell Me About Yourself-How to Tell Your Personal Story During an Interview; Mock Job Interviews](#)
- [Interview Mistakes: Right and Wrong](#)
- The Learning Portal: [Before the Interview](#); [During the Interview: Do's and Don'ts](#)
- Transition Abilities: [Searching for Jobs](#); [Interviews](#)