

Business of Work

Job Readiness Seminar

# Preparing for a Job Interview

- B-Early
- Grooming
- Hygiene
- Research the company
- Clothing
- Sell your skills and what you can do
- Eat beforehand

# Organizing

- Wallet and money
- Transportation
- Portfolio
- Note-taking method

# Know your STRENGTHS

- Previous jobs and flipping burgers
- PAINT A PICTURE
- What have I learned before
- ID top strengths

# INTRODUCTION

- The first minute
- Hand gestures
- Enthusiasm
- B-Nice
- Names

# Questions and Answers

- Common questions: Tell me about yourself?
- Weaknesses and Strengths
- Situational- STAR
- Content based
- Tell me about your weaknesses
- KSAs and JVN's
- Disability related questions

The following is a real listing for a Technology Instructor position at Criss Cole that was pulled last year.

- **Job Description:**  
Technology Instructor III is hired by and reports to the Technology Supervisor and performs highly complex (senior-level) rehabilitation planning and instructional work. The Technology Instructor III participates in the daily operations and activities of the Technology Department and provides leadership in support of the Texas Confidence Builder's philosophy and blind training services offered to consumers and staff at CCRC. Duties include: evaluating and teaching computer and assistive access technology skills to consumers who are blind and/or otherwise disabled such as typing or keyboarding, word-processing, use of the Microsoft Windows operating system and Microsoft Office applications, Internet and email; conducting individual as well as group classes; working in conjunction with other interdisciplinary team members in evaluating and developing the consumer's individual rehabilitation plan. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Participates in DBS-required blindfold training. Performs related work and other duties as directed
- **Essential Job Functions:**  
Evaluates and teaches consumers computer and assistive access technology skills: Evaluates/teaches touch typing, extended keys identification, and word processing; Evaluates/teaches Microsoft Windows operating system to include general computer terms, concepts and use of peripherals of personal computers; Evaluates/teaches use of the Internet and Microsoft Office programs to include Word, Excel, and Outlook. (75%) Assists in establishing and monitoring both individual and program objectives to ensure provision of continually improving quality services to consumers: Reviews and evaluates consumer documentation to determine, provide, and coordinate vocational rehabilitative services; Develops and implements curriculum, lessons, materials and techniques that positively impact the quality of evaluation and training services. (15%) Utilizing web-based applications, word processing, spreadsheets, email, and database software, records and notifies staff of progress with cases and submits reports as required; records and reports attendance and scheduling information. (10% )
- **Knowledge Skills Abilities:**  
Extensive knowledge of adaptive computer access techniques utilized by consumers. Thorough knowledge of the psychological, social, vocational and independent living issues faced by blind and blind/multi-disabled persons. Considerable knowledge of report and record maintenance principles and practices. Considerable knowledge of instructional classroom management principles and practices, including planning, organizing, directing, and evaluating. Working knowledge of the adult learning theory and teaching techniques as it relates to individuals who are blind. Working knowledge of available agencies, facilities, vendors, and community resources available to assist blind, or otherwise disabled persons. Working knowledge of the vocational rehabilitation process. Knowledge of medical aspects of visual and secondary disabilities. Skill in clearly expressing ideas, instructions, and reports orally and in writing. Skill in the use of a personal computer utilizing Microsoft Windows and the Microsoft Office Suite applications and the use of the Internet. Ability to teach keyboarding, use of Windows, use of the Internet and word processing to individuals who are blind utilizing assistive technologies. Ability to instruct the use of using synthesized speech screen readers, screen enhancement/ enlargement programs. Ability to adapt training methods and tools to address individual consumer vocational and independent living needs. Ability to establish and maintain effective working relationships with consumers, departmental staff, agency staff, and outside agencies with which position interacts.
- **Registration or Licensure Requirements:**
- **Initial Selection Criteria:**  
Knowledge and skills in Microsoft Windows, Knowledge and skills in Microsoft Office Suite applications and the use of the Internet One year work experience or volunteer experience in teaching preferred. Degree in Computer Science, Education or related field preferred. Extensive knowledge of adaptive computer access techniques utilized by consumers.
- **Additional Information:**  
The determination of an applicant's fit for the position will be derived through question/answer interview and presentations of two 30 minute computer training lessons. In order for the applicant to prepare lessons for the two 30 minute presentations, the specific subject matter and classroom scenario description will be provided to the applicant well in advance of the date scheduled for the interview and presentations. Presentations will occur immediately following the interview. Must be willing and able to participate in an extended blindfold-immersion training program. Must be flexible as working hours may vary depending on consumer training needs and may include evenings and weekends. accessHR Requisition# 173015

What were the keywords in the listing that you should make sure to touch on in your résumé and application?

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