

Preparing for work



1) Find out what jobs interest you

- Think about your skills, abilities, interests and values.
- Do a career quiz to see what jobs are suitable for you, like my career profile at www.myfuture.edu.au
- Get career advice from a career counsellor or a teacher.

2) Looking for a job

- Look up a range of employment websites and organisation websites to find advertised jobs.
- Sign up with an employment agency or a Disability Employment Service (DES) for job seeking support.
- Network with friends, family, neighbors, teachers and interest groups to find out about jobs and contacts that may help you find work.
- Research jobs undertaken by people with disabilities and the strategies they use to manage in their jobs.

3) Work experience & volunteering

- Undertake work experience as a short-term unpaid exposure to a career that interests you.
- Volunteer in a non-profit organisation to gain knowledge about a career that interests you, learn about important skills in the workplace and to build your resume.
- Research your rights and responsibilities at work. www.fairwork.gov.au/starting-employment

4) Preparing for an interview

- Prepare a job specific resume to show your skills, experience, qualifications and other factors that demonstrate your employability.
- Prepare a job specific cover letter for each job that you apply for including information about your ability to undertake that job and responses to key selection criteria.
- Review sample resumes and cover letters and information on how to prepare these important documents at www.youthcentral.vic.gov.au/jobs/getting-job
- Ensure you have access to assistive devices or JobAccess / NDIS funding to source work related modifications once in employment.
- Prepare a 30 second disclosure statement that describes your disability and the adaptive technology, assistive devices or strategies that you use to address disability-related barriers.
- Prepare for interview questions and rehearse your answers with a family member or friend.
- Dress appropriately and look your best.
- Know where the interview is and plan how to get there in advance to make sure you are on time.
- Learn about preparing for a job interview at www.ccca.edu.au/career-resources/job-search-preparation
www.youthcentral.vic.gov.au/jobs/job-interviews/preparing-job-interview
- Be ready to disclose your disability at an appropriate time.

5) Know your rights

- Know your rights to be safe at work including health & safety rules that you and the employer must follow.
- Remember that you have the right to be treated in a fair and equal way, without discrimination.
- Learn about your rights at work at www.youthcentral.vic.gov.au/rights-and-safety
- Know how the Australian Disability Discrimination Act (1992) can protect you from direct or indirect employment discrimination.