

AUTISM WORKS NOW Assessments

1 ASSESSMENT CHECKLIST

Name: _____

1. General Work Knowledge
2. Google Knowledge
3. Interests Assessment
4. Preferred Workplace Profile
5. Work Smarts

AUTISM WORKS NOW Assessments

2 GENERAL WORK KNOWLEDGE ASSESSMENT

Name: _____

Date: _____

Check all items that you know how to do on your own without support:

- ☐ I know how to use a computer or laptop.
- ☐ I have a smartphone.
- ☐ I know how to use a smartphone.
- ☐ I have an email address.
- ☐ I check my email at least once a day.
- ☐ I use a calendar to keep track of my appointments.
- ☐ I am familiar with Google.
- ☐ I know how to do internet research.
- ☐ I know how to find an address using the internet.
- ☐ I have a Gmail address.
- ☐ I am familiar with these Google apps:
 - ☐ Drive
 - ☐ Calendar
 - ☐ Maps
 - ☐ Contacts
 - ☐ Tasks
- ☐ I know how to use the program word to type documents.
- ☐ I know how to use the program excel to draft spreadsheets.
- ☐ I know how to arrive to an appointment on time.
- ☐ An interview should take how long?
 - ☐ 15 minutes
 - ☐ 1 hour
 - ☐ 2 hours

- ☐ I have a resume.
- ☐ I have applied for a job.
- ☐ I have worked as a volunteer or held a paying job.
- ☐ I know the type of job that I want and/or have a career goal.
- ☐ I have at least 3 adult personal references.
- ☐ I have at least 3 work references.
- ☐ I know that I should bring my resume to an interview.
- ☐ I know that I should get 8 hours sleep the night before an interview.
- ☐ I know how to prepare a healthy breakfast.

AUTISM WORKS NOW Assessments

3 GOOGLE KNOWLEDGE ASSESSMENT

Name: _____

Date: _____

Check all items that you can do on your own without support:

- ☐ Google
 - ☐ Create a new account
 - ☐ Change my personal information
 - ☐ Change my password
- ☐ Gmail
 - ☐ Compose and send an email
 - ☐ Format an email (i.e. change text, indent, add bullets)
 - ☐ Search for an email
 - ☐ Create and edit a label
 - ☐ Set filters
 - ☐ Manage settings
 - ☐ Add a picture
 - ☐ Create a signature
 - ☐ Create a vacation responder
 - ☐ Create a folder
 - ☐ Create a filter
 - ☐ Forward emails
 - ☐ Set a theme
 - ☐ Set the “undo” send feature
- ☐ Calendar
 - ☐ Create an event with a time, date and location
 - ☐ Share an event

- ☐ Add repeat to an event
- ☐ Add location
- ☐ Add description
- ☐ Add notifications
- ☐ Change event time zone
- ☐ Change event color
- ☐ Create a calendar
- ☐ Share a calendar
- ☐ Drive
 - ☐ Create a document on Docs (like Word)
 - ☐ Create a spreadsheet on Sheets (like Excel)
 - ☐ Create a presentation on Slides (like PowerPoint)
 - ☐ Create a survey on Forms
 - ☐ Search for a document, spreadsheet, or presentation
 - ☐ Share a Doc/Sheet/Slide/Survey
 - ☐ Create a Folder
 - ☐ Move a Doc/Sheet/Slide/Survey to a folder
- ☐ Maps
 - ☐ Find an address
 - ☐ Estimate time travel
 - ☐ Check traffic
- ☐ Tasks
 - ☐ Know how to access on Gmail
 - ☐ Know how to access on Calendar
 - ☐ Add/delete a task
 - ☐ Add a task due date
- ☐ Contacts
 - ☐ Create a new contact
 - ☐ Edit a contact
 - ☐ Create a contact group

AUTISM WORKS NOW Assessments

4 INTERESTS INVENTORY

Name: _____

Date: _____

When you have free time and no one is telling you what to do, what do you like to do?

- 1.
- 2.
- 3.

What do you like to talk about, read about, or do for a long period of time?

- 1.
- 2.
- 3.

What was/is your favorite subject in school?

- 1.
- 2.
- 3.

If you are at a bookstore or magazine stand, what type of book or magazine would you pick up?

- 1.
- 2.
- 3.

What are your favorite sports, hobbies, or recreational activities?

- 1.
- 2.
- 3.

What are your favorite internet sites and subject matter on those sites?

- 1.
- 2.
- 3.

AUTISM WORKS NOW Assessments

5 PREFERRED WORKPLACE PROFILE

Name: _____

Date: _____

1. What jobs and careers are you most interested in? *List up to 10.*

2. List the job-specific skills, degrees, or certificates that you've received, computer programs that you are proficient in, and foreign languages that you are conversant in.

Skills:

Degrees or certificates:

Computer software programs:

Foreign languages

YOUR JOB-RELATED TALENTS AND SKILLS

Circle the words that are most applicable to you:

Acting	Advising	Analyzing (<i>ideas, situations</i>)
Assembling	Budgeting	Building
Calculating	Caring for Animals	Caring for People
Caring for Things (<i>plants, artwork</i>)	Categorizing	Classifying
Compiling	Composing Music	Coordinating (<i>events, work</i>)
Counseling	Creating	Decorating
Deciding	Demonstrating	Designing
Drawing	Editing	Estimating
Evaluating (a performance)	Examining (info, patient)	Explaining
Handling Complaints	Influencing	Initiating
Innovating	Inspecting	Interpreting (<i>data, languages</i>)
Inventing	Investigating	Leading
Listening	Meeting Deadlines	Meeting the Public
Monitoring	Motivating	Negotiating
Observing	Operating (<i>equipment</i>)	Organizing
Persuading	Photographing	Presenting
Proofreading	Public Speaking	Reasoning
Recording Information	Repairing	Researching
Scheduling	Selling	Summarizing
Supervising	Teaching	Testing
Troubleshooting	Updating	Visualizing
Writing		

Additional Skills:

IMPORTANT CRITERIA AND IDEAL WORK ENVIRONMENT

How many hours do you want to work per week?

- ☐ Less than 10 hours
- ☐ Between 10 and 20 hours
- ☐ Between 20 and 40 hours
- ☐ 40 hours or more

What is your maximum commute (time and distance)?

- ☐ Time: _____ minutes / hours (*circle one*)
- ☐ Distance: _____ miles

How will you get to and from work?

- ☐ Drive my own car
- ☐ Use public transportation
- ☐ Walk

How much money do you need to make? (*choose at least one*)

- ☐ \$_____ per hour
- ☐ \$_____ per week
- ☐ \$_____ per month
- ☐ \$_____ per year

How much money do you want to make? (*choose at least one*)

- ☐ \$_____ per hour
- ☐ \$_____ per week
- ☐ \$_____ per month
- ☐ \$_____ per year

Are you willing/able to obtain further training or education in order to qualify for a particular job?

- ☐ Yes
- ☐ No

Do you prefer to perform the same duties every day, different duties every day, or a combination of both?

- ☐ Same duties every day
- ☐ Different duties every day
- ☐ Combination of both

Do you need a job that is very structured, where you know exactly what you need to do, or one that allows you to decide what tasks to do and when?

- ☐ Structured environment where you know what to do
- ☐ Allows you to decide what tasks to do and when

Do you prefer a job with a slow and steady pace or one that is fast paced?

- ☐ Slow and steady pace
- ☐ Fast paced

Can you manage a job with tight deadlines and surprise projects?

- ☐ Yes
- ☐ No

How do you prefer to work?

- ☐ Alone for most of the day
- ☐ Minimal interaction with coworkers
- ☐ Lots of interaction with coworkers
- ☐ Interaction with people inside and outside of the organization

What kind of supervision do you need?

- ☐ Close, including contact with my supervisor several times per day
- ☐ Daily check-ins

- ☐ Weekly supervision
- ☐ Prefer to be self-employed

Do you want to work indoors or outdoors?

- ☐ Indoors
- ☐ Outdoors

Do you prefer an environment that is formal or informal?

- ☐ Formal
- ☐ Informal

Do you prefer detailed, well-defined or creative/strategic work?

- ☐ Detailed and well-defined
- ☐ Creative/strategic work

Which of the following do you prefer working with?

- ☐ Animals
- ☐ Facts and information
- ☐ Ideas
- ☐ Numbers _____
- ☐ People
- ☐ Your hands

What other criteria are important to you?

Adapted by AWN from *The Complete Guide to Getting a Job for People with Asperger's Syndrome* by Barbara Bissonnette (2013)

AUTISM WORKS NOW Assessments

6 WORK SMARTS SPREADSHEET

After the Work Smarts Assessment is completed, it is 3-hole punched and filed in this section of the binder.

AUTISM WORKS NOW Workplace Paperwork

7 EMPLOYMENT APPLICATION



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Previous Employment

Company: _____ Phone: _____
 Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
 Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____
 Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

AUTISM WORKS NOW Workplace Paperwork

8 FORM W-4

Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-EIS, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

<p>A Enter "1" for yourself if no one else can claim you as a dependent A _____</p> <p>B Enter "1" if: {</p> <ul style="list-style-type: none"> • You're single and have only one job; or • You're married, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. <p style="text-align: right;">. B _____</p> <p>C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) C _____</p> <p>D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return D _____</p> <p>E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) . . . E _____</p> <p>F Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit F _____</p> <p>(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)</p> <p>G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.</p> <ul style="list-style-type: none"> • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child. <p style="text-align: right;">. G _____</p> <p>H Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ▶ H _____</p>	<p>For accuracy, complete all worksheets that apply. {</p> <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.
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----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

<p>Form W-4</p> <p>Department of the Treasury Internal Revenue Service</p>	<p>Employee's Withholding Allowance Certificate</p> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	<p>OMB No. 1545-0074</p> <p style="font-size: 2em; font-weight: bold;">2017</p>
<p>1 Your first name and middle initial</p> <p>Home address (number and street or rural route)</p> <p>City or town, state, and ZIP code</p>	<p>Last name</p> <p>3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate.</p> <p>Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</p> <p>4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/></p>	<p>2 Your social security number</p> <p>5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)</p> <p>6 Additional amount, if any, you want withheld from each paycheck</p> <p>7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption.</p> <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. <p>If you meet both conditions, write "Exempt" here ▶ 7</p>
<p>Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.</p>		
<p>Employee's signature (This form is not valid unless you sign it.) ▶</p>		<p>Date ▶</p>
<p>8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)</p>		<p>9 Office code (optional)</p> <p>10 Employer identification number (EIN)</p>

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form **W-4** (2017)

Form W-4 (2017)

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Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

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Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

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----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

