

Finding the Right Job for Me

There are many things to think about when I am looking for a job that is right for me. I should think about where I want to work. I should also think about what type of work I would like to do.

Job Settings and Potential Jobs

Coffee Shop / Bakery



- Manage the register
- Wait tables
- Help in the kitchen
- Clean
- Stock food & supplies

Hospital



- Clean
- Work in the cafeteria
- Work in the gift shop
- Make deliveries
- Stock supplies
- Greet visitors

Grocery Store



- Bag groceries
- Manage the register
- Greet customers
- Stock shelves
- Clean
- Collect carts

Job Settings and Potential Jobs

Gym



- Work at the front desk
- Clean
- Stock supplies

Restaurant



- Greet customers
- Wait tables
- Clean
- Wash dishes
- Stock supplies

Retail Store



- Greet customers
- Manage the register
- Stock merchandise
- Clean

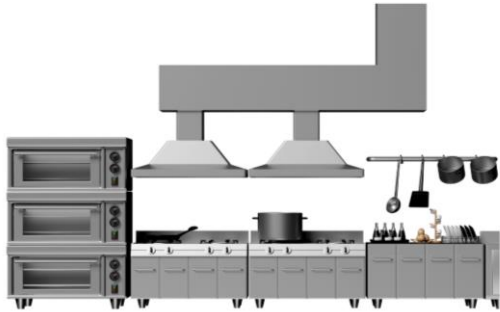
Animal Shelter or Zoo



- Care for pets
- Work at the front desk
- Clean

Job Settings and Potential Jobs

Kitchen



- Prepare food for cooking
- Cook food
- Wash dishes
- Clean

Daycare or Preschool



- Play with children
- Prepare activities
- Assist with snacks
- Clean

Office



- Organize documents
- Make copies
- Answer the phone
- Send letters
- Distribute mail
- Use the computer
- Stock office supplies
- Shred papers

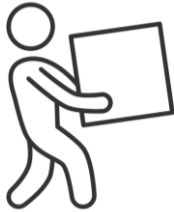
After I decide where I want to work and what type of work I would like to do, I can look for a specific job. There are many questions I should ask about a potential job.

Questions to Ask



- **Skills**

- What skills do I need to have?
 - E.g., talking with customers, staying organized, following instructions, using a computer



- **Physical demand**

- Will I stand for a long time?
- Will I lift heavy items?
- Will I walk a lot?



- **Supervisor**

- Who will be my supervisor?
- Will I see my supervisor a lot or only a couple times during my shift?

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- **Schedule**

- Will my schedule change each week?
- Who will make my schedule?



- **Interaction with others**

- How much will I interact with other people?
- Who will I interact with?
 - E.g., customers, co-workers, visitors, supervisors, etc.

Applying for a Job



- After I find a specific job, I will fill out a job application. I will tell the employer about my:
 - Education
 - Work experience
 - Skills



- I will submit the application. Other people might also submit applications.



- I might be asked to do an interview. During the interview, the employer will ask me questions. The questions help the employer know if I am a good fit for the job. The job needs to be a good fit for me *and* for the employer.



- At the interview, the employer may or may not tell me if I got the job. The employer might contact me after a couple days or weeks.



- If I do not get the job, I will look for another job. I will not give up!
- If I get the job, I will talk to my new employer about what I should do next!