

# Getting And Keeping A Good Job



## YOU MAY WANT TO INCLUDE....

- Resume
- Sample applications
- Job information such as check stubs, benefits, employer handbook, unemployment compensation information
- VR contracts, Benefit Counselor information
- Employment Services information
- Reporting to SSI
- Reference names, telephone numbers, addresses, & letters of recommendation
- Interviewing skills, how to research a place of employment



Date	Pay Period	YTD	Net Pay	Net Pay	Net Pay
08/01	07/29 - 08/05	100.00	75.00	75.00	75.00
08/08	08/06 - 08/12	100.00	75.00	75.00	75.00
08/11	08/09 - 08/15	100.00	75.00	75.00	75.00
08/14	08/12 - 08/18	100.00	75.00	75.00	75.00
08/17	08/15 - 08/21	100.00	75.00	75.00	75.00
08/20	08/18 - 08/24	100.00	75.00	75.00	75.00
08/23	08/21 - 08/27	100.00	75.00	75.00	75.00
08/26	08/24 - 08/28	100.00	75.00	75.00	75.00
08/29	08/27 - 08/31	100.00	75.00	75.00	75.00
08/31	08/29 - 08/31	100.00	75.00	75.00	75.00
09/01	08/30 - 09/05	100.00	75.00	75.00	75.00
09/04	09/02 - 09/08	100.00	75.00	75.00	75.00
09/07	09/05 - 09/11	100.00	75.00	75.00	75.00
09/10	09/08 - 09/14	100.00	75.00	75.00	75.00
09/13	09/11 - 09/17	100.00	75.00	75.00	75.00
09/16	09/14 - 09/20	100.00	75.00	75.00	75.00
09/19	09/17 - 09/23	100.00	75.00	75.00	75.00
09/22	09/20 - 09/26	100.00	75.00	75.00	75.00
09/25	09/23 - 09/29	100.00	75.00	75.00	75.00
09/28	09/26 - 10/02	100.00	75.00	75.00	75.00
10/01	09/29 - 10/05	100.00	75.00	75.00	75.00
10/04	10/02 - 10/08	100.00	75.00	75.00	75.00
10/07	10/05 - 10/11	100.00	75.00	75.00	75.00
10/10	10/08 - 10/14	100.00	75.00	75.00	75.00
10/13	10/11 - 10/17	100.00	75.00	75.00	75.00
10/16	10/14 - 10/20	100.00	75.00	75.00	75.00
10/19	10/17 - 10/23	100.00	75.00	75.00	75.00
10/22	10/20 - 10/26	100.00	75.00	75.00	75.00
10/25	10/23 - 10/29	100.00	75.00	75.00	75.00
10/28	10/26 - 10/31	100.00	75.00	75.00	75.00
10/31	10/29 - 10/31	100.00	75.00	75.00	75.00



# Getting And Keeping A Good Job

## **Problems With The Boss**    *By Todd Washburne*



It is possible that someday you will wind up with a boss who doesn't understand you or your abilities. There are many great bosses out there but all of them are not great. When a boss or a co-worker has a problem with their job, it might affect your job. It is important to realize that your boss is responsible for keeping his workers productive, but no one is productive when there is a problem in the work place

It is important to get a support person to help us. This can be a job coach, a case manager, or a vocational counselor who could talk to the boss with you. It is not wise to deal with a difficult boss alone because we may get upset and not do it well. After someone has helped us talk with the boss we need to look at whether the situation has improved or not. If it has improved, great. If not, the next decision is whether to stick it out or start

to look for a different job. This same difficult situation can exist with a co-worker. You may need the support person for that as well.

Bosses have a lot of pressures placed on them but that is not a good reason to take it out on us. On the other hand, we need to understand when he or she has a difficult day. We need to continue to do our best even when it is difficult. We must also get help to change the situation into a positive one. Your job can be the best job in the world, but only if you can work well with the boss.

It is sometimes hard to tell the difference between a good boss and a bad boss. Handling a difficult boss can be much easier if we get some help. It is also important to get an early start on the problem before it gets out of hand. We need to be a part of the team and help the work go as smoothly as possible.

# Getting And Keeping A Good Job



**It's Your  
Choice!**

## What work experience do you have?

- Chores at home.
- Babysitting.
- Paper route.
- Part-time job
- In-school job
- Volunteer work

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## While you are in high school you will want to learn about:

1. filling out an application
2. writing a resume
3. interviewing for a job
4. looking for a job
5. how to dress
6. social skills to keep a job
7. time management

Sometimes you can learn this in class.

Work experiences during school are important.

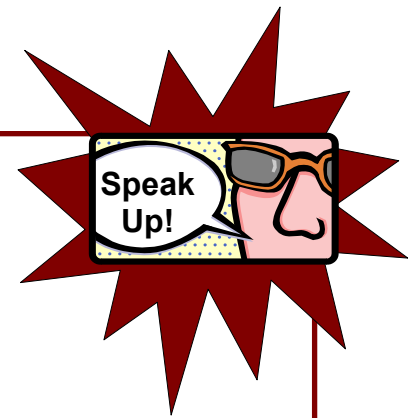
It is best to have a job before you graduate.

Funding for services after you graduate may be dependent on you having a job.

Mark the questions you want to answer while you are still in school:

- Do you have the skills necessary to obtain a paying job?
- What supports do you need to get and keep a job?
- What kind of jobs are available?
- What are my job interests and abilities?
- How do I keep track of my work experience?
- Are the classes you are taking appropriate for the job of my choice?
- Do you have the social skills you need for a job and living in the community?

# Getting And Keeping A Good Job



Let your team know working is very important to you.

Who will you talk to?

\_\_\_\_\_

What are the top 5 things you want to learn about getting and keeping a job?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

You will need to get to know your Vocational Rehabilitation (VR) Counselor. S/he will help you with jobs after you graduate.

Voc Rehab Counselor

Name: \_\_\_\_\_

Telephone # \_\_\_\_\_

You may have to choose which employment service you want to work with. You do get a choice. **ASK** if someone doesn't tell you.

VR will give you a Roadmap to Employment. Start collecting the information now and your job will be very easy when you graduate.