<div style="display: flex; justify-content: space-between;"> <div style="text-align: left;"> <p>Form W-4 Department of the Treasury Internal Revenue Service</p> </div> <div style="text-align: center;"> <p>Employee's Withholding Allowance Certificate</p> <p>► Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p> </div> <div style="text-align: right;"> <p>OMB No. 1545-0074</p> <p style="font-size: 2em; font-weight: bold;">2017</p> </div> </div>	
<p>1 Your first name and middle initial _____ Last name _____</p>	<p>2 Your social security number _____</p>
<p>Home address (number and street or rural route) _____</p> <p>City or town, state, and ZIP code _____</p>	<p>3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</p> <p>4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/></p>
<p>5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) 5 _____</p> <p>6 Additional amount, if any, you want withheld from each paycheck 6 \$ _____</p> <p>7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ► 7 _____</p>	<p>Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.</p>
<p>Employee's signature (This form is not valid unless you sign it.) ► _____</p>	
<p>8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) _____</p>	<p>9 Office code (optional) _____ 10 Employer identification number (EIN) _____</p>

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form **W-4** (2017)

AUTISM WORKS NOW Workplace Paperwork

9 FORM I-9



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.	
1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> QR Code - Section 1 Do Not Write In This Space </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Additional Information </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> QR Code - Sections 2 & 3 Do Not Write in This Space </div> </div>		
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative		Today's Date(mm/dd/yyyy)		Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)			City or Town	State	ZIP Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.				
Document Title		Document Number	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.				
Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)		Name of Employer or Authorized Representative

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

AUTISM WORKS NOW Workplace Paperwork

10 RESUME WORKSHEET EXAMPLE

Your Name Here

Telephone Number _____

Email Address _____

SUMMARY

Example: Energetic, reliable, and hard-working high school graduate who is looking for a full-time or part-time job

PROFESSIONAL EXPERIENCE

Name of Company, City, State

Year started to Present

Job Title

- *Responsibilities and Accomplishments*
- *Responsibilities and Accomplishments*

Name of Company, City, State

Year started to year ended

Job Title

- *Responsibilities and Accomplishments*
- *Responsibilities and Accomplishments*

EDUCATION

College Degree _____

Diploma _____

ACCOMPLISHMENTS/HONORS/AWARDS

-
-

SKILLS

- *Software proficiency*
- *Typing speed*
- *Special training*

INTERESTS AND HOBBIES

- *Interest/hobby*
- *Interest/hobby*

AUTISM WORKS NOW Workplace Paperwork

RESUME WORKSHEET

Name: _____

Telephone Number _____

Email Address _____

SUMMARY

PROFESSIONAL EXPERIENCE

Name of Company, City, State

Year started to Present

Job Title: _____

- *Responsibilities and Accomplishments:* _____

- *Responsibilities and Accomplishments:* _____

Name of Company, City, State

Year started to year ended

Job Title: _____

- *Responsibilities and Accomplishments:* _____

- *Responsibilities and Accomplishments:* _____

EDUCATION

Diploma/College Degree _____

Certificates _____

ACCOMPLISHMENTS/HONORS/AWARDS

SKILLS

- *Software proficiency* _____
- *Typing speed* _____
- *Special training* _____

INTERESTS AND HOBBIES

- *Interest/hobby* _____
- *Interest/hobby* _____

AUTISM WORKS NOW Roundtable Discussion

**11 YOUR WEEK WORKSHEET—
WHAT HAPPENED WITH YOU?**

Name: _____

Date: _____

Where did you go?

When did you go?

Who went with you?

What did you do?

What was your favorite part of the activity?

AUTISM WORKS NOW Roundtable Discussion

**YOUR WEEK WORKSHEET—
INTERVIEW YOUR PARTNER**

Name: _____

Name of Partner: _____

Date: _____

ASK YOUR PARTNER THESE QUESTIONS:

Where did you go?

When did you go?

Who went with you?

What did you do?

What was your favorite part of the activity?

Name: _____

Date: _____

Today's Icebreaker: _____

Candidate Name

Answer

This image shows a blank sheet of white paper with horizontal ruling lines. The page is divided into two equal-width vertical sections by a central margin. Each section contains ten evenly spaced horizontal lines, providing a template for writing or drawing. There are no margins at the top or bottom of the page, and the lines extend across the full width of each column.

AUTISM WORKS NOW Roundtable Discussion

**13 AWN INCREDIBLE 5-POINT
GROUP CHECK IN SCALE****1**

I am really glad to be here.

I will participate and I may even be able to help others.

2

I am glad to be here and I will participate.

3

I'm here. I might or might not participate.

4

I'm here. I will not participate but I will not disrupt.

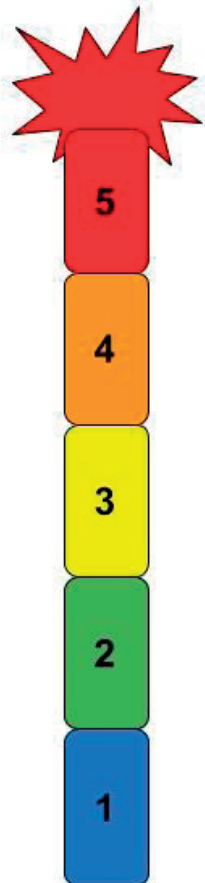
5

I will not participate and I may disrupt if I have to stay.

AUTISM WORKS NOW Roundtable Discussion

14 AWN INCREDIBLE 5-POINT STRESS METER

's Stress Meter



What my Face Looks Like	How My Body Feels	What I Can Do to Calm Down
		No Action Needed
		No Action Needed

AUTISM WORKS NOW Roundtable Discussion

15 AWN SODA CHART**S**_{TOP} **O**_B**S**_E**R**_V**E** **D**_E**L**_I**B**_E**R**_A**T**_E **A**_C**T****THINK BEFORE YOU ACT WITH****Before making a decision ...****S**_{TOP}**O**_B**S**_E**R**_V**E****D**_E**L**_I**B**_E**R**_A**T**_E**A**_C**T**

AUTISM WORKS NOW Roundtable Discussion

16 MINDFULNESS BREATHING EXERCISE

MINDFULNESS

Definition of mindfulness

Mindfulness is being completely in touch with and aware of the present moment and taking a non-judgmental approach to your inner experience. A mindful approach to one's inner experience is simply viewing "thoughts as thoughts" as opposed to evaluating certain thoughts as positive or negative. The term comes from Eastern spiritual and religious traditions like Zen Buddhism.

How to practice being mindful

Mindfulness is about being completely in touch with the present moment. So often in our lives, we get stuck in our heads, caught up in the anxiety and worries of daily life. This exercise will introduce you to mindfulness and should be helpful in getting you "out of your head" and in touch with the present moment.

It is important to practice this exercise when you are not overly stressed out or anxious. It's similar to the experience of learning to drive a car. You don't begin driving on a busy freeway during rush hour. You start in an empty parking lot or on the streets in your neighborhood when there is not a lot of activity or many cars on the road. The same process goes for the practice of mindfulness.

Remember, it is normal for your mind to wander during this exercise, so don't get discouraged. For times like this, it may be useful to think of mindfulness in this way: if your mind wanders away from your breath one hundred times, mindfulness is about bringing your attention back to the present moment a hundred and one times.

Proper breathing

Before you try your mindful breathing exercise, it is useful to practice proper breathing. This may sound silly, but many people don't breathe properly, which can cause them to become stressed and anxious.

Over time, people forget how to breathe properly and instead take short and shallow breaths, which can increase stress and anxiety. It is never too late to "re-learn" how to breathe to avoid becoming stressed.

Natural breathing involves your diaphragm, a large muscle in your abdomen. When you breathe in, your belly should expand. When you breathe out, your belly should fall.

MINDFULNESS BREATHING EXERCISE

Find a comfortable position in a quiet place. Sit in a position that is comfortable enough for you to fully relax your body and completely immerse yourself into your breathing. It should also be quiet enough for you to hear your own breathing.

Begin from a physically relaxed place. Release the thoughts and the stresses from your mind and just let your mind relax. These may be things that have occurred today or have been happening in your life for a while. Don't breathe from a "stressed" place. You may become distracted and try to change it.

Set an alarm. It will be easier for you to let go and relax into your breathing if you have a set end time. Also, if you fall asleep, the alarm will wake you so you don't oversleep and miss an appointment.

Relax your shoulders. Before you begin, relax your shoulders and let them fall. They shouldn't rise and fall as you breathe.

Breathe from your diaphragm. Breathe deeply. Your belly should rise with every inbreath and fall with every outbreath. This is the natural way of breathing.

Notice your breathing. Once you've relaxed your breathing, don't try to change it. Eventually, you will find yourself feeling a "oneness" with your breathing.

Focus your attention on your breathing. Let the awareness of your breath keep you anchored in the present moment. As your thoughts come and go, as physical sensations arise, or as noises happen in your environment, return your focus to back to your breathing.

Don't judge yourself when your mind wanders. This is completely normal. Instead, congratulate yourself for noticing that your mind's focus has shifted and gently redirect your attention back to your breathing.

Continue as long as you would like! Three to ten minutes is a good amount of time to practice mindfulness breathing.

Make this a habit. Practice this exercise at least once a day or when you feel the need to destress.

- For more information, click on UCLA Mindfulness Awareness Research Center at <http://marc.ucla.edu/body.cfm?id=2><http://marc.ucla.edu/mindful-meditations>
- For additional meditations from the MARC, click on Free Guided Meditations at <http://marc.ucla.edu/mindful-meditations>

AUTISM WORKS NOW Roundtable Discussion

17 STRESS MANAGEMENT WORKSHEET

Name: _____

When did you experience stress?

Date and Time of day: _____

What happened before: _____

What happened after: _____

What level was your stress using the Incredible 5-Point Scale? *Check one*

Low Stress (1 – 2)

Not much

☐

Medium Stress (3)

*Felt stressed but didn't
lose my temper*

☐

High Stress (4 – 5)

*Had a meltdown or
lost my temper*

☐

How did your body react?

Face _____

Jaws _____

Forehead _____

Cheeks _____

Ears _____

Eyes _____

Throat _____

Chest _____

Heart _____

Arms/Hands _____

Feet/Legs _____

What did you do to manage your stress?

- ☐ I took deep breaths
- ☐ I visualized something to calm myself down
- ☐ I took a walk outside to clear my head
- ☐ Something else: _____

What was the outcome?

- ☐ It went well and I wouldn't change anything.
- ☐ It went OK, but I want to change how I react next time.
- ☐ It didn't go well and I need to change how I react next time.

If I want a different outcome next time, what could I do differently?

AUTISM WORKS NOW Prepare and Practice

18 TIME MANAGEMENT WORKSHEET

Appointment time	____:____
Subtract 15 minutes from your appointment time	____: 15
THIS IS YOUR ARRIVAL TIME	____:____
Subtract travel time (<i>confirm on Google Maps</i>)	____:____
Subtract 20 minutes for parking and finding location	____: 20
THIS IS YOUR DEPARTURE TIME	____:____
Subtract total preparation time from Preparation Checklist below	____:____*
THIS IS WHEN YOU START GETTING READY	____:____

PREPARATION CHECKLIST

Make a list of things you must do before you leave.
Estimate the amount of time needed to complete each item and add the total number of minutes. Enter above at the line with the *.

