NETWORKING AND WORKING:
A Program Workbook

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Networking and Working:
A curriculum for Women with ASD
Seeking Employment

Introduction: This workbook is designed to help you understand and remember the topics and discussions we have as we go through this course. Each module has specific things to learn, and the more you think about the topics and explore your own feelings (in session or privately), the better you will become at being ready to network and find work. This may seem like a lot of work to you... and you are absolutely right, it is! But finding and keeping a job is hard work, and that’s the reality ! So if you think you want to work, you might as well start working on it right now!

This course has 8 modules. Each module is covered in one, 2 hour session. The modules we will cover are:

1. Do I really want to work?
2. What do I know about myself?
3. Learning Independence
4. What is Networking
5. What is the right job for me?
6. The culture of the workplace
7. My Networking plan
8. Interviewing & Follow up

Instructions: Each module of the course has 5 sections in the workbook. There are some questionnaires in the Homework, but you will not be asked to share at our weekly meetings unless you feel like it. Use the Notes section any way that is useful to you.
I. Today’s topic: Do I really want to work?

Everyone talks about how important it is to get a job and have a job. If someone has a job, it appears that they are a competent and responsible person. Other people respect somebody who works. Working seems to mean that one is an adult— and to be taken seriously. Apparently, working brings rewards, particularly money, but other things too.

But, most people don’t speak about how difficult it is to get a job and hold a job! There are many stresses and strains that are involved in both of these things. Even once you are working, continuing to do well at the job and continuing to get along with your supervisor and co-workers might be challenging. Most people believe that enjoying what they do for work is a real luxury.

Worth a Thousand Words
Questions to think about:

Do I really want the stress and strain of working? Will I be able to enjoy working? And if not, what then?

Media Moments:

**Working Girl (1988).** This film, directed by Mike Nichols, was a great look at the modern workplace and the prejudice against looks, education, and pedigree. It’s drama, romance, corporate espionage, and humor.

**Norma Rae (1979).** Norma Rae, another down-on-her-luck single mom living with her parents, works at the mill in a small town and depends on this company to survive. But unlike her co-workers, Norma will not stand for the terrible working conditions—and when a union rep comes to town, she leads a charge.

**Erin Brockavich (2000).** Julia Roberts won an Oscar for her portrayal of a down-on-her-luck single mom who made a cantankerous lawyer hire her as an assistant. When she starts looking into a case involving a community that was horribly affected by the presence of a multi-million dollar power company, she single-handedly leads an investigation.

Homework:

A. Think about what your life would be like if you were working part or full time. What would you handle well and what would be hard for you? Write a few notes here about it.

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

_________________________________________________________________
B. Answer the following questions about how well you take care of yourself. Make a ✔ in the yes or no box. No one will see the answers but you. This is just to help you think! We’ll talk about it in the next class.

<table>
<thead>
<tr>
<th>MY SELF CARE PROFILE</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I shower every day?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I use deodorant every day?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I use cosmetics appropriately?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Am I sure that I smell fresh?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I brush my teeth at least once daily?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Am I sure my <strong>breath</strong> smells fresh?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I wash my hair regularly so it looks clean?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I comb/brush my hair and style it every day?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I wear clean clothes every day?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are my clothes stained?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I own clothes that would be appropriate for a work setting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I know how to match and coordinate clothing and outfits?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I have shoes appropriate for a work setting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If I take medication, do I take it independently?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Am I able to get myself up using an alarm or other means?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Am I able to get ready in order to be places on time?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I wear a watch?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I have a cell phone?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I have an email address and do I check my email?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. Today’s topic: What do I know about myself?

So you are learning what it takes to be a working woman. Now it makes sense to think about what it’s going to take you to be a working woman. You will need work skills for the particular job, and you will need personal skills related to taking care of yourself, managing your transportation, email, phone calls and texting, and money management. On top of all that - you need to know how you manage frustration, anger, worry, anxiety, and what coping strategies you have, and what coping strategies you will need to develop.

Worth a Thousand Words
Questions to think about:

What do I think of myself?
Do I take care of myself?
How does having an autism spectrum disorder affect me?

Media Moments:

*Media Moments work is always optional!*

Check out this website: [http://toknowthyself.org/know_yourself_in_seven_weeks](http://toknowthyself.org/know_yourself_in_seven_weeks).

