INCLUSIVE

Career Advancement

PROGRAM

Mastering the Job Interview Series
Part 1: Preparing for the Interview

OREGON DEPARTMENT OF Human Services
Vocational Rehabilitation

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Today's Presenter

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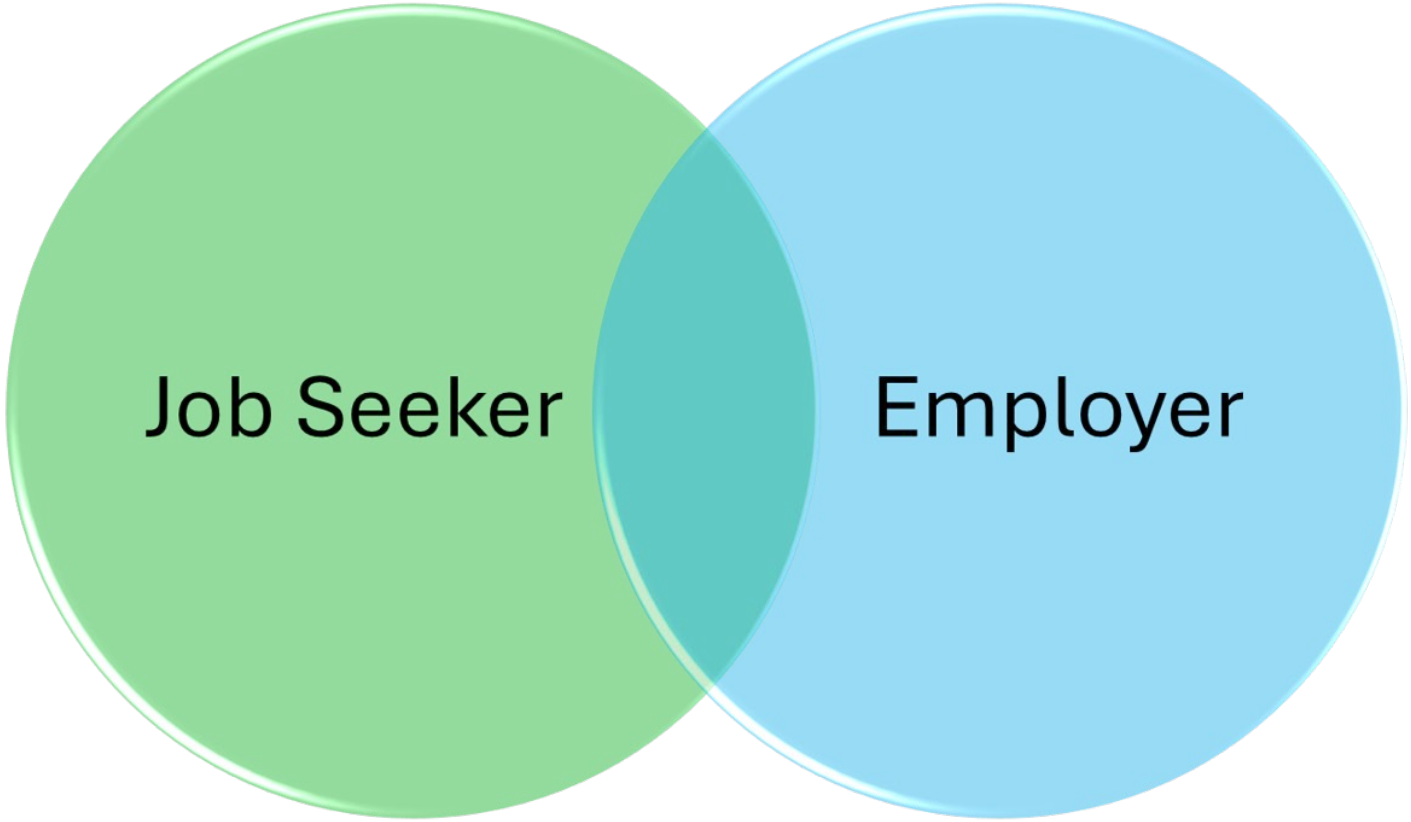