*Number of minutes
to complete*

Shower/shave/put on make up	_____
Get dressed	_____
Other:	_____
Other:	_____
Other:	_____
Other:	_____
Other:	_____
Total Preparation Time (enter above)	_____*

AUTISM WORKS NOW Prepare and Practice

19 GETTING ORGANIZED WITH GOOGLE: GMAIL FORMATTING OPTIONS

TO/RECIPIENTS: TOP SECTION

TO: Person you are sending the email to

CC: Copy of email will be sent and original recipient will know it's been copied

BCC: Copy email will be sent but original recipient won't know it's been copied

SUBJECT: MIDDLE SECTION

SUBJECT: Title or subject of your email

BOTTOM SECTION

Text of your email

FORMATTING OPTIONS: CLICK ON A (bottom left side of screen)

FONTS: 11 options

1. Comic Sans
2. Fixed Width
3. Garamond
4. Georgia
5. arrow
6. San Serif
7. Serif
8. Tahoma
9. Trebuchet MS

10. Veranda

11. Wide

TEXT SIZE—TT: 4 options

small

normal

large

huge

B

Bold

I

Italics

U

Underline

A

Text Highlight

Justify: 3 options

Left

Center

Right

1. Numbered list:

- Bulleted list:

Indent: 2 options

⇒ Indent right

Indent left ⇐

Quotations

Undo

Tx

AUTISM WORKS NOW Prepare and Practice

**GETTING ORGANIZED WITH GOOGLE:
GOOGLE CONTACT SPREADSHEET**

Name: _____

Company: _____

Email: _____

Office Phone #: _____

Mobile Phone #: _____

Address: _____

Birthday: _____

Website: _____

Notes *(include information about where did you meet the person:*

AUTISM WORKS NOW Prepare and Practice

20 DRESS FOR SUCCESS: MEN'S MEASUREMENT WORKSHEET

HOW TO MEASURE: REMEMBER TO KEEP THE TAPE LOOSE

NECK	_____	Measure around middle of neck at Adam's apple
CHEST	_____	Measure under arms around the fullest part of chest and relax arms at your side
WAIST	_____	Measure around natural waistline
HIPS	_____	Measure around the fullest part of your hips and buttocks
INSEAM	_____	Measure from top of your inner thigh down to bottom of ankle
ARM LENGTH	_____	Bend elbow 90 degrees and place hand on hip Hold tape at center of back of your neck Measure across shoulder down to elbow and down to - waist
HEIGHT	_____	Measure from top of head to floor while standing straight

AUTISM WORKS NOW Prepare and Practice

DRESS FOR SUCCESS: WOMEN'S MEASUREMENT WORKSHEET

HOW TO MEASURE: REMEMBER TO KEEP THE TAPE LOOSE

NECK	_____	Measure around middle of neck at Adam's apple
CHEST	_____	Measure under arms around the fullest part of chest and relax arms at your side
WAIST	_____	Measure around natural waistline
HIPS	_____	Measure around the fullest part of your hips and buttocks
INSEAM	_____	Measure from top of your inner thigh down to bottom of ankle
ARM LENGTH	_____	Bend elbow 90 degrees and place hand on hip Hold tape at center of back of your neck Measure across shoulder down to elbow and down to - waist
HEIGHT	_____	Measure from top of head to floor while standing straight
DRESS HEIGHT	_____	Measure from nape of neck to desired length
SKIRT HEIGHT	_____	Measure from middle of waist to desired length

AUTISM WORKS NOW Prepare and Practice

21 INTERVIEW ESSENTIALS: INTERVIEW PREP CHECKLIST

Name: _____

BEFORE INTERVIEW (1–2 DAYS)

- Research the company
 - What does the company do, produce, or create?
 - How long has the company been in business?
 - Who are the senior managers (CEO, COO, President)?
- Prepare 5 questions to ask the interviewer based on your research
- Prepare answers to list of **10 Frequently Asked Interview Questions**
- Practice your introduction to the receptionist and greeting to interviewer
- Prepare and practice your elevator pitch
- Complete the **Day/Night Before Checklist** and **Transportation Checklist**
- Complete the **Time Management Worksheet**

DURING INTERVIEW (BEFORE MEETING WITH INTERVIEWER)

- Use the **AWN Incredible 5-Point Check In Scale** to assess your internal state
- Stay relaxed using visualization and mindful breathing
- Smile and say hello when meeting anyone that walks by
- Turn your phone off or to silent

DURING INTERVIEW (WHILE MEETING WITH INTERVIEWER)

- Use a firm handshake
- Listen to interviewer's questions and don't speak until they are done talking
- Focus your answers on your strengths and transferrable skills
- Stay positive: don't say anything negative about former employers or coworkers
- Use appropriate language: don't use slang
- Keep discussion on benefits you'll bring to employer and your skills related to job
- Do not make up answers or say anything that isn't true

END OF INTERVIEW

- Ask the interviewer the date a decision will be made
- Ask for the interviewer's business card

FOLLOW-UP

- Send a thank you email or mail a written note within 1 day of the interview
- If no word, email or call on the date that the interviewer said a decision would be made
- Complete **Interview Reflection Checklist** to identify ways to improve in next interview

AUTISM WORKS NOW Prepare and Practice

INTERVIEW ESSENTIALS: DAY/ NIGHT BEFORE CHECKLIST

Check the circle next to the item when it is completed.

- ☐ On my calendar, I entered an event with a name, location and person I'm meeting into my Google Calendar
- ☐ I picked out my clothes and shoes
- ☐ I checked that my clothes and shoes are clean and don't need repairs
- ☐ I washed my clothes and cleaned my shoes if they needed cleaning
- ☐ I charged my phone
- ☐ I gathered the following items for my appointment:
 - ☐ Resume
 - ☐ References
 - ☐ Paperwork: _____
 - ☐ Book(s): _____
 - ☐ Notebook
- ☐ I put all the items in a folder or bag
- ☐ I placed the folder or bag where I can easily see it when I leave
- ☐ I need to eat breakfast, lunch, or dinner before I leave **Yes No**

STOP HERE

If yes:

- ☐ I have the food items I need to make my meal **Yes No**

STOP HERE

If no:

- ☐ I made a list of the food items I need to buy
- ☐ I went grocery shopping the afternoon before my appointment
- ☐ I have completed the Transportation Checklist (below)

AUTISM WORKS NOW Prepare and Practice

**INTERVIEW ESSENTIALS:
TRANSPORTATION CHECKLIST**

- ☐ I am traveling by car
 - ☐ I have enough gas in my car to get home and back
 - ☐ I know where I will park
 - ☐ I have money for garage parking or change for the meter
- ☐ I am traveling by public transportation
 - ☐ I know which bus route to take
 - ☐ I know which bus stop to stop and get on
 - ☐ I know the bus schedule
 - ☐ I have money for bus fare
- ☐ I'm getting a ride or taking Access
- ☐ I have confirmed the day and time with my driver or pickup time with Access at least one day to pickup

AUTISM WORKS NOW Prepare and Practice

INTERVIEW ESSENTIALS: 10 FREQUENTLY ASKED INTERVIEW QUESTIONS

1. Can you tell me about yourself?
2. What are your key strengths/skills?
3. What are your weaknesses?
4. What kind of environment would you like to work in?
5. If I were to call your references, what would they say about you?
6. When reading the job description, what interested you in this position?
7. Can you give me an example of a difficult situation and how you dealt with it?
8. What are your career goals?
9. What do you know about the organization?
10. Why should we hire you?

AUTISM WORKS NOW Prepare and Practice

INTERVIEW ESSENTIALS: ELEVATOR PITCH OVERVIEW

Imagine, you're scheduled for interview for a job that you really want. Upon your arrival, you're instructed to take the elevator to the HR Department on the top floor. At the next stop, to your great surprise, the doors open and the President of the company enters the elevator! Right now, you need a quick and easy way to introduce yourself and summarize how your skill sets are a good match for the organization.

An "Elevator Pitch" is a prepared introduction of 60 seconds or less that summarizes who you are, what you do, and how you can benefit an employer. Your pitch can be used at networking events and social gatherings. It can also be used as the foundation of an introductory email, a cover letter, or a social media profile.

An effective elevator pitch answers these three questions:

- What have you done and what can you do?
 - Include any awards, recognitions, and certifications that you've received as well as transferable work skills and areas of strength.
 - If you are in school, include information on your major, clubs memberships, people you admire, and favorite subjects.
 - Words that are good for explaining what you can do are:
 - adept at...
 - proficient in...
 - accomplished...
 - expertise in...
 - savvy...
- What are your best skills and abilities?
 - Be specific on what you do best.
 - Consider areas where are you most confident.

- Focus on positive feedback that you've received about your work.
- Words that are good for explaining your skills are:
 - have a knack for...
 - talented at...
 - effective at...
- What would you like to do?
 - You need to communicate what you want so the person will know how to help you. Do you:
 - want help with a job reference?
 - want to schedule an informational interview?
 - need to do well in an interview?
 - Words to use that communicate what your needs are:
 - gain exposure to the industry...
 - hoping to find a role in...
 - suggestions as to how I can...
 - looking for opportunities to develop my skills...
 - insight on how I can apply...
- What type of job do you want?
 - Explain what motivates you and why the work is meaningful to you outside of the paycheck.
 - Ask yourself:
 - Who do I want to help or inspire?
 - Who benefits from my work?
 - Why do I enjoy this line of work?
 - Words that are good for explaining why you want this type of job:
 - because...
 - on behalf of...
 - I'm inspired by...
 - I believe...

The delivery of your elevator pitch might feel awkward at first, but with practice, you will feel more confident and it will feel more natural and authentic. So, practice—a lot. And remember when speaking, a smile on your face will put a smile in your voice.

The following are ways you can practice and improve your Elevator Pitch.

- Practice in front of a mirror to watch your facial expressions.
- Record your speech with your phone and replay later to hear how you sound.
- Videotape yourself with your phone so you can replay later to see how you look.
- Practice saying your speech to someone you respect and ask for their feedback.

ELEVATOR PITCH SAMPLES

15 seconds

I am seeking an internship in the restaurant industry so I can start my career as a chef. My eventual career goal is to become a fully-qualified and experienced professional restaurateur with the longer-term aspiration of running my own business.

30 seconds

I am a sophomore at the ABC High School, and I am interested in a career as an engineer. As a member of the school Robotics Club, I worked as part of a team to design and build several robots. I also completed an internship at a robotic design firm where I assisted in multiple departments including engineering, research and development, marketing, and distribution.

60 seconds

I believe that my background and experience have provided me with the skills necessary to excel in the role as a production assistant. I have almost two years of television production experience from my internship at The X Show, where I was exposed to all aspects of TV production. I made such a strong impression the first summer, I was invited back and given a role with more responsibility. I am currently working part time for a production company in an assistant role and I was given an opportunity to help edit several episodes of a show that the company produces. I have a reputation for getting things done and always with a smile. I love working in the TV industry and want to learn and get experience in every way possible.

AUTISM WORKS NOW Prepare and Practice

INTERVIEW ESSENTIALS: ELEVATOR PITCH WORKSHEET

LIST DETAILS ABOUT THE JOB YOU WANT.

Field _____

Position _____

Location _____

Dream Company/Companies _____

LIST YOUR SKILLS, ACCOMPLISHMENTS AND WORK
EXPERIENCE THAT IS RELEVANT TO THE JOB.

