

STAY HEALTHY AT HOME WEBINAR SERIES WILL BEGIN AT 2 PM



NEW JERSEY SELF-ADVOCACY PROJECT



STAY HEALTHY AT HOME:

YOU'RE HIRED!
PREPARING FOR
POST-COVID
EMPLOYMENT

STAY HEALTHY AT HOME WEBINAR SERIES
WEEK 11: JUNE 16TH, 2020 FROM 2 - 3 PM

INTRODUCTION



- ▶ My name is Kelly Mulvaney and I am a Training and Technical Assistance Coordinator of the [New Jersey Self-Advocacy Project \(NJSAP\)](#)
- ▶ NJSAP has been a Division-funded program of The Arc of New Jersey since 1983
- ▶ NJSAP supports the state's largest network of individual self-advocates and self-advocacy groups
- ▶ NJSAP provides comprehensive training and resources to self-advocates, Direct Support Professionals, and agency personnel

Healthy Lifestyles Project

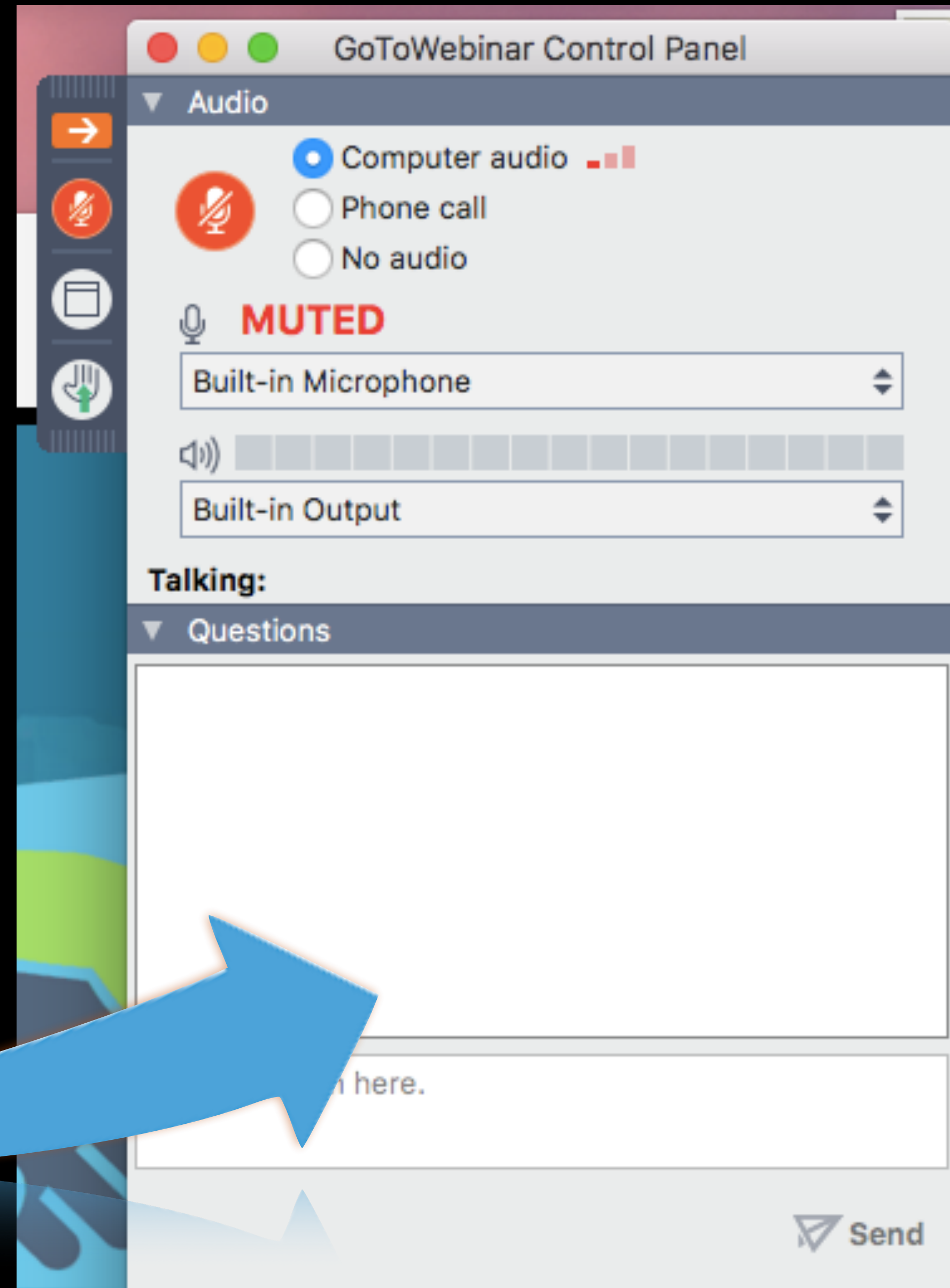
improving health, improving lives

The New Jersey Self-Advocacy Project has partnered with The Horizon Foundation for New Jersey to help you learn more about health, wellness, and being the best you! We are happy to tailor our presentation(s) to suit the needs of your group. The New Jersey Self-Advocacy Project Team will visit your location and provide free workshops on the following topics:



