



WorkAbility IV

California State University, San Bernardino

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Alternative formats of this brochure are available.



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WorkAbility IV

Guide to Employment



**California State University,
San Bernardino**



This Workability IV Guide to Employment belongs to:

EMPLOYMENT WEBSITES

CSUSB Career Center

<http://www.career.csusb.edu/coyotelink>

Edjoin

<http://edjoin.org>

Career Builder

<http://www.careerbuilder.com>

Jobing

<http://www.jobing.com>

USA Jobs

<http://usajobs.opm.gov>

Yahoo HotJobs

<http://hotjobs.yahoo.com>

See WAIV webpage for more links.

<http://WorkAbilityIV.csusb.edu/>

WORK EXPERIENCE ACTIVITIES

Each quarter that you are enrolled and attending CSUSB you must provide verification of volunteer work, internship or part-time employment. Minimum requirement is 2 hours per week.

Quarter	Work Site	Supervisor Signature

Completing Your Guide

The purpose of this “Guide to Employment” is to ensure that you have the best possible skills for your employment search. Active participation in WorkAbility IV (WAIV) is key to your success. Participation in WAIV is in many ways similar to maintaining employment: you will need to follow through with the staff and maintain consistent communication. By doing so, the WAIV staff will be able to provide the highest quality of service pertaining to your individual needs and goals. The WAIV staff is here to assist you with any challenges you may face in completing the activities in this guide.

Fulfillment of the GUIDE requirements may be documented by any member of the WAIV or Career Development Center staff. It is the WAIV client’s responsibility to retain and update the GUIDE as he/she completes the requirements.

Many of the GUIDE requirements may be met by either attending a workshop or working one-on-one with a Career Development Counselor or WAIV Job Developer.

Workshops and Job Fairs that fulfill the requirements noted in the GUIDE may be found on the WAIV website at: <http://WorkAbilityIV.csusb.edu/> From there, you will be able to view upcoming event descriptions and register for the workshops.

Attendance: Please make every effort to arrive on time for all scheduled appointments and workshops. If unexpected circumstances prevent you from attending an appointment or workshop for which you are scheduled, please notify our office of your cancellation at the earliest opportunity. More than three (3) “no shows” without advance notice will result in your Department of Rehabilitation (DOR) Counselor being contacted.

ADMINISTRATIVE REQUIREMENTS

- ___ 1. Complete WAIV Application/Release Form
Year 1 _____ Year 2 _____
Year 3 _____ Year 4 _____
- ___ 2. Orientation to WAIV Program Services
- ___ 3. Orientation to Career Center Facility/Services

JOB READINESS REQUIREMENTS

- ___ 4. Set up student profile on CoyoteLink
- ___ 5. Review Career Development Center website for resources
- ___ 6. Complete Career Assessment: Discover
- ___ 7. Review assessment results with WAIV Career Development Coordinator
- ___ 8. Complete resume workshop
- ___ 9. Complete a resume and have it reviewed by a Career Counselor
- ___ 10. Attend Cover Letter Workshop given by Career Development Center
- ___ 11. Attend Interview Information Workshop given by Career Development Center
- ___ 12. Complete a mock interview by the end of your first year at CSUSB
- ___ 13. Complete a mock interview video prior to your graduation from CSUSB
- ___ 14. Obtain copy of Career Development Center mock interview and review video with Employment Services
- ___ 15. Obtain an internship, volunteer position or part-time job by the final year of education
- ___ 16. Verification of work experience.
(See page - "Work Experience Activities")

Interviewing

- ◇ Notify WAIV prior to any scheduled interviews.
- ◇ Review list of likely interview questions and prepare answers.
- ◇ After each interview, record the questions and your answers that you remember.
- ◇ Consider how you might answer them more effectively next time.
- ◇ Meet with WAIV Job Developer for assistance.
- ◇ Write a "thank you" letter or email after each interview.

Managing the Search

- ◇ Set goals and track your progress.
- ◇ Establish a good record keeping system.
- ◇ Participate in WAIV to Work in order to get new ideas from WAIV staff and other students/graduates.
- ◇ If you are not making progress, discuss your efforts with either WAIV Career Coordinator or Job Developer to consider whether you need to change your tactics, broaden your search, or try a new direction.
- ◇ Stay focused. Do not let yourself become discouraged.



Networking

- ◇ Identify as many contacts as possible.
- ◇ Develop a brief statement of your background and career interests.
- ◇ Consider creating a business card with your name, field of interest, address and phone number.
- ◇ Make at least one or two new contacts each day.
- ◇ Ask each contact for referrals.
- ◇ Send “thank you” notes or emails.



Targeted Mailings

- ◇ Select 3 to 5 companies where you really want to work.
- ◇ Research these companies.
- ◇ Tailor your resume and cover letter to the individual companies.
- ◇ Mail your resume and cover letter to the companies.
- ◇ Follow up your mailing with phone calls and visits.

WAIV MEETING REQUIREMENTS

Attendance verification for WAIV sponsored Workshops:

Fall Quarter:

Name of Workshop _____

Date _____

WAIV Staff Initials _____

Winter Quarter:

Name of Workshop _____

Date _____

WAIV Staff Initials _____

Spring Quarter:

Name of Workshop _____

Date _____

WAIV Staff Initials _____

WAIV to Work Meetings attend at least two per quarter

Fall Quarter:

1. Date _____ Staff Initials _____

2. Date _____ Staff Initials _____

Winter Quarter:

1. Date _____ Staff Initials _____

2. Date _____ Staff Initials _____

Spring Quarter

1. Date _____ Staff Initials _____

2. Date _____ Staff Initials _____

JOB SEARCH REQUIREMENTS

- ___ 17. Meet with Job Developer
- ___ 18. Attend Job Fair Prep Workshop
- ___ 19. Attend Job Fair
- ___ 20. Attend at least three WAIV to Work meetings per year until you are employed.
- ___ 21. Attend at least one WAIV sponsored Workshop per year until you are employed.
- ___ 22. Attend Career Development Center Job Search workshop until you are employed.
- ___ 23. Participate in Workforce Recruitment Program, CSUSB Career fair and/or Job Placement Circle.
- ___ 24. Participate in On-Campus Interviews.

POST EMPLOYMENT REQUIREMENTS

- ___ 25. Submit Job Placement form upon hire
- ___ 26. Submit Month #1 Progress Report
- ___ 27. Submit Month #2 Progress Report
- ___ 28. Submit Month #3 Progress Report



JOB SEARCH CHECKLIST

Self-assessment

- ◇ Identify personal interests, skills, personality traits and values.
- ◇ Complete a career assessment with one of the Career Counselors.

Researching job market

- ◇ Review resources in the Career Library.
- ◇ Conduct research on the internet – <http://www.labormarketinfo.edd.ca.gov/>
- ◇ Conduct informational interviews with people in the industry.

Looking for job openings

- ◇ Develop a resume and have it critiqued by a Career Counselor or WAIV staff.
- ◇ Register with CoyoteLink and check it daily.
- ◇ Identify and refer to publications that advertise jobs in your field.
- ◇ Check out the national, regional, and career-related Internet job databases daily.
- ◇ Check out employer websites.
- ◇ Attend both on- and off-campus job fairs.
- ◇ Sign up for on-campus interviewing.
- ◇ Review jobs in the Career Center binders.
- ◇ Discuss your job search campaign plan with a Career Counselor or WAIV staff.