Use the back of this worksheet if you need more space.

ANSWER THESE QUESTIONS:

Who are you?

What do you do?

What would you like to do?

AUTISM WORKS NOW Prepare and Practice

INTERVIEW ESSENTIALS: INTERVIEW REFLECTION CHECKLIST

	Excellent!	Room for improvement	I need a do-over
Several days before:			
I researched the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I prepared 5 questions from my research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I prepped answers for 10 frequently asked questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I practiced my elevator pitch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I checked that my clothes were clean/in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I brought my clothes to dry cleaner (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The day before:			
I cleaned my nails/got a manicure (gals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I got a haircut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I practiced my greeting for the receptionist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I practiced my greeting for the interviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I added the interview date/time on my Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I estimated time travel on Google Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I washed my clothes if they were dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I picked up my clothes from dry cleaners (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The night before:			
I put my resume/references/papers in a bag/folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I checked that my shoes were clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I shined/cleaned my shoes (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Excellent!	Room for improvement	I need a do-over
I charged my phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I got 8 hours of sleep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The morning of:			
I showered/washed my hair/brushed my teeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I shaved (guys)/put on make up (gals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ate a healthy breakfast or lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I did relaxation/stress management exercises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I remembered my bag/folder with my documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I put money for transportation in my wallet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Before the interview:			
I arrived 15 minutes early to the interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I turned off my cell phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I said hello to anyone I met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I greeted the receptionist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During the interview			
I greeted the interviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I shook the interviewer's hand with a firm handshake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I didn't interrupt the interviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I stayed on topic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was relaxed and confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I smiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I asked for a business card at the end of the interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow-up:			
I sent a thank you email or sent a card in the mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If I didn't hear back, I called 1 week after the interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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INTERVIEW ESSENTIALS: AWN AMBASSADOR JOB DESCRIPTION

OVERVIEW

The AWN Ambassador's function is to be a representative as a candidate in the Workplace Readiness Workshop at events and conferences where AWN is an exhibitor or is a featured organization. Ambassadors speak to the general public and to potential candidates and their families to share their experience as a candidate in the Workplace Readiness Workshop.

KEY RESPONSIBILITIES

- Attend events and conferences as a representative of AWN
- Answer questions about and share their experience as a candidate in the workshop
- Create and deliver an "elevator pitch" that summarizes the essential elements the workshop
- Maintain proper business casual work attire as the AWN Ambassador

DESIRED SKILLS

- Basic keyboarding abilities preferred but not required
- Knowledge of and experience creating/using word processing documents and spreadsheets preferred but not required

MANDATORY JOB REQUIREMENTS

- Currently enrolled in AWN's Workplace Readiness Workshop
- Arrival no later than thirty (30) minutes prior to start of event
- Ability to attend events and conferences with minimal support

- Ability to lift and/or move up to twenty-five (25) pounds
- Ability to stand, walk, sit, use hands and fingers, and reach with hands and arms
- Ability to adhere to AWN policies and procedures
- Ability to follow instructions in various forms (written, oral, or pictorial)
- Knowledge of basic safety and security procedures

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RATE OF PAY

\$10.50 per hour

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22 CONNECTING WITH COWORKERS: MAKING A GOOD FIRST IMPRESSION WHEN STARTING A NEW JOB

As the saying goes, you never get a second chance to make a first impression, and research has proven this to be true. Within the first few seconds of meeting someone, people form assumptions about us based on what we wear, how we speak, and our general attitude. In the workplace, these first impressions can have a long-term impact on our reputation and ultimately determine how successful we are in our career.

Below are ways you can make a positive first impression when starting a new job. Practicing these tips every day will help you develop good workplace habits, which will help solidify your reputation with your coworkers and supervisors.

Keep your attitude positive

The best defense against the daily stressors that we experience in our job is to maintain a positive attitude. Proactively managing our stress helps us stay calm and focused. Practicing gratitude for job and our loved ones helps us appreciate what we have. Smiling often improves our mood and is appreciated by everyone at work.

Be mindful of formal and informal workplace policies

Become familiar with general office procedures. Learn about the daily office routine and the way that your coworkers like to maintain their environment. Do they like music on or off? Do they like speaking loudly in the hallways, or is it quiet and reserved? As a newcomer, it is your responsibility to observe and adapt to your new work environment as much as possible. *When you don't know something, ask for help. Don't assume, that's when drama starts.*

Get to know your coworkers

Work is not a social gathering place, but you should be friendly with all of your coworkers and remember something about them. After meeting a coworker for the first time, make sure you remember their name. If this is difficult, keep a notepad and write down each name as

you learn it along with some distinctive information about the person. Here's an example: *Dave, works in the stockroom. Tall and has dark hair. Likes Anime. Worked here 5 years and a good person to ask questions.*

Try to go to lunch or take a break with a coworker. Try to find a workplace "buddy", someone that knows what's going on and will keep you informed of what is happening at work. But be mindful with whom you associate. The office gossip or troublemaker are not coworkers that are well liked or respected, so if you hang out with one, your coworkers might see you as a gossip or a troublemaker too.

Watch your manners

Say thank you to the people that help you and say please when making a request. Do not tell off-color jokes. Do not get into petty arguments.

Listen carefully

Really listen to what others are saying. Be mindful and attentive to their words. Let your coworkers know that you appreciate and value their opinion. Make eye contact when this is possible. *"We have two ears and one mouth so that we can listen twice as much as we speak."* ~ Epictetus

Watch what you wear

To make a good impression, your clothes need to match the culture of your workplace. Make sure what you wear is clean and in good repair. Follow the company's dress code as much as possible, and don't ever dress too casually. A good rule to follow is: *Don't dress for the job you have. Dress for the job you want.*

Watch what you say and how you say it

The words you say will play a large part in the first impression you make. Be kind, respectful, and truthful when speaking. Don't participate in office gossip. Don't use slang or off-color phrases. Choose your words carefully, because everything you say will be judged. *"When you want to say anything, think like Buddha: If you propose to speak, always ask yourself, is it true, is it necessary, is it kind."*

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23 NETWORKING AND LANDING A JOB: INFORMATIONAL INTERVIEW ESSENTIALS

WHAT IS AN INFORMATIONAL INTERVIEW?

An informational interview is a process used to gather career information from professionals. Your goal is not to ask for a job, but rather to gain firsthand information about a specific occupation, job and/or organization from someone with an insider's perspective.

WHY CONDUCT AN INFORMATIONAL INTERVIEW?

An informational interview helps you accomplish several things.

- You make in-person connections with working professionals.
- You obtain a great deal of information about a career of interest and the types of skills you'll need to do the job effectively. All of this data is excellent information to include on a resume and use as the foundation of a social media profile.
- You gain insight into the hidden job market, employment opportunities that are found by referrals and are not advertised or posted.
- You gain confidence in talking with people.

WHAT ARE THE STEPS IN USED IN SCHEDULING AN INFORMATIONAL INTERVIEW?

- Identify a professional that's employed in your field of interest or at a company where you would like to work.
- Contact the person.
 - Explain why you are seeking personalized information about their field.
 - Ask if you can meet at their worksite for about twenty to thirty minutes.

- Send an email confirmation the day the interview is confirmed.
- Call your contact again no later than 24 hours prior to the start time of your meeting.
- Show up at least 15 minutes early.
- Take notes about important information that you discover during the interview.

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**NETWORKING AND LANDING A JOB:
INFORMATIONAL INTERVIEW CONTACT LIST**

Below list the prospective professionals that you would like to meet. These can be people that you know, referrals from friends, or professions that you found by browsing the internet.

LEAD 1

Organization _____

Person's Name/Title _____

Business Address _____

Phone Number _____

LEAD 2

Organization _____

Person's Name/Title _____

Business Address _____

Phone Number _____

LEAD 3

Organization _____

Person's Name/Title _____

Business Address _____

Phone Number _____

LEAD 4

Organization _____

Person's Name/Title _____

Business Address _____

Phone Number _____

LEAD 5

Organization _____

Person's Name/Title _____

Business Address _____

Phone Number _____

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NETWORKING AND LANDING A JOB: INFORMATIONAL INTERVIEW SCRIPTS AND CORRESPONDENCE

The best chance of success in scheduling an interview is with someone that you already know or have a personal referral for. You can also be successful in scheduling a meeting with someone that you don't have a connection with, but you will need to prepare and practice your introduction before contacting the person.

Below is a sample script that you can use to introduce yourself to someone you haven't met or don't have a referral for. The text in square brackets is where you can revise the script according to your own narrative.

SAMPLE TELEPHONE SCRIPT

[Ms. Jones], my name is [George Michael], and I am enrolled in the Workplace Readiness Workshop with Autism Works Now. This program is helping me to learn the skills I need to get and keep a job. I have learned how to network as part of the program, and I am very interested in finding a job at a [movie theatre]. Because of your many years of experience as an executive with [Pacific Coast Cinemas], I would very much appreciate a chance to meet with you for career advice for someone like myself who is trying to find their first job. I know you are busy, but I only need twenty minutes out of your schedule. Would you have time to meet with me soon to discuss the aspects of your job? When would be a convenient date and time to come by the theatre to talk with you?

If you spoke over the phone, you'll need to send a very brief email to confirm the day and time of your meeting. Start your email by saying you appreciate their time and include your telephone number in the closing of your email to make it easy for the contact to get in touch with you. This should be sent no later than 24 hours after the meeting is confirmed.

SAMPLE EMAIL SCRIPT CONFIRMING YOUR MEETING

Dear [Ms. Jones],

Thank you for taking time out of your busy schedule to speak to me over the phone this afternoon. I am confirming our meeting on [April 10 at 1:00pm] at [the Pacific Coast Theatre in Redondo Beach].

I look forward to meeting with you.

Sincerely,

[George Michael

310 555 1234]

SAMPLE TELEPHONE SCRIPT CONFIRMING YOUR MEETING

Contact: This is [Ms. Jones].

You: Hello [Ms. Jones]. This is [George Michael]. I am calling to confirm our appointment at 1:00pm tomorrow.

Contact: Hello [George] Yes, we are confirmed for 1:00 tomorrow. Check in with the front desk when you arrive.

You: Thank you. I look forward to meeting with you.

Contact: Thank you. I'll see you tomorrow. Good bye.

You: Good bye.

TELEPHONE ETIQUETTE TIPS

When you call, remember:

- Practice what you are going to say so there are not a lot of 'ahhs', 'umm's' and pauses.
- Smile so it will come through in your voice.
- Use appropriate language.
- Do not talk too quickly, too slowly, too quietly, or too loudly.
- Do not chew gum, eat, smoke, or drink during your conversation.
- If you are leaving a message for a return call:
 - Make sure that the message on your voicemail message is professional and gives a favorable impression of who you are.

- Make sure your voicemail isn't full and can receive messages.
- If someone else is going to answer your phone, make sure they know that you are expecting a call and they are pleasant and polite when they speak with the caller.

TIPS FOR WRITING THANK YOU NOTES

Your note should be short and friendly. It can be a card that you mail or sent as an email. If you are mailing a card, choose one with a simple "Thank You" on the front on good quality notepaper with a matching envelope. This should go out no later than 24 hours after the meeting happened.

