

TRANSITION WORKSHEETS

WORKSHEETS DESIGNED TO
AID IN TRANSITIONING FROM HIGH
SCHOOL TO ADULT LIFE



**INCLUSION
SASKATCHEWAN**

supporting individuals with intellectual disabilities

In order to start planning for life after high school, it's important to know what your interests, your strengths, and your goals are, as well as what you need to know and learn for entering adulthood. On a separate document, answer all of the following questions.

LIVING SITUATION:

- What can I do on my own and what do I need help with?
- What do I need to learn to live more independently?
- Where would I like to live and who do I want to live with?
- Do I need help paying bills and budgeting my money?

LIFE IN THE COMMUNITY:

- What activities in the community do I like to do?
- What kind of supports do I need in order to participate in activities?
- What new things do I want to try?

SCHOOL OR WORK:

- What new things do I want to learn?
- What kind of jobs or careers interest me?
- Do I want a job or do I want to be self-employed?
- Is post-secondary an option for me?
- What support/accommodations will I need for work or school?

OTHER IMPORTANT QUESTIONS:

- Who do I need to invite to my team?
- What funding for living, employment and school is available?
- What worries me about my future?
- What am I excited about?
- What makes me happy, sad?
- What questions do I have about the transition into adulthood?

Fill out this form (or create a document using this format) at the end of every transition meeting as a means of keeping a record of action items produced in the meeting.

DATE & LOCATION OF MEETING:

| Goal / Objective | What needs to be done | Who is responsible? | When will it be done? |
|------------------|-----------------------|---------------------|-----------------------|
| | | | |
| | | | |
| | | | |

DATE & LOCATION OF NEXT MEETING:

Before the Interview: Familiarize Yourself with the Business

- What does the organization do?
- What's involved in the position your applying for?
- What kind of skills is the employer looking for?
- Print off an extra copy of your resume to bring to the interview which includes a reference list.

Before the Interview: Preparing for Interview Questions

- Why do you want this job?
- How did you become interested in this area of work?
- What are some of your strengths and weaknesses?
- Think about your experiences at work, school, and volunteer activities.
- Think of examples that show your strengths (e.g. a time you demonstrated responsibility)
- Make a list of your achievements and/or accomplishments.
- Think about the challenges you have experienced in the past and how you dealt with those challenges.

The Interview: Tips

- Dress appropriately (good hygiene & a tidy appearance are important)
- Be on time (arrive 10 minutes early).
- Watch your body language. During your interview, try to relax your body, don't slouch in your chair or lean on the interviewer's desk, avoid chewing gum, and don't play with your hair.
- Be Professional (smile, shake hands, and turn off your cell phone).

The Interview: Practice Interview Questions

- What can you tell me about yourself?
- Why do you want to work for this company?
- Why did you leave your last job?
- What are some of your strengths?
- What are some of your weaknesses (turn your weaknesses into strengths)?
- Why should I hire you?
- What are your long-term career goals (try to assure the employer that your intention is to grow in your career within the company)?

DISCLOSING A DISABILITY

Disclosing a disability is a personal choice and depends on the individual and the situation. What works for one person, doesn't always work for another. Seek the support and guidance from Inclusion Saskatchewan Employment and Transition Facilitators and/or people that know you like teachers, parents, and friends.

Think about the following questions:

1. Is your disability invisible?
2. How do people react when they learn about your disability? How do you deal with their reactions?
3. When do you feel most comfortable and confident disclosing your disability?
4. Are there safety reasons to disclose?
5. What misconceptions/assumptions might people have about your disabilities?
6. Do you need supports/accommodations for an interview or to do a job?
7. Will disclosing your disability at this time and this way help you achieve your goals?
8. What skills and abilities do you have?

When to Disclose

Sometimes when applying for jobs you may disclose right on the application that you have a disability. You may also explain what support/accommodations you need to do the job effectively. Some employers take an active role in hiring from a diverse workforce. Research the job and company.

You do not have to disclose your disability on your resume. If you choose to disclose at an interview, employers cannot ask "What is your disability?" but can ask "How may your disability impact how you can do this job and what accommodations do you need?" Look at this as an opportunity to educate the employer on supports you may need.



PHOTO

WHAT PEOPLE LIKE ABOUT ME

WHAT IS IMPORTANT TO ME

HOW BEST TO SUPPORT ME

NAME:

DATE:

EMPLOYMENT GOALS

HOBBIES & INTERESTS

STRENGTHS

CHALLENGES / BARRIERS

WORK HISTORY & EXPERIENCE

COURSES & TRAINING

PREFERRED SHIFTS (e.g. PT, FT, Days, Nights)

PREFERRED WORKING ENVIRONMENTS (e.g. inside, outside, quiet, busy, small, large)

PREFERRED WORKING TASKS (e.g. clerical, retail, catering, computers, warehouse, hospitality)

DESCRIBE ANY LIFE SKILLS THAT YOU EITHER HAVE OR WANT

HOW DO YOU PREFER TO LEARN? (e.g. Aural, Visual, Verbal, Physical)

HOW WILL YOU GET TO WORK?

WHAT ASSISTANCE DO YOU NEED WITH YOUR SOCIAL AND/OR COMMUNICATION SKILLS?

LIST YOUR WEEKLY COMMITMENTS

WHAT KIND OF JOB SEARCH SUPPORT DO YOU NEED?

WHAT KIND OF SUPPORT/ACCOMMODATIONS DO YOU NEED FOR EMPLOYMENT?

Use the following tables to aid in creating a resume.

EDUCATION BACKGROUND

| |
|-----------------------------|
| CURRENT SUBJECTS |
| SUBJECT STUDIED LAST YEAR |
| CERTIFICATES / ACHIEVEMENTS |

EMPLOYMENT / VOLUNTEER EXPERIENCE

| EMPLOYER / ORGANIZATION | TASKS / RESPONSIBILITIES |
|-------------------------|--------------------------|
| | |
| | |
| | |

COMMUNITY INVOLVEMENT

| ORGANIZATION | TASKS / RESPONSIBILITIES |
|--------------|--------------------------|
| | |
| | |
| | |

WHAT SHOULD EMPLOYERS KNOW ABOUT YOU? WHAT ARE YOUR SKILLS?

What are your future goals for education and training? The following chart will help you think about and organize important things to consider when deciding on education and training options.

| | WRITE 1 st CHOICE HERE | WRITE 2 nd CHOICE HERE |
|---|-----------------------------------|-----------------------------------|
| QUALITIES & SKILLS REQUIRED | | |
| DUTIES REQUIRED | | |
| POTENTIAL EMPLOYERS | | |
| EDUCATION & TRAINING REQUIRED | | |
| POST-SECONDARY INFO-DAY DATES | | |
| QUALITIES & SKILLS REQUIRED | | |
| GRADE REQUIREMENTS & PREREQUISITES | | |