

# About Transition Services

Exploration + Experience = Employment!

## The Arc Otsego Can Help You

### Take The Next Step

#### EXPLORE YOUR OPTIONS:

- Skills & Interest Assessments
- Job Shadowing
- Career Exploration

#### GAIN EXPERIENCE:

- Create a Personalized Employment Portfolio
- Develop a Resume
- Learn How to Complete a Job Application
- Practice Interviewing
- Learn How to Search for a Job
- Identify Barriers to Employment and Ways to Overcome Those Barriers
- Learn the "Soft Skills" Needed to Retain a Job

#### ENJOY THE SUPPORT YOU WANT:

- Services begin as early as age 15
- Assistance with ACCES-VR referrals
- Links to other eligible services
- Services available individually or as a package

Here at The Arc Otsego, we know how exciting and yes, overwhelming, the end of school can be. There are so many things to think about, new experiences to consider and unfamiliar challenges to face. Let The Arc Otsego ease that transition process for you. Our individualized transitions services, caring and well-trained staff, community employment connections and twenty years of experience as **the** go-to agency providing supported employment services to individuals with disabilities, make us uniquely qualified to provide the support and guidance needed to help you take the next step to reach your goals. At The Arc Otsego, we know that **Exploration + Experience = Employment!**

### Explore your options:

#### A. Complete Skills & Interests Assessments

- *Job Survival and Success Scale:* Questions ask you what you would do on the job and measures soft skills such as dependability, initiative, accountability and follow through at work; communication and teamwork skills; and honesty and commitment to improve work performance. This scale helps you identify your strengths and identifies areas for improvements.
- *Jobs I Want to Do:* Designed to encourage you to begin thinking about community jobs that you would like to learn more about and to make preliminary job choices. The assessment, which is completed on three separate occasions, allows you to identify tasks associated with job types of interest. Working with The Arc Otsego's Transition Specialist, you will identify the jobs that you would like to learn more about through a job shadowing opportunity. Available in a picture discrimination format.
- *Characteristics I Like:* Assists you to identify which job characteristics are most important to you when deciding on a job, for example, working alone or with others, full-time vs. part-time, etc. Available in a picture discrimination format.



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Creating Opportunity  
Building Community

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Let  
The Arc  
Otsego  
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**B. Visit Job Sites through Job Shadowing Opportunities:**

- Visit your preferred job sites to see the actual job tasks being performed by employees, learn the daily routine of the job, experience the workplace culture and work environment, and ask supervisors and/or employees about job duties, salary, educational and skill requirements. The goal of the job site visit is to see how closely the actual job matches your work preferences.
- Complete the *Characteristics I Like vs. What is Here Assessment*: This assessment compares what job characteristics are important to you with the job characteristics that exist at the job shadowing site. Available in a picture discrimination format.

**C. Explore Different Careers:**

- Explore job types available within the community including skill and characteristic requirements associated with the jobs.
- Receive a detailed performance evaluation from a Transition Specialist. The evaluation helps you identify the best match between your skill level and job requirements.
- Learn on-the-job decision making skills.
- Gain work experience to include on a resume.
- Complete the *Exploration Situational Assessment*: You perform the actual job tasks, interact with co-workers and customers, participate in team work and learn appropriate workplace behaviors necessary for success on the job.

**Gain Experience:**

- A. **Create a Personalized Employment Portfolio:** All of your assessments, evaluations, discoveries about preferred jobs, work strengths, plans to overcome barriers to employment, identified support people, initial resume and work-study experiences are included in a portfolio which can be presented during an interview and can be used to demonstrate your skills and abilities as it relates to the job.
- B. **Develop a resume:** Write a professional resume which includes the work-study experience gained from the Career Exploration Assessments.
- C. **Learn How to Complete a Job Application:** Practice filling out an application for your preferred job.
- D. **Practice Interviewing:** Learn about interview etiquette, how to dress, answer difficult questions, showcase work strengths and demonstrate confidence and enthusiasm by participating in mock interviews with The Arc Otsego Transition Specialist.
- E. **Learn How to Search for a Job:** Learn about various sources of job information including how to use the newspaper and Internet search engines. Register at the CDO Workforce.
- F. **Identify Barriers to Employment and Ways to Overcome Those Barriers:** Working with The Arc Otsego Transition Specialist, you will compare current skills to job requirements and develop a plan to address any gaps.
- G. **Learn the Soft Skills Needed to Retain a Job:** Includes the importance of personal appearance, having reliable transportation, punctuality, taking initiative, honesty, how to communicate with co-workers and supervisors, accepting and using constructive criticism, being a team member, handling problems on the job, ethical behavior and demonstrating commitment to improving performance.

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