'THANK YOU' LETTER FORMAT

Date: Use the date the note is being sent.

Salutation: Address as Mr. or Ms. with the person's last name unless you knew them before the interview.

Paragraph 1: Thank the individual for taking the time to meet with you.

Paragraph 2: Share something you gained from your meeting.

Paragraph 3: Thank the individual again and express interest in working in his or her field or with their organization in the future.

Closing: Use "Sincerely," or "Yours Truly" and add your name.

SAMPLE 'THANK YOU' NOTE

April 10, 2017

Dear [Ms. Jones],

Thank you for taking the time to discuss your job as [Manager of the Pacific Coast Theatre] and talk about your organization. It was a pleasure meeting you and [getting a behind the scenes look at a movie theatre].

The information you shared provided me with a new perspective of the position, a better understanding of the requirements of the job, and an increased interest in finding a job [in any capacity with a movie theatre].

Again, thank you for your time. I appreciate the information you shared with me and I look forward to the possibility of one day becoming an associate [at a movie theatre just like yours].

Sincerely,

[George Michael]

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NETWORKING AND LANDING A JOB: INFORMATIONAL INTERVIEW WORKSHEET

Person Interviewed: _____ **Date of Interview:** _____

Person's Title: _____ **Organization:** _____

Address: [insert rule] _____ **Phone Number:** _____

_____ **Email:** _____

QUESTIONS TO ASK AT THE INTERVIEW

Why did you choose to become a [_____]?

What is a typical day like for you?

What kind of skills would I need to be successful in this industry?

What is a typical entry-level salary in this profession? How do the salaries progress in five years?

What do you like most and least about your job?

What preparation would you suggest for someone interested in entering this field?

What do you wish you had known before you entered your career?

Can you recommend anyone that I can contact about job opportunities in this industry?

May I contact you in the future if I have any further questions? _____

Remember, at the end of the meeting:

Thank the person for their time.

Ask for a business card.

QUESTIONS TO ASK YOURSELF AFTER THE INTERVIEW

1 Is this a career I would be interested in? (*circle one*) YES NO

If yes, why?

If no, why not?

2 What action can you take now to prepare yourself to achieve this goal?

Education: _____

Training: _____

Experience: _____

Community involvement: _____

Activities: _____

3 What action are you already taking to achieve your career goals in this field?

4. What skills were mentioned in the interview that you already possess and can be added to your resume?

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NETWORKING AND LANDING A JOB: NETWORKING WORKSHEET

Referrals are the best source of job leads. Write down a list of people that you know and along with their job title.

Teacher/Subject

Counselors

Parents, Neighbors and Family Friends

Friends and Acquaintances

Volunteering is a good way to gain work experience and expand your network of professional contacts. List five issues that you are most passionate and organizations that are doing work in this area.

Issue

Organization

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Internships provide excellent opportunities for entry-level jobs and ways to learn about the inner workings of the company. List five companies where you would like to work and the type of internship you would like.

Company	Type of Internship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job fairs and Chamber of Commerce mixers are excellent places to connect to professionals in your field of interest and business owners with companies that have jobs in your field of interest. Do a Google search for upcoming job fairs in your area and check the website or your local Chamber of Commerce to find the dates, times, and locations for their upcoming events.

Job Fairs

Organizer of Fair	Date and Time	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Chamber of Commerce Mixers and Events

Event Name	Date and Time	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

When attending a professional event, remember the following:

- Smile!
- Dress professionally matched to the culture of the companies at the event.
- When attending a job fair, bring at least 20 copies of your resume.
- When meeting recruiters, ask about job and career opportunities.
- Confidently recite :30 and :60 Elevator Pitch.
- Get a business card for everyone you meet; on the card, write down the date and the event where your meeting took place.
- At the end of a conversation, thank the person for their time.
- Write down important notes immediately after your meeting so you won't forget important details and information.
- Follow up all meetings with a thank you note or email.
- For recruiters, sent a short note every couple of weeks to check in and let them know that you are interested and available.

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NETWORKING AND LANDING A JOB: SOCIAL MEDIA OVERVIEW

Your social media presence is not just a personal outlet. It is also your brand that identifies who you are, what you like to do, and the type of activities you like to participate in.

REASONS WHY YOU SHOULD HAVE A SOCIAL MEDIA PROFILE

- Employers regularly screen the social media sites of prospective job candidates and some see it as a red flag if the person has no social media presence.
- It's a good way to promote your skills, talents, and abilities.
- It's a good way to highlight honor roll awards and competition medals.
- It's a good way to connect to coworkers outside of the office.
- Many companies maintain a presence on many social media sites, so you should "like" the pages of any organizations where you'd like to work; checking these sites regularly is a good way to gather information about those organizations.

FOUNDATION OF A POSITIVE SOCIAL MEDIA PRESENCE

- Because what you post on social media represents you, make sure that all of the information on your profile is accurate and current.
- Do not post anything that could be viewed negatively by a future employer because it could impact your ability in being hired.
- Use the privacy settings to limit what other people can post on your profile and to prevent you from being tagged in other people's posts and pictures.
- Review the profiles of professionals you respect to see how they format their profile and what information they include.
- Make sure that your picture is recent, your hair was recently cut and is washed and combed. Men should be clean shaven.

RECOMMENDED PERSONAL SOCIAL MEDIA SITES

Facebook is one of the most popular social sites with over 1.79 billion active monthly users from around the world. When you become a friend with someone on Facebook, you both can view what they post and share articles, photos, and videos on each other's page. In the "About" link on your profile page, you can list your education and employment information. **Minimum age requirement: 13**

Twitter is a news and social networking service where users can post 140-character messages called "tweets". It has over 313 million active users and is popular with many celebrities, politicians, and social activists. In addition to posting tweets, you can "follow" other users to view their tweets. **Minimum age requirement: 13**

Pinterest is photo-sharing website where users can upload, save, sort, and manage images, known as "pins", which can be organized in folders sorted by a central topic or theme. When you have a Pinterest page, you can follow the pages and browse the contents of the pages of other users. If you are creative or have a special talent or skill, a Pinterest profile can be used as an online portfolio to display your artwork and projects. **Minimum age requirement: 13**

RECOMMENDED PROFESSIONAL SOCIAL MEDIA SITES

Monster and CareerBuilder are two of the most visited employment websites in the United States and around the world. Both sites allow users to search their job listings and company profiles and post online resumes. They also allow users to sign up for their online, career-advice newsletter and offer free services like resume critiques. **Minimum age requirement for both sites: 13**

LinkedIn is a business and employment-oriented social networking service with more than 467 million members including more than 40 million students and recent graduates in over 200 countries and territories. LinkedIn users can search their job listings, post a professional profile, and view information about potential employers. LinkedIn also allows users to post updates about their activities, share information, articles, and join "groups" that are focused on specific interests and topics. **Minimum age requirement: 18**

Indeed is a worldwide employment-related search engine of job listings that are aggregated from thousands of websites, job boards, staffing firms, associations, and company career pages. The site allows users to search their listings for available job openings and to post their resume online. **Minimum age requirement: 14, but adult supervision required for users under 18**

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24 UNDERSTANDING THE WORKPLACE: WORKPLACE HIERARCHY CHART

<p>Management Employees—Level 1</p> <p>Chief Executive Officer Chief Operating Officer General Manager</p>
<p>Executive Employees—Level 2</p> <p>President Vice President Executive Director Chief Technical Officer Chief Financial Officer Community Relations Manager Treasurer Assistant Manager</p>
<p>Entry-Level Employees—Level 3</p> <p>Administrative Assistant Cashier Sales Associate Stock Clerk Trainee Intern</p>
<p>Non-Administrative Employees—Level 4</p> <p>Security Guard Custodian Gardener Foreman Maintenance Worker</p>

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UNDERSTANDING THE WORKPLACE: LABOR LAW OVERVIEW

EMPLOYMENT CONTRACTS

Legally binding agreement between an employer and an employee regarding a term of employment. The agreement can be oral, written, or implied.

AT WILL EMPLOYMENT

An at-will employee can quit or be fired at any time for any reason that isn't illegal under state and federal laws. An employee cannot legally be fired for exercising their rights. If an employee is fired, it is up to the employer to show good cause for termination of the individual's employment.

INDEPENDENT CONTRACTORS

People who are self-employed in an independent trade, business, or profession in which they offer their services to the public are considered independent contractors. Independent contractors that earn more than \$400 in a year must pay quarterly self-employment (SE) taxes based on their income. SE taxes are similar to the social security and Medicare taxes paid by employed workers.

EXEMPT VS NONEXEMPT

Nonexempt employees are typically paid an hourly wage, have a set work schedule, and are covered under all FLSA regulations like minimum wage laws and overtime regulations. *Exempt* employees are excluded from all FLSA rules. These are typically employees in executive, supervisory, professional, and outside sales jobs that draw a set salary and have a work schedule with varying hours.

FEDERAL INCOME TAX

Employers generally withhold federal income tax from an employee's wages. Upon being hired, a form W-4 is completed by the employee and this information is used to determine the amount of federal income tax that is withheld from each paycheck. Workers that make over \$400 in a year must report their earnings to the Internal Revenue Service (commonly known as IRS) each year by April 15.

STATE INCOME TAX

In all but ten states (Alaska, Florida, Nevada, New Hampshire, South Dakota, Tennessee, Texas, Washington, and Wyoming), workers are required to pay an annual state income tax that is due on April 15 of each year.

SOCIAL SECURITY AND MEDICARE TAXES

Employers also deduct social security and Medicare taxes from each employee's paycheck.

FEDERAL LAWS

In the United States, the United States Department of Labor administers and enforces federal laws covering workplace activities for about 10 million employers and 125 million workers. These are listed below.

Wage and Hours

The Fair Labor Standards Act (FLSA) sets the standard for wages and is administered by the Wage and Hour Division (WHD) of the US Department of Labor. It establishes overtime pay of one-and-one-half times the regular rate of pay when an employee works over 40 hours in one week, but there are no overtime pay requirements for hours worked on weekends or holidays unless the employee has exceeded working 40 hours. The FLSA establishes 14 years of age as the minimum age for employment, limits the number of hours that children under the age of 16 can work, and forbids the employment of children under the age of 18 for jobs deemed too dangerous. The Wage and Hour Division also enforces the labor standard provisions of the immigration and Nationality Act that applies to aliens working in the under certain immigrant visa programs. The current federal minimum wage standard is \$7.25.

Family and Medical Leave Act (FMLA)

Administered by the WHD, the FMLA requires employers of 50 or more employees to give up to 12 weeks of unpaid, job-protected leave to eligible employees for the birth or adoption of a child or for the serious illness of the employee or a spouse, child, or parent.

Workplace safety and health

The Occupational Safety and Health (OSH) Act is administered by the Occupational Safety and Health Administration (OSHA). It covers safety and health conditions for most private-sector and all public-sector employees to guarantee employees are free from being exposed to recognized, serious hazards in the workplace.