Mastering the Job Interview Series

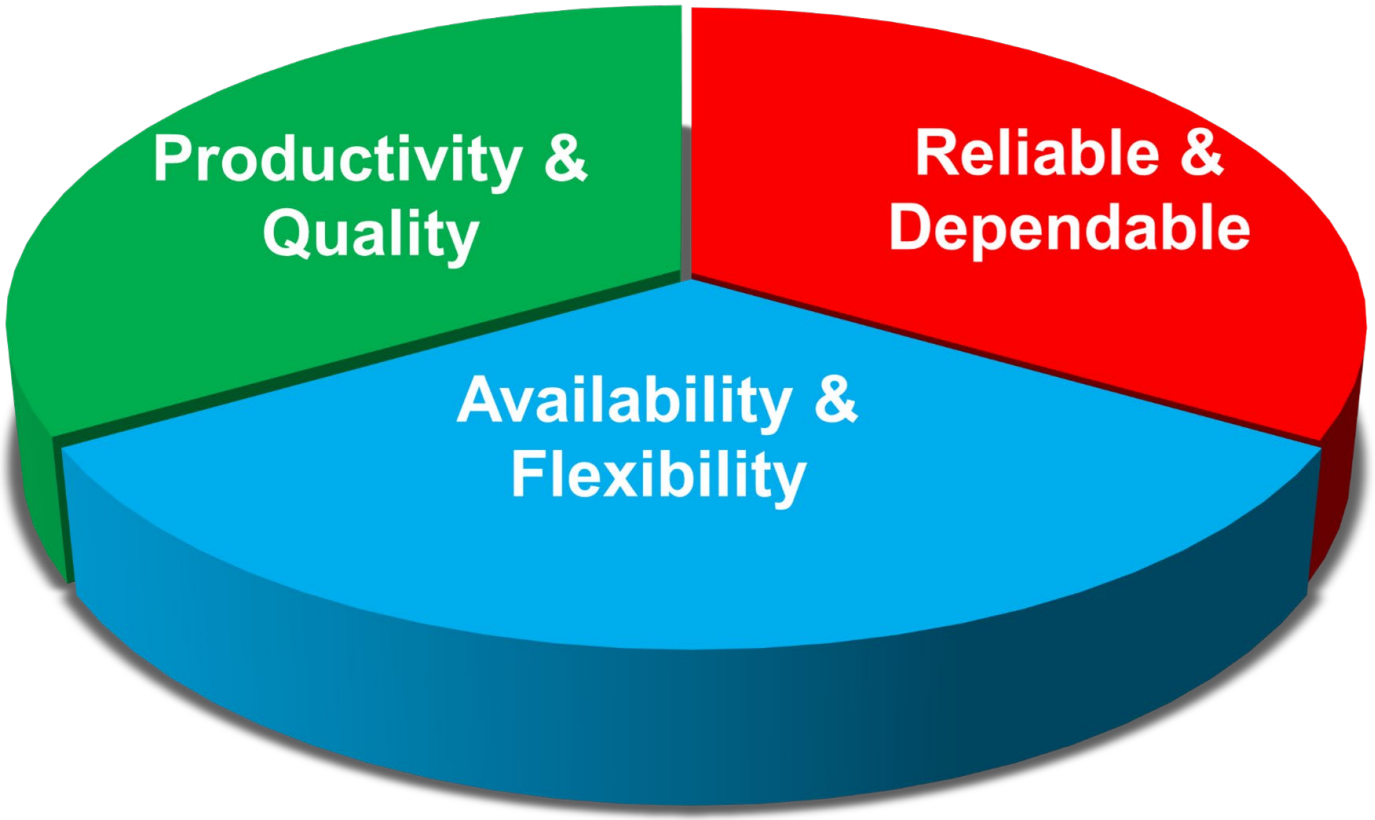
- **Part 1: Preparing for the Interview**
- Part 2: Making a Strong Impression During the Interview
- Part 3: After the Interview—What's next?



Sell Yourself to the Employer!



What Employers Want



Soft Skills ARE Transferable Skills!



- Communication skills
- Enthusiastic, positive attitude
- Team player
- Taking initiative
- Attention to detail
- Punctual
- Reliable/dependable
- Flexible with schedule/tasks
- Open to constructive feedback

Typical Interview Questions

Why are you the best person for the job?

- *Match between job seeker and position*

How will you be able to perform the job?

- *Assistive technologies; Reasonable accommodations*

How would hiring you benefit the company?

- *Individual strengths and attributes*

How have specific past experiences and training led to developing the skills required in the job posting?

- *Try O*NET for transferable skills and action words*

Interview Questions About Real-Life Situations (CAR/PAR)

- The interviewer asks you to share an example of a challenge or difficult situation you faced.
- Explain the situation, what you did to handle it, and what happened in the end.
- They ask this to learn how you handle challenges and what you learned from the experience.

Example

"One time, during a group project at school, two people on my team disagreed about who should do which tasks. I suggested we make a list of all the tasks and let each person choose what they felt comfortable doing. Everyone agreed, we divided the work fairly, and we finished the project on time. I learned that clear communication can help solve conflicts."

What Would You Do in This Situation?

- The interviewer gives you a scenario or challenge.
- They ask: What would you do in this situation?
- They want to see how you think and how you would handle the situation.

Scenario

One of your coworkers is frustrated and speaking to you in a rude tone.

What would you do?

Example Response

"I would stay calm and listen to what they're saying. I'd ask questions to understand the issue, and I'd try to solve the problem together. If the situation didn't improve, I would ask a supervisor for help."

It's All in the Planning: Simple Steps for Interview Success (1 of 2)

1. Where is the interview?
2. Practice getting there ahead of time.
3. Plan the details:
   - Where to park
   - What building, floor, or room
   - What items are/are not allowed



It's All in the Planning: Simple Steps for Interview Success (2 of 2)

4. If the interview is virtual or by phone:
   - Choose a quiet space
   - Check your background and sound
5. What will you wear?
6. What will you bring with you?



