Recorded February 2026

INCLUSIVE

Career Advancement

PROGRAM

Navigating the Application & Job Search Process Series:

Part 1: Finding a Good Job Match

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Vocational Rehabilitation

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Today's Presenters

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Learning Objectives

Participants will:

- use career exploration tools to see how your skills connect to different jobs;
- learn how to look at job postings to tell the difference between required and preferred qualifications, what employers expect at work, and what the job may require physically, mentally, or emotionally; and
- use labor market information (LMI) to know which jobs are in demand, help choose career pathways, and decide which ones to apply for.



Part 1: Finding a Good Job Match

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Identifying Your Strengths

Strengths are:

- your positive qualities;
- your natural talents and personality traits; and
- skills you have learned.

- **Talk about your strengths!**
- **They help you stand out from other job applicants.**

Examples of strengths:

- Can use office software
- Communication skills
- Fluent in more than one language
- Friendly
- Leadership skills
- Organized
- Positive attitude
- Willing to learn
- Works well with others

(Minnesota State Careerwise, 2021)

Transferrable Skills

Technical Skills

- These are skills we gain by working with specific tools, software, or machinery.

Example of skills from Career Pathway Program – Accounting Clerk

- Microsoft Word for Workplace Communications
- Data analysis using Microsoft Excel
- Technical Writing

(Adapted from Minnesota State Careerwise, 2021)

Other Transferrable Skills

- People skills
  - How someone interacts with others: People with good people skills know how to talk and listen to others.
- Flexibility skills
  - Ability to adjust to different situations and environments: People who are flexible are willing to try new tasks when their usual work changes.
- Leadership
  - Taking the lead on a task or managing people or things: People who show leadership encourage others and help the team work together.
- Problem-solving
  - Recognizing a problem and finding a solution: People who are problem-solvers do not wait for someone else to fix the problem — they try to find a solution.

(Minnesota State Careerwise, 2021)

Tools to Use in Your Job Search

Ability Jobs includes job postings with an intention and commitment to hiring people with disabilities.

- abilityJOBS

O*NET OnLine helps explore different jobs. Job seekers can look at over 900 careers and find ones that match their interests and goals. Each job page explains what the job is like, what skills you need, and how to get started.

- O*NET OnLine

CareerOneStop helps job seekers explore career options and provides resources assisting in the job search process.

- CareerOneStop

WorkSource Oregon is a one-stop center to access free services and support in activities like, matching interest and abilities to jobs or participating in workshops focusing on resume writing or interviewing.

- WorkSource Oregon Job Seekers

Labor Market Information (LMI)

LMI is:

- Quantitative data: numbers and statistics; and
- Qualitative information: the personal stories to support the data.

Examples:

- The expected number of job openings
- How much a job pays
- Working conditions of the job
- Knowledge, skills, and interests needed for the job
- Local employers hiring for the job

LMI Resources

- **Oregon Specific:** www.qualityinfo.org
- **National Information:** www.onetonline.org
- The U.S. Bureau of Labor Statistics (BLS) publishes projections for about 800 detailed occupations. The **Occupational Outlook Handbook (OOH)** includes detailed information on over 500 occupations, which covers about 4 out of 5 jobs in the economy.
  - US BLS: Occupational Outlook Handbook
- **My Next Move** is an online tool to explore career paths. It includes a search tool that projects the future outlook for specific jobs. This includes state-specific information about the estimated salary and potential availability of future jobs.
  - Careers with a Bright Outlook at My Next Move



Using LMI to Inform Decisions: Oregon Example

Career Path: Film & video editor

Degree Required:	Associates
Average salary:	$30.63 per hour/$63,700 annually
Average annual openings in Oregon:	72
Projected growth rate over the next 10 years:	13.3%



From Career Explorer - QualityInfo - QualityInfo

Reading Between the Lines of the Job Description

What are the core tasks for the job?

- Highlight verbs (assist, prepare, maintain, etc.)
- What would you be doing most of the time?

What is required vs. preferred?

- Required = you must have, they likely won't hire you without it
- Preferred = would be nice to have, but you don't have to have it; they often list more than they actually expect

What words describe the environment, expectations, or culture?

- “Fast-paced”, “customer-facing”, “independent role”
- “Willing to train”, “flexible schedule”, “supportive team”

What are the physical, mental, and emotional demands?

- **Physical**: standing, lifting, repetitive motion
- **Mental**: Multi-tasking, decision-making, memory for details
- **Emotional**: customer complaints, crisis

(Borsellino, 2021; DOL, n.d.; Fidelity Careers, n.d.; EEOC, 2003)

Example of a Real Listing for a Video Editor in OR

Job Requirements & Qualifications

- College degree or minimum one (1) year experience in the field
- Knowledge of Avid Media Composer and Avid Suite is a definite plus
- Ability to work with a variety of people and personalities while maintaining a professional work environment

Job Responsibilities:

- **Editing** video for daily news coverage, special projects, and sweep period pieces
- **Taking in news feeds** from news bureaus and various news organizations
- **Collaborating** with anchors, reporters, and producers on video elements of newscasts
- **Meeting** daily **deadlines** in a **high-energy working environment**

Link to job posting using Career Explorer tool: Oregon Employment Department Jobs Listed with WorkSource Oregon

Learn to Spot Employment Scams

- Job scams pretend to be real employment opportunities — but the goal isn't to hire you. Scammers want **your money or your personal information** (like Social Security number, bank account details, or date of birth).
- Real employers *do not* ask for money or sensitive info early in the process.

Federal Trade Commission

Be cautious about employers who:

- want personal information before an interview;
- offer to hire you without an interview or meeting;
- only communicate via text message or messaging app;
- charge up-front placement fees or require other charges or fees as a condition of your employment;
- ask you to transfer, receive, and/or deposit money or receive/send packages;
- pressure you to respond right away;
- ask you to download any applications; or
- do not provide a job description or cannot describe the position about which you are inquiring.

Consumer Alert

Protecting Yourself Against Scams

- Check out the full e-mail address before responding.
- Avoid disclosing personal information without confirming the job is real (e.g., Social Security number, driver's license, bank account information).
- Talk to someone you trust.
- Google the company name + “reviews,” “scam,” or “complaint.”
- Visit the official company website to see if the job appears there.
- Contact the company directly using contact info on their real website.

Transportation Considerations

- Do you have the resources to pay for travel expenses?
- If you are relying on someone else for transportation, will they and the vehicle they use always be available?
- What is the backup plan for situations that may arise such as transporter illness, vehicle breakdowns, weather, or other unexpected events?
- Is public transportation (e.g., bus) available? And do you need travel training?
- Are there accessible transportation options available? What is the eligibility for using the service?



Example of travel training and support resource: [Portland Ride Connection]

ICAP Contacts

If you have questions or would like additional information, contact:

ICAP direct email –
ICAP@odhs.oregon.gov

Oregon Vocational Rehabilitation general email –
vr.info@odhsoha.oregon.gov

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Borsellino, R. (2021, October 27). *How to read a job description the right way—So you can stop sending resumes into the void*. The Muse. How to Read a Job Description

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U.S. Equal Employment Opportunity Commission. (2003). *Job applicants and the ADA.* https://www.eeoc.gov/laws/guidance/job-applicants-and-ada

Fidelity Careers. (n.d.). *Decoding job descriptions.* https://jobs.fidelity.com/en/life-at-fidelity/our-stories/career-advice/decoding-job-descriptions (advises looking past jargon and recognizing potential red flags vs. real requirements)

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