Whistleblower and retaliation protections

OSHA administers the “whistleblower” protection provisions of twenty-two states. Under this law, an employee may file a complaint with OSHA if they believe that they have received discrimination or retaliation for exercising any right afforded by OSH. An employee must file a complaint about any health or safety issues within 30 days after the occurrence of the alleged violation.

Worker Adjustment and Retraining Notification Act

This federal law mandates that workers being laid off be given a written 60 days’ notice before the date of mass layoffs or plant closings. A worker that does not receive notice per the law may seek damages for back pay and benefits for up to 60 days depending on how many days of notice they received.

Harassment

Harassment in the workplace based on race, color, religion, sex, national origin, age, and disability in any form is prohibited by federal law. It becomes unlawful when the offensive conduct becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. An employer is automatically held liable for harassment by a supervisor that results in a negative employment action such as termination, failure to promote, or be hired. An employer is also held liable if it was known or should have been known about the harassment and they failed to take prompt and appropriate corrective action. The Equal Employment Opportunity Commission (EEOC) handles administration and enforcement of laws covering harassment.

Sexual harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, remarks about a person's sex, and other verbal or physical harassment of a sexual nature. The victim or abuser can be either a male or female and can be the victim's supervisor, supervisor in another area, a coworker, or non-employee.

STATE LAWS

State regulations vary from state to state and the regulations for the state where you work. Below are the laws as they apply in the state of California:

State minimum wage rates

If the state rate is higher than the federal rate, the state rate would apply. In California, the minimum wage is \$10.00 for employers with less than 25 employees and \$10.50 for employers with 26 or more employees.

Minimum rest periods

A paid ten-minute rest period is required for every four hours worked. This does not apply for employees that work less than three and a half hours in a day.

Minimum meal periods

An employee is entitled to an unpaid half-hour meal period after five hours of work. If an employee works six hours or fewer, an employer and employee may consent to waive the meal period. For a work day of over ten hours, an employee is entitled to a second meal period of no fewer than 30 minutes.

Payday requirements

The minimum that an employee must be paid is at least twice during each calendar month, but there are variations on this law per the occupation. Some occupations that are excluded include executive, administrative, farm, and labor contract workers, or an employee of a motor vehicle dealer that is paid on commission.

State unemployment insurance benefits

The Federal-State Unemployment Insurance Program provides temporary financial benefits to unemployed workers. Each state

administers their own program within guidelines established by federal law. Benefit amounts are based on a percentage of an individual's earnings over a recent 52-week period up to a maximum amount established by the state for up to 26 weeks. The funding for the program in most states is provided by a tax imposed on employers. Benefits paid to recipients must be reported on a federal income tax return.

Worker's compensation

Workers' compensation (also known as workmans' comp) is a state-mandated insurance program that provides financial benefits to employees who suffer job-related injuries and illnesses. The federal government administers the program which provides replacement benefits, medical treatment, vocational rehabilitation, and other benefits, but each state establishes the rules and regulations for the workmans' comp program in their state. In general, an employee with a work-related illness or injury can get workmans' comp benefits regardless of who was at fault. In exchange for these guaranteed benefits, employees usually do not have the right to sue their employer in court for damages they've incurred due to their injuries.

FILING A GRIEVANCE

- Wage and Hour Division: www.dol.gov/wecanhelp/howtofilecomplaint.htm
- Family and Medical Leave Act: Call 866 487 9243
- OSHA: www.osha.gov/workers/file_complaint.html or call 800 321 6742

AUTISM WORKS NOW Prepare and Practice

UNDERSTANDING THE WORKPLACE: AMERICANS WITH DISABILITIES ACT (ADA) OVERVIEW

WHAT IS THE AMERICANS WITH DISABILITIES ACT (ADA)?

- Civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life
- Purpose is to make sure that people with disabilities have the same rights and opportunities as everyone else
- Signed into law by president George W. Bush in 1990
- Divided into five titles (or sections) that relate to different areas of public life
 - Title I: Employment—we will only be discussing this
 - Title II: State and Local Government
 - Title III: Public Accommodations
 - Title IV: Telecommunications
 - Title V: Miscellaneous Provisions

TITLE I: EMPLOYMENT

- Designed to help people with disabilities access the same employment opportunities and benefits that are available to people without disabilities
- Applies to employers with 15 or more employees
- Requires employers to provide *reasonable accommodations* to qualified employees and applicants
- *Reasonable accommodations* are changes in the workplace that accommodate employees with disabilities without causing the employer “undue hardship, too great a difficulty or expense”
- Regulated and enforced by the US Equal Employment Opportunity Commission (EEOC)
- Enforced by the US Department of Justice

WHAT IS A DISABILITY UNDER THE ADA?

- Individual with a disability is someone who has:
 - Physical or mental impairment that substantially limits one or more major life activities
 - Must have documentation of a disability or impairment
 - No complete list of disabilities covered by the ADA, but EEOC published documents that would easily be considered a disability within the meaning of the law. These include:
 - autism
 - intellectual disabilities
 - medical conditions: diabetes, cancer
 - mobility impairments requiring the use of a wheelchair
 - post-traumatic stress disorder
 - cerebral palsy
 - multiple sclerosis

HOW DOES THE ADA AFFECT INDIVIDUALS IN THE WORKPLACE?

- Employers are required to provide reasonable accommodations for a job, work environment, or the way things are done so individuals with disabilities can enjoy equal access to the workplace and enjoy the same benefits that are available to non-disabled individuals.
- “Reasonable accommodations” must be tailored to the needs of the individual and the requirements of the job.
- Accommodations must be agreed to between the employer and the employee.

QUESTIONS TO CONSIDER WHEN DECIDING ON ACCOMMODATIONS FOR AN INDIVIDUAL WITH AUTISM

- What limitations does the employee with ASD experience?
- How do these limitations affect the employee's job performance?
- What specific job tasks are a problem as a result of these limitations?
- What accommodations are available to reduce or eliminate these problems?
- Are all possible resources being used to determine the accommodations?
- Can the employee with ASD provide information on possible accommodation solutions?
- Do supervisory personnel and employees need training regarding ASD?
- Once accommodations are in place, would it be useful to meet with the employee to evaluate the effectiveness of the accommodations and to determine whether additional or alternative accommodations are needed?

SAMPLE OF SUPPORTS THAT WOULD BE CONSIDERED REASONABLE ACCOMMODATIONS FOR MOST EMPLOYERS

Supports to assist with speaking and communicating

- Allow an employee to provide written responses instead of verbal responses
- Allow an employee to bring an advocate to a performance review or disciplinary meeting

Executive functioning/time management supports

- Divide large assignments into smaller tasks
- Use a wall calendar to help emphasize dates
- Develop a color-code system to organize files, projects, or activities

- Use a job coach to teach/reinforce organization skills
- Provide a “cheat sheet” of high-priority activities, projects, and people
- Provide written instructions for tasks
- Help an employee remember the faces of coworkers by providing a directory with pictures and providing coworkers with name tags
- Provide written instructions of tasks and projects
- Allow additional training time for learning new tasks

Supports in working with supervisors

- Allow a supervisor to prioritize tasks
- Provide a work buddy to help the “learn the ropes”
- Provide weekly or monthly meetings to reflect on the employee’s performance, discuss any workplace issues, and target any areas that need improvement
- When there is a change in the employee’s supervisor, allow old and new supervisor to keep open their channels of communication to support the employee during the transition

Sensory supports

- Allow an employee to use a hand-held squeeze ball
- Provide noise-cancelling headphones to reduce noise to help the employee focus
- Relocate an employee’s office away from audible or visual distractions
- Change out fluorescent interior lighting
- Allow telecommuting when possible

Stress management

- Allow an employee to make telephone calls for support
- Modify employee’s work schedule

On-the-job social skills supports

- Provide a job coach to help understand social cues
- Help employee “learn the ropes” by providing a mentor
- Use training videos to demonstrate appropriate social cues
- Make attendance at social functions optional

How do you negotiate for a reasonable accommodation?

- An employee is responsible for informing or disclosing their disability to their employer and can request reasonable accommodations that they need to do their job.
- An employer and employee must engage in what the law calls a “flexible interactive process” to discuss and agree accommodations that are effective and practical.

What is an undue hardship exception?

- The ADA does not require employers to make accommodations that would be considered an undue hardship or any changes that would impose a significant cost or impact upon the business.

Am I required to disclose that I have a disability?

- No, an employee is *not* required to disclose disability to their employer.
- To benefit from the protections provided under the ADA, the employee must disclose their disability. If there is no disclosure, there are no ADA protections.

How should I disclose my disability?

- Disclose disability on a “need-to-know” basis
- Provide details about disability as it applies to your work-related accommodations
- Disclose to an individual who has authority to grant request
- Supervisor needs to be informed of your disability-related needs so they can provide the necessary supports and judge your job performance fairly.

Can an employer discriminate against an employee because of a disability?

- No. The ADA forbids discrimination when it comes to any aspect of employment, including:
 - hiring
 - firing
 - promotions
 - layoffs
 - pay or wages
 - job assignments
 - benefits
 - training

What questions can and can't an employer ask in regards to an employee's disability?

- How the employee can perform the job, with or without a reasonable accommodation
- An employer can't ask a job applicant to answer medical questions or take a medical exam before extending a job offer.
- An employer can't ask if an applicant has a disability.
- After being hired, an employer can only ask medical questions or require a medical exam for documentation to support an employee's request of accommodations.

AUTISM WORKS NOW Prepare and Practice

UNDERSTANDING THE WORKPLACE: CONFLICT RESOLUTION STRATEGIES

THOMAS-KILMANN (TKI) STRATEGY

Accommodate

This strategy is a form of 'giving in' and letting the other person in the conflict have their way.

Pros: It quickly resolves the conflict.

Cons: The person that is doing the accommodating may become resentful.

Avoid

This strategy postpones resolving the conflict indefinitely.

Pros: Time may help the conflict may resolve itself.

Cons: The conflict and bad feelings may increase the longer the conflict is left unresolved.

Collaborate

This strategy requires integrating multiple ideas to help resolve a conflict.

Pros: If effectively used, a solution will be reached that is acceptable to everyone.

Cons: It takes time and may be difficult to get all parties to agree.

Compromise

This strategy requires all parties to give up something in order to find a solution that is acceptable to all parties.

Pros: Once reached, the solution will seem fair to all parties.

Cons: It takes time and may be difficult to get each person to give up something.

Compete

This strategy pits coworkers against one another and has a definite winner and loser in the resolution of the conflict.

Pros: This works best in an emergency or crisis situation when time is of the essence in finding a solution.

Cons: It puts people against one another, and the loser will probably harbor resentment.

AUTISM WORKS NOW Prepare and Practice

UNDERSTANDING THE WORKPLACE: CONFLICT RESOLUTION STRATEGIES

INTEREST-BASED RELATIONAL (IBR) APPROACH

Ground rules

Encourage people to:

- ☐ listen with empathy and see the conflict from each other's point of view
- ☐ explain issues clearly and concisely
- ☐ use "I" rather than "you" statements so no one feels attacked
- ☐ be clear about their feelings
- ☐ remain flexible and adaptable

Technique

Step 1. Make sure good relationships are a priority

Treat others with respect and acknowledge their viewpoint even if you don't agree. Be mindful during your discussion—stay calm, exercise acceptance, and be patient.