ICAP Resources for Job Support: Interview Skills

- This site offers tips to help adults with disabilities be successful on job interviews.
  - 7 Tips on Successful Interviews for Adults with Disabilities
- Transition Tennessee offers a set of common interview questions people might encounter and coaching suggestions for how to respond and be successful in interviews.
  - Practice Interview Questions and Tips
- Oregon State University gives tips for students with disabilities on what to do before and after the interview, as well as tips around disclosure.
  - OSU Career Services Acing the Interview

Disclosing Your Disability

Your Personal Choice, Knowing Your Rights

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What Does It Mean to “Disclose” a Disability?



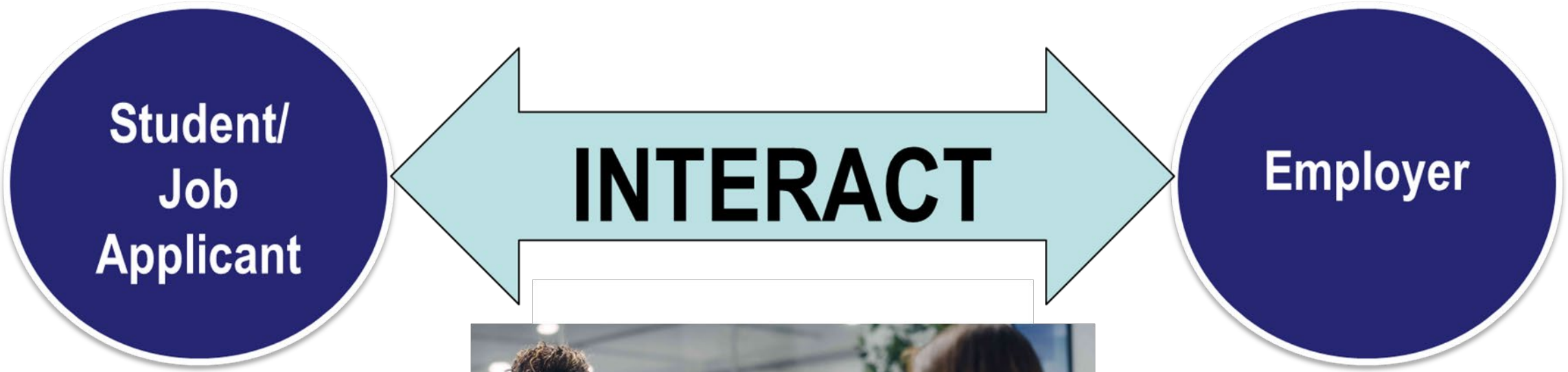
Disability disclosure is when you choose to tell an employer about your disability so you can get support or accommodations.

What Is an Accommodation?



Reasonable accommodation is any change at work that helps a person with a disability apply for a job, do their job, or take part in workplace activities.

Disclosure Starts "*The Interactive Process*"





Interactive Process Discussion: Questions to Answer

- ✓ What part of your job might you have difficulty with because of your disability/medical condition?
- ✓ Why are these tasks difficult for you? (What is the *functional limitation* that makes the task difficult?)
- ✓ Do you have any recommendations for potential solutions?



Practice Script: Examples

- **[when arranging interview]** *"I'm really looking forward to this interview, and I am checking to make sure that the interview room can accommodate my wheelchair."*
- **[after the job offer]** *"I find that I work best when instructions are both written and verbal. This helps me best process information and be most productive at work."*
- **[once the work has begun]** *"I am having more difficulty than I anticipated keeping up with my co-workers because of my learning disability. In the past, it has helped to work alongside an experienced mentor."*

Source: The 411 on Disability Disclosure

But *HOW* Do I Do This?

Disclosure Decision-Making Tree

- Tool for working through disclosure options
- *Flow chart* format to cover all bases

My Practice Script
(The 411 on Disability Disclosure)

- Practice disclosing and requesting an accommodation
- Revisit and discuss missteps

CHECK IT OUT!
ICAP Resources For Job Support

ICAP Resources for Job Support

- ✓ Accessibility
- ✓ Disclosure
- ✓ Requesting Accommodations
- ✓ Service Animals
- ✓ And much more!



ICAP Resources: Disclosure

- Know Your Rights
- 411 on Disability Disclosure for Youth
- 411 on Disability Disclosure for Families and Professionals
- Cyber Disclosure for Youth with Disabilities
- VCU Disclosure Decisions to Get the Job
- ODEP: Youth, Disclosure, and the Workplace: Why, When, What, and How
- Disability Disclosure (JAN)
- Dos and Don’ts of Disclosure (JAN)



Know Before You Go: Resources for Career Exploration

- Career Trek
- Explore Work
- O*NET
- The Career Index Plus
- Occupational Outlook Handbook (BLS)
- State Occupational Projections Central
- Hiring Lab: Economic Research by Indeed
- Job Openings and Labor Turnover Survey
  Heldrich Center for Workforce Development



ICAP Contacts

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