This website has a seven step process for learning all about yourself in different ways. It might be fun and interesting to check out each of the seven steps. The steps are

1. knowing your personality;
2. knowing your beliefs;
3. knowing what you like to do;
4. exploring your dreams;
5. knowing what your fashion sensibilities are for clothing, accessories and decor; (these are self-expressions!)
6. knowing your style;
7. putting everything together.

Knowing yourself is a **lifelong endeavor**. It’s likely that some aspects of you will change and evolve as you move through your adult life.

There’s nothing wrong with changing your mind about anything about your beliefs, style, etc. There is a saying “it’s a woman’s prerogative to change her mind.” This saying has been used by men to imply that women are unpredictable and changeable in a negative way but it’s mostly been used by women to say: *It’s okay to change my mind.* This seems right. It all started with Draxe in 1616, who said: “It’s a woman’s privilege to change her mind.” Whether it’s your prerogative or privilege…. either way….. you can do what you like! *It’s up to you!*
Classwork: Anxiety Self-Assessment Questionnaire

How has each of these symptoms disturbed or worried you during the last seven days? Circle the most appropriate score relating to your state.

<table>
<thead>
<tr>
<th></th>
<th>Never</th>
<th>A little</th>
<th>Moderately</th>
<th>A lot</th>
<th>Extremely</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nervousness or shaking inside.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. Nausea, stomach pain/discomfort</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3. Feeling scared suddenly and without reason</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4. Palpitations or feeling your heart beats faster</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5. Significant difficulty falling asleep.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>6. Difficulty relaxing.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7. Tendency to startle easily.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8. Tendency to be easily irritable or bothered</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>9. Inability to free yourself of obsessive thoughts</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10. Tendency to awaken early in the morning and not go back to sleep</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>11. Feeling nervous when alone.</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
Homework:

Self Assessment of Adaptive Skills

Complete the following checklist. This is to help you assess how well you are prepared to work. The skills below are those that every working woman has to have, before she applies for employment. We completed some of these assessment questions before but now we are trying to emphasize their importance for your life as an independent person.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Uncertain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I shower, wash my hair, and brush my teeth daily?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do I wear clean, unstained clothes?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do I style my hair, and is it presentable every day?</td>
<td></td>
<td></td>
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<tr>
<td>Do my clothes match?</td>
<td></td>
<td></td>
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<tr>
<td>Do I have the appropriate footwear for my outfits?</td>
<td></td>
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<tr>
<td>Do I have a way to monitor the time at all times? for example: a watch or cell phone.</td>
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<tr>
<td>Do I wake up with an alarm?</td>
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<tr>
<td>Do I monitor the time throughout the day so that I don’t lose track of how much time I have to do things?</td>
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<tr>
<td>Can I read a digital and/or analogue clock (one with a face &amp; hands)?</td>
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<tr>
<td>Do I have a bank account? Savings or checking?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do I use a debit card, a checking account or credit card?</td>
<td></td>
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<td></td>
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<tr>
<td>Do I review my bank statements and keep track of how much money is in my account?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do I carry my money safely?</td>
<td></td>
<td></td>
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<tr>
<td>Do I make sure I have enough money when I’m going out?</td>
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<tr>
<td>Do I pay for my clothing and leisure items?</td>
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<tr>
<td>Do I know how to use a debit card? Do I have a PIN?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
<td>No</td>
<td>Uncertain</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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<tr>
<td>Do I have a system for remembering my PIN or password?</td>
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<td></td>
<td></td>
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<tr>
<td>Do I spend too much money? Has someone told me I spend too much?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Do I know how to assess a purchase with regard to price?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do I have a cell phone &amp; do I have my number memorized?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do I use my phone for calls regularly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I use my phone for texting/checking email?</td>
<td></td>
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<tr>
<td>Do I have access to a computer? Do I use the internet?</td>
<td></td>
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<tr>
<td>Do I know how to conduct a job search using the internet?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Do I know how to drive? Do I have a license and access to a car?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Do I know how to use taxis, or use a bus system near my home?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do I have some idea of how far away from home it will be possible to have a job? (How far will I be able to travel to work each day?)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have I completed a resume?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Would I be able to write a good paragraph about why I would want a certain job?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Self Assessment of Coping Skills**