Step 2. Separate people from problems

Separate the issue from the person. Put personal feelings aside and address only the issue that is causing the conflict.

Step 3. Listen carefully to different interests

Keep the conversation courteous and don't blame the other person. Ask for the other person's perspective to identify the issue that the person thinks is causing the conflict.

Step 4. Listen first, talk second

Listen to other people's points of view without defending your own. Make sure that each person has finished talking before speaking. Identify what the person thinks is the issue and ask questions if you need clarification.

Step 5. Determine out the facts

Be fair and balanced in the gathering of information. Acknowledge the other person's feelings. Make sure the person feels listened to and has been a part of the discussion.

Step 6. Explore options together

By this point, the conflict may have already been resolved once everyone's views have been heard and understood, but it's important to be open to an alternate position. If needed, brainstorm ideas and be open to all suggestions to come to an agreement that will result in a satisfying outcome.

AUTISM WORKS NOW Prepare and Practice

UNDERSTANDING THE WORKPLACE: AWN RULES FOR DATING COWORKERS

DON'T DATE YOUR BOSS

Most employers have a policy that prohibits direct supervisors from dating their subordinates, and this is for good reason. If the relationship ends badly, a disgruntled employee could claim a hostile work environment and sue the company for harassment. A manager–subordinate romance can also create a perception of favoritism, which can lead to tension among coworkers that report to the same manager.

YOU CAN ONLY ASK YOUR COWORKER OUT ONE TIME

If you want to ask out a coworker, you only have one chance. If you continually ask out a coworker after being told no the first time, the coworker could claim a hostile working environment and report the incident to HR. The consequence of these actions might get you a bad reputation at work or, if the incident is serious, result in you being fired from your job.

AVOID PUBLIC DISPLAYS OF AFFECTION (PDAS)

If you are dating someone at work, it isn't considered professional to kiss or hug in front of your colleagues. These actions can make other people uncomfortable or possibly make others jealous.

DISCLOSE TO YOUR COMPANY

It's best to disclose to your supervisor when you start dating a coworker. Letting your boss know about your relationship will keep you out of the workplace rumor mill and avoid the awkward situation when everyone at work finds out that you're a couple.

SET BOUNDARIES

Spending all your time with a boyfriend and girlfriend might not be good for your relationship. If you ever starting dating a coworker, it's ok

to schedule time for by yourself and with other friends to share in the hobbies and activities that you enjoy most.

PLAN FOR THE ENDING

Relationships do end, which can be a problem if you were seeing someone that you also see every day at work. This could seriously impact your job, especially if the relationship ends very badly. Before you ask out a coworker, just remember that you're mixing business with pleasure. If the relationship works out, that's great, but if it doesn't, it could create a bad situation at work that might be impossible to fix.

AUTISM WORKS NOW Recall and Review

25 WORKSHOP REVIEW

Name: _____

Date: _____

Name three things we did in the Roundtable Discussion.

1. _____
2. _____
3. _____

Name three things we did in Prepare and Practice.

1. _____
2. _____
3. _____

What were some upcoming events that we discussed?

1. _____
2. _____
3. _____

What do you need to do before the next workshop?

1. _____
2. _____
3. _____

List at least one thing you learned or know about someone else.

Candidate name	Other person	What you learned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AUTISM WORKS NOW Recall and Review

26 WORKSHOP QUIZ

Name: _____

Date: _____

WORKSHOP QUIZ 10/6/16

True or False: Everything I'll be learning in the workshop will help me get and keep a job.

- ☐ True
- ☐ False

On the 5-Point Scale, I'm calm when I'm at a level:

- ☐ 5
- ☐ 1
- ☐ 3

An interview should take approximately:

- ☐ 15 minutes
- ☐ 1 hour
- ☐ 2 hours

How early should I get to an appointment?

- ☐ I should arrive at the exact time I need to be at my appointment.
- ☐ 15 minutes
- ☐ 1 hour

What can I do when I start feeling stressed?

- ☐ Mindful breathing
- ☐ Close my eyes and count to 10
- ☐ Stretch my body
- ☐ All of the above

AUTISM WORKS NOW Field Trips and Guest Speakers

27 WORKSHOP SESSION REVIEW: WORKPLACE HABITS AND EXPECTATIONS

WORKPLACE HABITS AND EXPECTATIONS

**Courtesy of the Miller Career and Transition
Center in Reseda, California**

- Work is not what you see on television; work is not like school. Work is not like home; work is like...well work!
- Focus on greatness and believe in yourself. You can do it!
- Have a positive attitude—nothing is more important. You are in charge of your attitude! Be friendly, kind, courteous and customer service oriented!
- Take initiative, stay focused, stay busy, and be responsible for your work.
- Follow the lead and instructions given to you by your supervisor.
- Follow all equipment and workplace safety guidelines.
- Dress appropriately in clean clothes without holes, rips, or stains.
- Use proper hygiene: wash and comb your hair, clean your nails, shower, and apply deodorant. Men should shave daily.
- Remember, you're at work and not on a date so act appropriately.
- Work is work and not social time. Break time is for social time.
- Interact productively with you coworkers in a positive manner. You're a team player!
- Demonstrate respect to your coworkers and supervisors.
- Take constructive criticism in a professional manner.
- Advocate for yourself. If you don't know or are unsure, ask questions.

AUTISM WORKS NOW Recall and Review

28 WORKSHOP SESSION REVIEW: WORKSHOP SYLLABUS

MISSION OF THE WORKPLACE READINESS WORKSHOP

To help individuals on the autism spectrum acquire the skills they need to get and keep a job.

OUR BELIEFS

1. Individuals on the autism spectrum and with related learning differences can develop essential employment skills.
2. Individuals with autism deserve meaningful jobs that contribute to the well-being of their communities and provide a living wage.
3. Employers will be motivated to hire individuals with autism when they experience first-hand the positive contributions that these individuals contribute to the workplace.

INSTRUCTORS AND CONTACT INFORMATION

First name, last name _____

Phone # _____

Email address _____

Workshop address _____

Workshop dates _____

Workshop times _____

CANDIDATE REQUIREMENTS

- **Candidates must have the ability to independently operate a computer.** If they need individualized computer support in order to participate in class, it is their responsibility to make arrangements to provide their own classroom aide.

- **Candidates are expected to complete assigned homework by the due date.** Work assigned outside of class is designed to reinforce the concepts that are presented in class. To get as much out of the workshop as possible candidates should complete all assignments by the due date.

MISSED SESSIONS

There is no refund for missed sessions. Upon request, candidates will be given access to or copies of the materials that were distributed in class.

AUTISM WORKS NOW Recall and Review

WORKSHOP SESSION REVIEW: WORKSHOP EXPECTATIONS

In order for our community to operate smoothly and conflict-free, the following are the expected behaviors of candidates participating in any AWN class and activity.

Every member of our community deserves respect. All members are expected to be respectful at all times towards all others in their words, thoughts, and actions at all times. No exceptions!

Candidates are expected to arrive on time and ready to learn.

Community members will be *asked to leave the class* if they:

- break the “respect everyone at all times” rule
- behave in a way that disrupts class

Candidates may be allowed to return to class if they can calm themselves down and apologize for their behavior.

Looking at your phone or surfing the web during class instruction is not being mindful. *Cell phones are to be turned off and put away and computers may be used for instructional purposes only.* A candidate that chooses not to follow this rule may be asked to leave the class.

Conversations and questions unrelated to classroom discussions are permitted during breaks, before, and after class. Candidates that engage in off topic conversations during class discussions will be directed back to the topic of the classroom conversation.

Outside food may not be eaten in class. Any candidate that brings food to class will be asked to leave the class and return after they have finished eating.

Everything you are learning in the workshop will help you reach your goal of getting and keeping a job. *Have fun and enjoy yourselves!*

AUTISM WORKS NOW Recall and Review

29 FIELD TRIP RECAP—SAMPLE

BEST BUY FIELD TRIP RECAP 11/10/16

With Manager, Brian Wilson

What are the various jobs at Best Buy?

- Seasonal Cashier: this is how Brian started at Best Buy
- Customer Assistance: checking receipts, checking on safety
- Inventory: online and receiving merchandise from trucks
- Merchandising: creating look and feel of store
- Sales Associates
- Administrative: accounting
- Geek Squad

What are the traits that successful employees of Best Buy have in common?

- They enjoy what they do.
- They have passion for serving customers.
- They find satisfaction in solving problems.
- They strive to meet the expectations of customers.
- Advice: Customers are allowed to have a bad day. Employees aren't.

If I were going to apply for a job at Best Buy, what advice would you give me?

- Make sure that working at Best Buy is something you would enjoy.
- Don't be motivated to take a job for the paycheck.
- Money is a necessity but be motivated to work doing something you like.

What is a typical day like at Best Buy?

- Each day is different, but the goal for associates is to ask questions of customers to help them find what is needed:
 - What brings you into Best Buy?
 - Are you replacing an item or is this the first time buying?
 - If you are replacing, how long since you last replaced?
 - What will you use it for?

What types of jobs did you have before you worked at Best Buy?

- Best Buy was his first job and he has worked there for eight years.
- Started at 17 as a seasonal cashier. Wanted to be a lawyer, so left to go to school. Returned when he finished school. He's been back for five years.
- Plans to return to school to finish his law degree.

Do you offer full and part time jobs at Best Buy?

- Yes. Also, seasonal and year-round.

Do you receive company discounts?

- Yes, and vendors also give employees discounts, sometimes better than store. Reason is to have the employees use the merchandise then promote it to customers.

Instructor materials

- Assessments
 - Work Smarts Group Spreadsheet
 - Interest Inventory Spreadsheet
- Roundtable Discussion
 - Icebreaker Questions
 - Inspirational Quotes
- Prepare and Practice
 - Dress for Success Presentation Template: Can I Wear This To Work?
 - Conflict Resolution Role-Playing Scenarios
- Field Trips
 - Sample Questions for candidates

Assessments

WORK SMARTS GROUP SPREADSHEET

After candidates complete their Work Smarts assessment, the results are tallied, color coded, and compiled on a Google Sheet. The spreadsheet is then shared with the group so everyone can see who has similar learning style and interests. It is also projected on screen during class so the group can view it together. The following is an example spreadsheet.

Cathy	Clark	Lucy	Parker	Steven	Wyatt
Music / 27	People / 25	Word / 27	Body / 30	Picture / 27	Body / 29
People / 24	Nature / 24	Body / 26	People / 30	Self / 24	Nature / 24
Body / 23	Picture / 24	People / 26	Music / 29	Body / 22	Picture / 24
Self / 22	Logic / 21	Picture / 26	Word / 29	Music / 22	Music / 21
Picture / 21	Self / 21	Nature / 26	Nature / 29	Word / 20	People / 21
Word / 20	Body / 20	Music / 22	Logic / 28	Logic / 19	Self / 20
Logic / 19	Music / 20	Self / 23	Picture / 28	People / 19	Logic / 16
Nature / 19	Word / 19	Logic / 21	Self / 26	Nature / 16	Word / 14

Assessments

INTERESTS INVENTORY SPREADSHEET

After candidates complete the Interests Inventory, the results are tallied and similar interests are color coded. The information is compiled on a Google Sheet and this is shared with the group to help candidates identify what interests they share with other members of the group. It is also projected on screen during class so the group can view it together. The following is an example spreadsheet.