www.HealthyLifestylesProject.org for more information and resources

TYPE YOUR
QUESTIONS,
COMMENTS,
FEEDBACK
IN THE
**QUESTIONS
BOX**



RESEARCH

- More than 20 million jobs lost in April
- 78% report temporarily laid off
- Many of the layoffs people expect to be temporary will actually become permanent
- For everyone 10 jobs lost, 3 are created
- Unemployment rate drops by 1.4% in May



TODAY WE WILL DISCUSS:

- How to enhance resume
- Learn skills to practice gaining employment
- Jobs in high demand due to COVID-19
- Job search
- Courses to gain skills, knowledge, certifications

ENHANCE YOUR RESUME

- Make contact information pop!
- Remove the Objective Statement and write a Career Summary or Professional Profile that describes who you are and what you have to offer.
- Font should be clean and consistent
- Use keywords to grab employers attention

KEYWORDS

| Personally | Professional Goals | Work History | Professional Qualifications and Accomplishments |
|---|-----------------------|---------------------------------|---|
| Your professional name | Your target job title | Current and previous job titles | Your skills |
| Your location or target location | Your industry | Current and former employers | Licenses/certifications relevant to your profession |
| Your languages | | Volunteering | Internet tools and apps relevant to job |
| College degrees or post-secondary education | | | Honors, awards, and recognition |

RESUME TEMPLATES

- [Indeed](#)
- [Microsoft Office](#)
- [resume.com](#)



POCKET RESUME

- NJSAP Pocket Resume
- [Google Play App:](#)
Pocket Resume

References

Name: _____

Address: _____

Phone: _____

Position: _____

Years Known: _____

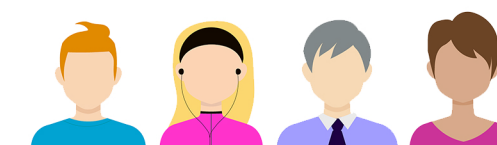
Name: _____

Address: _____

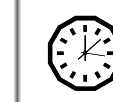
Phone: _____


Position: _____

Years Known: _____




Interview Tips


 Be on time or 10 minutes early

 Dress in business casual clothing

 Well groomed


 Be friendly and positive

 Know the duties your job may require

 Be enthusiastic and cooperative

 Bring ID cards with you

 Turn cellphone and other distractions off

 Ask questions about the job you would like to have



_____ 's
Pocket Resumé



PRACTICE APPLICATION

- Online Practice
- Print and practice
- Fun Activity: Google your favorite restaurant/store/organization and practice on their employment application!
Example: GameStop

BASIC INTERVIEW QUESTIONS

- Tell me about yourself.
- What are your strengths/weaknesses?
- Why should we hire you?
- Do you have any questions for me?

MOCK INTERVIEW

- Practice listening and answering skills
- Develop interview strategies
- Improve communication skills
- Reduce stress before job interview



HAVE YOU PARTICIPATED IN A MOCK INTERVIEW?

- Yes, I was the person being interviewed
- Yes, I was the person conducting the mock interview
- Yes, I have been both the conductor and the interviewee
- No, I have not participated in a mock interview

PREPARE FOR MOCK INTERVIEW

1. Dress appropriately
2. Mimic interview setting
3. Chose the right interviewer
4. Bring your resume and other necessary items
5. Take your time answering questions
6. Research company
7. Record it and review it



JOB READY SKILLS

- Time Management: Getting to work on time, reporting back to work from break on time, appropriate times to be social at work
- Interpersonal: Being respectful of others items and personal space, standing up for yourself.
- Stress Management: Ability to handle stressful situations when they arise at work, managing emotions at work.
- Hygiene: Showering everyday, wearing clean clothes, wearing appropriate work clothes, washing your hands after you use the bathroom.

JOB READY SKILLS CONTINUED

- Problem-solving skills: What to do if there is a problem.
 - Example: What happens if your bus is late on the first day of work?
- A willingness to learn/Adaptability: An ability to accept and adapt to change is important (new schedule, new hours, new boss, new coworkers etc).
- Dealing with constructive criticism: Although your boss may be telling you to do something different than you have imagined, it is important to take constructive criticism in order to better the way you work.
- Environmental mobility accommodations: If you need an accommodation, what is the best way to ask, or make sure your accommodations are being met.

