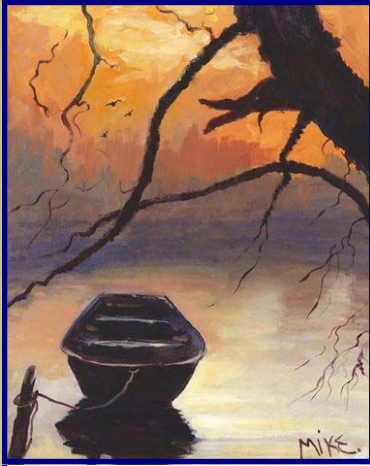


Looking for a Job



Where can you look for a job?

The **internet** offers many sites where you can look for jobs. These sites let you post your resume online and

apply directly via e-mail. Some sites will send you an email with new job listings that meet your needs.

Newspapers have employment sections every day, and most have a larger section on Sundays. Some also have job listings on-line.

Your local **library** is another place where you can get information on jobs. Libraries have newspapers and computers you can use.

Louisiana Works Business & Career Solutions Centers provide a wide range of services:

- Skills assessments
- Job readiness training and job matching services
- On-line job bank searches, resume writing, and career planning
- Access to computers, copiers, fax, telephone, and adaptive equipment needed for job seeking activities
- On-the-job training opportunities
- Scholarship opportunities

All of these services are free. For more information, visit www.LAWORKS.net.

Networking is an important part of any job search. Jobs are often filled by word-of-mouth before they are advertised. Start by talking to friends, family, teachers, classmates, neighbors and other people you know. Ask them to keep you in mind if they hear of job openings. Networking can help you:

- Get information about businesses and job openings
- Find unlisted jobs
- Get noticed
- Improve your chances of having a successful interview

Job Shadowing or watching people you know do their work can help you learn more about jobs that interest you. If you get the chance to job shadow dress appropriately for the job.

Volunteering is another way to find out about a specific job or business, even if it's as little as once a week. Involvement with your community can widen your contacts and improve your job skills. When you volunteer, remember to be professional and honor the time you promised. Contact any organization or agency that interests you to find out about their volunteer opportunities.

Visiting **Job and Career Fairs** lets you become familiar with businesses and the job market. **Louisiana Job Fairs for people with disAbilities** are held across the state every October. You can get information about these events at www.LaMPP.org or www.LBLN.org. You can also get information about the job fairs at 1-888-544-7996 every September.



To prepare for a job fair:

- Learn about participating businesses
- Know your career goals
- Be professional in dress and attitude
- Bring copies of your resume'

Job Interviews

Preparing for a job interview is important. The more you know about a business and its industry, the better. Learn as much as you can about the job and prepare questions to ask during the interview.

Companies and individuals interviewing you **cannot** ask if you have a disability or ask about the nature of your disability. They can only ask if you can perform the essential duties of the job with or without reasonable accommodation. You can get more interviewing tips at janweb.icdi.wvu.edu or www.worksupport.com.

TIP

It is appropriate to say thank you after being allowed the opportunity to Job Shadow, Volunteer or Interview for a job.



The artwork was created by Mike Hilburn and Charles Hanna for Red River Artists with Disabilities project.

Learn more at www.disabledartists.org.

Resources

Louisiana Rehabilitation Services

www.dss.louisiana.gov/departments/lrs/

DisabilityInfo.gov

www.DisabilityInfo.gov

Job Search Sites

State Opportunities Listing

www.agency.governmentjobs.com

Federal Opportunities Listing

www.usajobs.opm.gov

Career Builder

www.careerbuilder.com

Disabledperson.com

www.disabledperson.com/recruitability.asp

Disability Jobsite

www.disabilityjobsite.com

JobAccess

www.jobaccess.org

JobFind

www.JobFind.com

Nonprofit Career Center

www.idealists.org

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