	Cathy	Clark	Lucy	Parker	Steven	Wyatt
Do in free time	Talk to friends Browse Web Take a walk	Music	Gaming Be with pets	Computer Movies Shop	Art Computer Write	Computer Music Cook
Favorite school subject	Art History Science	Art	Art Science History	Art Choir English	Band PE History	Math Language Arts
Favorite books	Manga Animals Fiction	Animals	Photography Architecture Travel	Hunger Games Harry Potter	Fairy tales Disney	Disney Cooking Travel
Sports, hobbies	Drawing Cooking	Animals	Hiking Photography Painting	Collecting Soccer Running	Swimming Soccer Track and field	Soccer Baseball Swimming
Internet	YouTube	YouTube	YouTube Google	YouTube Facebook	YouTube	YouTube Google
Do for long time	Movies Television	Travel Games	Computer Read	Movies Music	Disney Movies	Swim Run

Roundtable Discussion

ICEBREAKER QUESTIONS

Icebreaker questions are used to help candidates get to know one another better and to help them learn information about members of the group. The best icebreaker topics are ones that are appropriate to discuss at work. The following is just a partial list so add new questions that are appropriate for your group.

What pets do you have or would you like to have?

What is your favorite vacation and why?

What is your favorite type of food and favorite restaurant?

Describe the best meal you ever ate.

Is there any person living or dead that you would like to meet?

Name three items that you would take with you if your house was burning down.

What skill would you like to learn?

If money was no object, what would you buy?

If you had \$10,000, what would you spend it on?

If you could be granted a superpower, what would it be?

What is your favorite movie?

What is your favorite TV show?

If you could choose an imaginary friend, who would you choose and why?

If you were stranded on a desert island, what three things would you want to have with you?

What is your favorite cartoon and why?

If you had your own talk show, who would be your first three guests?

Roundtable Discussion

INSPIRATIONAL QUOTES

Inspirational quotes are read at the beginning of class and how the statement applies to work is discussed. The goal is to convey important workplace information in short, easy statements so candidates can remember what they've learned after they finish the workshop. There are a limitless number of inspirational quotes that are easy to find in a Google search. It's best to use a quote that relates to the topic being covered in Prepare and Practice.

CONNECTING TO COWORKERS

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."
Maya Angelou

How this is connected to work: Your coworkers will like you more if you have a positive attitude and are respectful at all times.

"Great minds discuss ideas; average minds discuss events; small minds discuss people." Eleanor Roosevelt

How this relates to work: You'll want to be the average range when speaking to coworkers. Not everyone has a great mind like yours and coworkers won't always be as interested in your special interests as you are. Small minds gossip and talk about others when they aren't there and this isn't appreciated or respected by others.

INTERVIEW ESSENTIALS: PERSEVERANCE

"If you're trying to achieve, there will be roadblocks. I've had them; everybody has had them. But obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it." Michael Jordan

How this relates to work: Don't give up—it takes a lot of time and effort to find a job.

"I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times, I've been trusted to take the game-winning shot

and missed. I've failed over and over and over again in my life. And that is why I succeed." Michael Jordan

How this relates to work: Don't give up—it takes a lot of time and effort to find a job.

"There are no mistakes in life. There are only learning opportunities." Susan Osborne

How this relates to work: If you make a mistake at work, don't be upset, learn from it.

LANDING A JOB: PREPARATION

"Success occurs when opportunity meets preparation." Zig Zigler

How this relates to work: In order to get a job, you need to prepare.

LANDING A JOB: STARTING A NEW JOB

"You can learn new things at any time in your life if you're willing to be a beginner. If you actually learn to like being a beginner, the whole world opens up to you." Barbara Sher

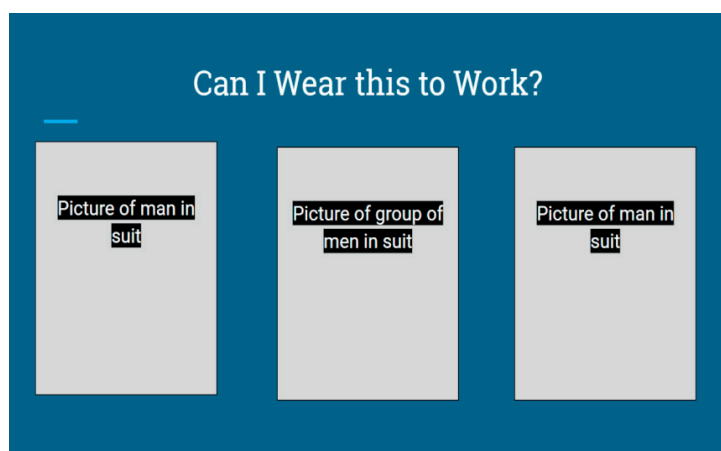
How this relates to work: You will need to be in your job for some time before you are good at it.

Prepare and Practice

DRESS FOR SUCCESS PRESENTATION TEMPLATE: CAN I WEAR THIS TO WORK?

The attached presentation template was created on Google Slides and includes placeholders where pictures can be inserted. A Google search using “Images” is an easy way to locate pictures that can be used in your presentation. Under the Fair Use rule, you do not need to ask permission from an author or copyright holder when using copyrighted materials for educational purposes.

The month you are covering Dress for Success, add slides with men’s and women’s attire that matches the culture of the company you’ll be visiting for your field trip. For example, if the month you’ll be using the presentation you’re scheduled to visit a pet supply store, the men’s and women’s slide should include people wearing polo shirts and khaki pants.

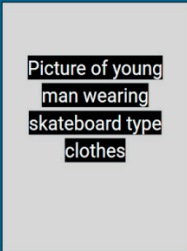
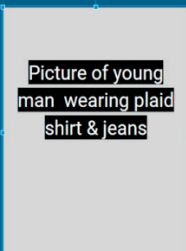
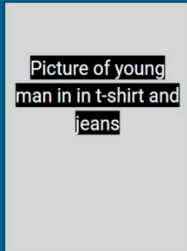


Can I Wear this to Work?

Yes, if I work as a

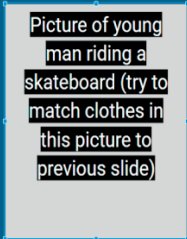
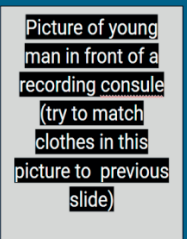
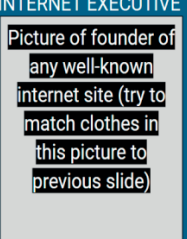
BANKER	LAWYER	REAL ESTATE AGENT
 <p>Picture of bank teller</p>	 <p>Picture of lawyer</p>	 <p>Picture of real estate agent with clients</p>

Can I Wear this to Work?

 <p>Picture of young man wearing skateboard type clothes</p>	 <p>Picture of young man wearing plaid shirt & jeans</p>	 <p>Picture of young man in t-shirt and jeans</p>
---	---	---

Can I Wear this to Work?

Yes, if I work as a

PRO SKATEBOARDER	RECORDING ENGINEER	BILLIONAIRE INTERNET EXECUTIVE
 <p>Picture of young man riding a skateboard (try to match clothes in this picture to previous slide)</p>	 <p>Picture of young man in front of a recording console (try to match clothes in this picture to previous slide)</p>	 <p>Picture of founder of any well-known internet site (try to match clothes in this picture to previous slide)</p>

ALWAYS REMEMBER ...

- Wear clothes that fit properly - know your measurements.
- Wear clothes to the job that match the workplace.
- Dressing for success is dressing for the job that you want.
- Keep your professional wardrobe clean and in good repair.

Prepare and Practice

CONFLICT RESOLUTION ROLE-PLAYING SCENARIOS

The goal of the exercise will be to have candidates practice both the TKI and IBR conflict resolution strategies.

TKI STRATEGY

- Avoid
- Accommodate
- Complete
- Compromise
- Collaborate

INTEREST-BASED RELATIONAL (IBR) APPROACH

- Step 1. Make sure good relationships are a priority
- Step 2. Separate people from problems
- Step 3. Listen carefully to different viewpoints
- Step 4. Listen first, talk second
- Step 5. Determine the facts
- Step 6. Explore options together

HOW TO FACILITATE THE ACTIVITY

Read through a scenario and discuss the options using both techniques.

- TKI: Discuss the pros and cons of each strategy
 - Choose the strategy that would end the conflict
- ABI: Discuss how each step can be implemented
 - Decide on the best solution to end the conflict

SCENARIOS

Below are some scenarios that can be used in conflict resolution role-playing activities using the TKI and IBR conflict resolution techniques. You can also create your own scenarios. Ask candidates for suggestions. If they feel comfortable, encourage them to share a conflict they experienced in their own life and use it as one of the scenarios. All of the scenarios included are related to work, but for a class of middle and high school students, they will most likely have very little experience as an employee. These students will find the activity more meaningful if it is related to a conflict they experienced at school, at home, or out in the community.

Scenario 1

You are working in an upscale music store. One of your coworkers makes fun of your clothes all the time. The coworker is not a very good dresser and you could easily make fun of the way the coworker dresses.

Scenario 2

Your coworker listens to music on his computer with headphones on. However, he often ends up going to sleep and snoring loudly, which irritates his coworkers.

Scenario 3

You work in an office and share a cubicle with Sally, who likes to talk a lot about politics. You do not share her opinions and find her political views to be extreme. You like Sally and want to get along with her, but her political beliefs are so far away from yours that you are starting to have a hard time stopping yourself from saying anything that opposes Sally's beliefs.

Scenario 4

You're waiting for a ride outside of work when you observe two of the company security workers loading boxes of paper into a van and driving off. You've seen this happen more than once and suspect the guards may be stealing. They are quite large and tough looking.

Scenario 5

You are the secretary for a large bank, and the bank manager is in a meeting. You have been instructed to take messages for all of the manager's calls and tell the callers that he will return their call when he is out of his meeting. A customer calls and demands to talk with the

bank manager, but you do as you are told and ask to take a message. The man gets angry and starts using abusive language towards you.

Scenario 6

You share an office with two other coworkers. One coworker, Jamal, likes to talk a lot about his family and personal life. Your other coworker, Blake, used to listen politely, but he is becoming increasingly annoyed every time Jamal starts to discuss his personal life. You find Jamal's monologues amusing, but you are also aware that Blake is slowly getting angrier and angrier. Jamal is also getting irritated with Blake. When he talks, he notices that Blake stares at the computer in an attempt to tune him out, and Jamal thinks this is very rude. You are sure that sooner or later your coworkers are going to have a major fight. You get along very well with both of our coworkers, but you don't want to get into the middle of anything.