Think about a challenging situation you encountered in which you did not cope as well as you could have –from an emotional perspective and with regard to your behavior – and write a brief description of what happened. Circle all the emotion words that describe how you were feeling at the time.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
<table>
<thead>
<tr>
<th>happy</th>
<th>tormented</th>
<th>spiteful</th>
<th>freaked</th>
</tr>
</thead>
<tbody>
<tr>
<td>sad</td>
<td>contemptuous</td>
<td>joyful</td>
<td>ashamed</td>
</tr>
<tr>
<td>angry</td>
<td>hurt</td>
<td>warm</td>
<td>hopeful</td>
</tr>
<tr>
<td>disgusted</td>
<td>crushed</td>
<td>sympathetic</td>
<td>hateful</td>
</tr>
<tr>
<td>cheered</td>
<td>contrite</td>
<td>worried</td>
<td>euphoric</td>
</tr>
<tr>
<td>exasperated</td>
<td>humiliated</td>
<td>panicked</td>
<td>proud</td>
</tr>
<tr>
<td>shocked</td>
<td>nervous</td>
<td>miserable</td>
<td>neglected</td>
</tr>
<tr>
<td>enraged</td>
<td>defeated</td>
<td>jumpy</td>
<td>hysterical</td>
</tr>
<tr>
<td>embarrassed</td>
<td>regretful</td>
<td>remorseful</td>
<td>invalidated</td>
</tr>
<tr>
<td>irritated</td>
<td>furious</td>
<td>bitter</td>
<td>terrified</td>
</tr>
<tr>
<td>annoyed</td>
<td>downcast</td>
<td>guilty</td>
<td>scared</td>
</tr>
<tr>
<td>horrified</td>
<td>blamed</td>
<td>desperate</td>
<td>exhausted</td>
</tr>
</tbody>
</table>

Questions to think about: Did you express all the feelings that you felt at the time of the event, or only some? Did you hold back on your feelings? What was so challenging about dealing with the situation? Did you say things you should not have/ or things that got you in more trouble with other people? What would have been a better way to cope with what happened that would have made you feel satisfied that the situation was resolved to your satisfaction?
I think the girl who is able to earn her own living and pay her own way should be as happy as anybody on earth. The sense of independence and security is very sweet.

-Susan B. Anthony

III. Today’s topic:
Learning and Maintaining Independence

Nobody is completely independent of all others. Some people might seem that way, but essentially, human beings need other human beings. However, in American society today, independence is highly valued. For all of us, it’s is important to strike a balance between being independent and able to take care of yourself, and to be able to ask for help when you need it. Learning to ask for help in a way that is comfortable for you and allows others to feel good about helping you is a skill. That skill can be learned, just as learning how to take care of yourself as an adult can be learned. Some women feel scared about being independent. This is something we can think about and talk about.

Worth a Thousand Words
Questions to think about:

Have you had the experience of trying to do something independently and not having it work out?

Have other people told you, or implied, that you won’t be able to take care of yourself?

Do you have particular learning challenges that make it hard to manage some things independently (for example, a poor sense of direction)?

What skills do you need to develop to be more independent?

Media Moments:

A League of their Own (1992): A film about women, directed by a woman. A League of their Own remains is a great sports film, directed by Penny Marshall. Geena Davis, Tom Hanks, and Madonna are all fantastic in their roles. We tend to forget that women still have a rough time in our country making in either the corporate world, military, or simply being a single mom raising four kids.

The Help. (2008). An aspiring author during the civil rights movement of the 1960s decides to write a book detailing the African-American maids' point of view on the white families for which they work, and the hardships they go through on a daily basis.

Chocolat (2000). A woman and her daughter open a chocolate shop in a small French village that shakes up the rigid morality of the community.

Hairspray (2007). Pleasantly plump teenager Tracy Turnblad teaches 1962 Baltimore a thing or two about integration after landing a spot on a local TV dance show.

