Job Search
Job Search

INTEGRATED RESOURCE TEAM (IRT) SUPPORT

Career Exploration
Education & Training
Work-Based Learning
Job Search & Interviews
Employment & Career Growth

OVERCOMING POTENTIAL SETBACKS
Job Search

Once you have gained some experience through work-based learning, you are ready to start the job search and go on interviews.

Goals:
✓ Create or improve your resume
✓ Search for a job using online research, networking, and recruiting events
✓ Track your progress
Create or improve your resume

The following tools are presented as examples to help prepare your resume.

- CareerOneStop’s Resume Guide
- Goodwill Community Foundation Resume Writing
- Live Career Resume Builder

Tips
- Always have someone proofread your resume
- Keep it to one or two pages
Presented tools are examples of online sources to look for jobs.

- **Linked In**
- **Getting Hired**

Explore companies that have a reputation for diversity and hiring employees with disabilities.

- **Disability Equality Index**
- **DiversityInc**
Many people get their job through their network. Are there people who you can email your resume to and let them know you’re searching for a job?

✓ Friends
✓ Family
✓ Community members
✓ Previous co-workers
✓ School professionals
✓ Church, temple or religious community
Track your progress

Goal: Record your progress on the Job Search Tracking Tools
Job Search | Best Practices

- **Clean Up Your Social Media** - Social media can make you stand out in both good ways and bad ways. Your social media posts should show off your talents, skills, and qualifications. They should not contain inappropriate comments on other peoples’ profiles, have profanity, or have any negative comments about a current or previous employer.

- **Conduct "Informational Interviews"** - Work with your career counselor to schedule time with a professional and ask about their industry, education, and career path.

- **Networking** - Let everyone in your personal and professional circles know you’re looking for a job and email them your resume.
Follow Up - After you’ve applied to a job, work with your IRT to find appropriate ways to follow up once or twice by email to learn the hiring status of the job. Politely let the business know you are still interested.

Contact Staffing Agencies - These organizations can match you with short term employment opportunities that provide office experience.

Volunteer - Build skills that will benefit your resume by volunteering. This will also help expand your network and connections to people who can serve as a reference.
IRTs can provide support

Integrated Resource Teams (IRTs) help job seekers with disabilities to make progress along their career. You can create an IRT with the support of a Disability Resource Coordinator (DRC), counselor, family member, or friend.

YourDreamYourTeam.com provides resources for:
- How to Create an IRT
- Job Seekers with Disabilities

These slides are a summary of the section on Job Search. For more information, please visit YourDreamYourTeam.com.