NECESSARY SKILLS POST COVID-19

- Customer service
- Leadership
- Communication
- Problem solving



JOBS IN HIGH DEMAND DURING AND POST COVID-19

- Grocery stores
- Convenience stores
- Cleaning companies
- Delivery chains
- Truck drivers
- Shipping centers



COMPANIES HIRING DURING AND POST COVID-19

- 711
- Ace Hardware
- Amazon
- CVS
- Dollar Tree & Dollar General
- Domino's Pizza
- Door Dash
- Lowe's
- Target



HAVE YOU SEARCHED FOR JOBS SINCE THE STAY AT HOME ORDER?

- Yes, I am actively searching
- Yes, I have obtained a job since the stay at home order
- I browse for jobs here and there
- No, I have not searched for jobs since the stay at home order

STATE OF NEW JERSEY COVID-19 JOBS AND HIRING PORTAL

- Jobs can range from cashier, stock clerk, sales associate, dishwasher, to Certified Nursing Assistant, commercial driver, customer service.
- Search for jobs by industry, location and more.

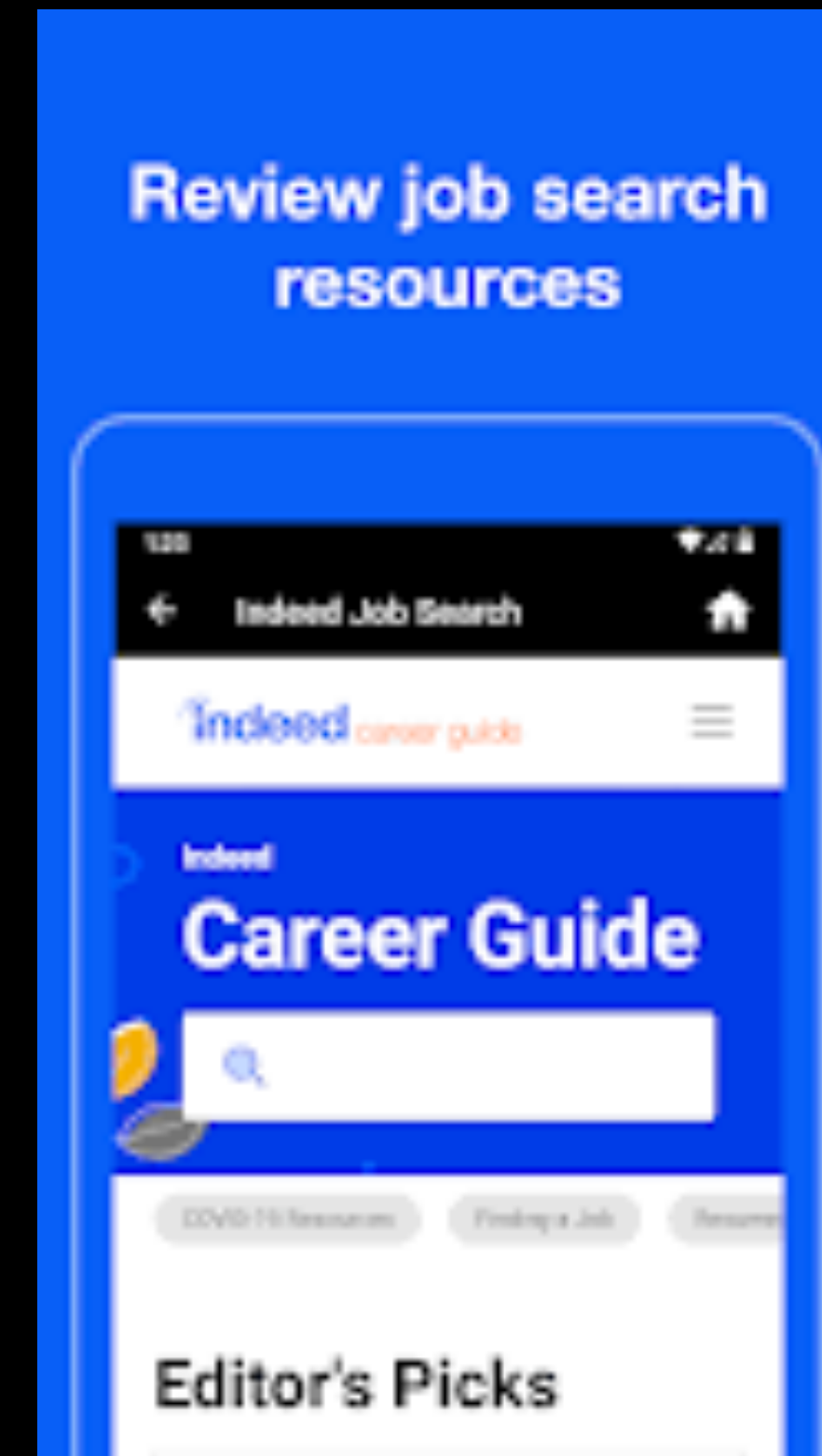


USAJOBS

- The Federal Government is hiring across a wide range of career fields to help respond to the COVID-19 national emergency. These mission-critical jobs will have a direct impact on the American people and the government's response to COVID-19.

INDEED

- #1 Job site in the world
- Job search
- Research companies
- Post resume
- Career Guide Blog



CONTACT TRACER

- Support New Jersey's efforts in contact tracing
 - Operates 7 days a week 8am-8pm
- Can be paid or volunteer
- Free 12 part course prior to work
- Could need 1,300 to over 7,000 people to take on this work
- [Register here!](#)

CONSIDER THIS...

- Engage yourself in a course of your choice to enhance your knowledge and skills.
- Can help prepare for new job
- Enhances employability
- Networking
- Further education
- Offers insight on past and present information

HAVE YOU TAKEN A COURSE TO ENHANCE YOUR KNOWLEDGE OR SKILLS?

- Yes, I have
- No, I have not
- No, but I would like to

HARVARD ONLINE COURSES

- CS50's Intro to Game Development
- CS50's Introduction to Computer Science
- Nonprofit Financial Stewardship Webinar: Intro to Accounting and Financial Statements
- Religious Literacy: Traditions and Scriptures
- Religion, Conflict and Peace
- Buddhism Through Its Scriptures
- Citizen Politics in America: Public Opinion, Elections, Interest Groups, and the Media

COURSERA - COURSES UNDER 8 HOURS

- Introduction to Food and Health (Stanford University)
- Feminism and Social Justice (University of California)
- Understanding Obesity (University of Edinburg)
- Diabetes: the Essential Facts (University of Copenhagen)

COURSEERA

- The Science of Well-Being (Yale University)
- Learning How to Learn: Powerful mental tools to help you master tough subjects (McMaster University)
- Seeing Through Photographs (Museum of Modern Art)
- Introduction to Game Design (California Institute of the Arts)
- Greek and Roman Mythology (University of Pennsylvania)
- Teamwork Skills: Communicating Effectively in Groups (University of Colorado Boulder)




DISABILITY INCLUSIVE COURSES

- Disability Awareness and Support (University of Pittsburgh)
- Able-Minded — Mental Health and People with Intellectual Disability (University of Queensland)
- Through My Eyes (University of Queensland)
- Education for All: Disability, Diversity and Inclusion (University of Cape Town)
- Global Health and Disability (London School of Hygiene and Tropical Medicine)

BE CONFIDENT
BE YOU



QUESTIONS?

- ▶ Stay in touch: kmulvaney@arcnj.org
- ▶ **Phone & Fax:** 732-246-2525 ext 37
- ▶  Twitter: <https://twitter.com/NJSAP> or @NJSAP
- ▶  Facebook: [https://www.facebook.com/
NewJerseySAP/](https://www.facebook.com/NewJerseySAP/)
- ▶  Instagram: [https://www.instagram.com/
NewJerseySAP](https://www.instagram.com/NewJerseySAP)
- ▶ NJSAP Website: [http://
www.njselfadvocacyproject.org](http://www.njselfadvocacyproject.org)

RESOURCES

- [KEYWORDS](#)
- [INDEED RESUME TEMPLATE](#)
- [MICROSOFT OFFICE RESUME TEMPLATE](#)
- [RESUME.COM](#)
- NJSAP POCKET RESUME
- [GOOGLE PLAY APP: POCKET RESUME](#)
- [ONLINE PRACTICE APPLICATION](#)
- [PRINT AND PRACTICE APPLICATION](#)
- [GAMESTOP APPLICATION](#)

RESOURCES

- [BASIC INTERVIEW QUESTIONS](#)
- [PREPARE FOR MOCK INTERVIEW](#)
- [STATE OF NJ COVID-19 JOBS & HIRING PORTAL](#)
- [USAJOBS](#)
- [CONTACT TRACER REGISTRATION](#)
- [HARVARD ONLINE COURSES](#)
- [COURSERA- UNDER 8 HOURS](#)
- [COURSERA](#)
- [DISABILITY INCLUSIVE COURSES](#)