Bend it like Beckham (2002). The daughter of orthodox Sikh parents rebels against her parents' traditionalism by running off to Germany with a football team (soccer in America).
Homework: Mapping your connections

Fill in the circle below with the names of family members, relatives, neighbors, school friends or teachers, and friends of your parents and your family, according to the labels. We’ll talk about your diagram in our next session.
If you want to go fast, go alone. If you want to go far, go with others.
-African Proverb

IV. Today’s topic: What is Networking?

Networking is using your connections with other people to obtain something you are seeking, in this case, employment. The process of finding work has changed quite a bit over the last 50 years. While it has always helped to “know someone” who can introduce you to a potential employer, these days, this is the way most people find a job. There are so many job seekers and the field is so competitive, that working your connections effectively is critical. You might be uncomfortable about finding work this way, and we will explore those thoughts and feelings to help you understand them better. BUT, networking is a completely acceptable and smart way to maximize your job search. You must learn to use every tool you can in your search, and networking is one of them.

Worth a Thousand Words
Questions to think about:

Have I thought before about finding a job by asking people I know about possible employment opportunities?

Am I comfortable with the networking process? Do I worry that contacting people about working is not okay, or that people will not think well of me?

Do I know what to say if I come across a friend or acquaintance who might know of an employment opportunity for me?

Media Moments:

Check out the website, LinkedIn: The World’s Largest Professional Network

https://www.linkedin.com/

LinkedIn is a networking website in which people upload information about who they are and what their professional/work skills are. Often, information about education and prior employment is used as well. If you join LinkedIn, you can start looking for connections and connecting with people you already know. This is a good way to learn about possible employment opportunities.

Speaking of networking opportunities, another network you may be on already is Facebook. Facebook is about social networking, but it is possible that you might learn about employment opportunities on Facebook. An important thing to remember is that anything you put on LinkedIn, Facebook, or anywhere else on the Internet, can be viewed by a potential employer. You must make sure that everything on the web is appropriate and conveys that you are a mature person who would make a good employee.
Homework:

Circle the part of the response that fits you best:

I like to work alone / with people.

I need / don’t need quiet when I’m working.

It’s easy / not so easy for me to get organized when I have a project to complete.

I like / don’t like working around a big group of people.

I like / don’t like constantly meeting new people on the job.

Lighting can sometimes / doesn’t really bother me in the workplace.

I can / can’t work in close quarters

I will / won’t know if I’m asking too many questions.

I may / may not need to take frequent work breaks (once every hour).

I may / may not find it difficult to work with a group on a project.

I will be able / will have trouble expressing my views to co-workers.

I will be / will not be comfortable talking with my supervisor or boss.

It will be hard / not so hard for me to ask for help.

I will / won’t be worried about what my co-workers think of me.

I’ll know what to do / won’t know what to do if there is some kind of workplace celebration happening (like a birthday or anniversary).

I’ll know / won’t know if I’m talking too much.

I worry / don’t worry about losing my temper at work.

I am comfortable / not comfortable if people do things in ways that are different from how I would do them.
It bothers me/ doesn’t really bother me, when my supervisor corrects what I am doing.

I feel sad/ Okay when my supervisor tells me to change the way I am doing something.

I worry/ don’t worry about what other people think about how I do my job.

I’m stressing about how I’ll do in the workplace.... Yes, no, maybe, kind of I don’t know.
**V. Today’s topic: What’s the right work environment for me?**

There are as many different work environments as there are kinds of people who work! It’s the rare individual who can fit into any environment and thrive. Most people feel more or less comfortable at work based on what kind of environment they are dealing with. So…. It’s reasonable to figure out what you like and don’t like about a work environment.

If you think about it, the more clear you are about what works for you, the better able you’ll be to find a job that really fits.
Questions to think about:

What kind of work environment is going to allow me to thrive and do well?

Can I or should I accept something less than what I want as a way to get employed, and then push forward towards something that is just right for me?

How much can I tolerate the kind of pressure it takes to stay in an uncomfortable work environment while I wait for something better?

Media Moments:

*The Devil Wears Prada (2003)*. Andy, a college graduate searching for a job in journalism, finds the ultimate job working for the editor to a powerful fashion magazine. She does what she needs to do, to be successful in the job, but ends up sacrificing parts of herself that she really didn’t think mattered all that much, only to find out later, that her heart and soul weren’t really in the work as much as she thought initially.

*Up in the Air (2012)*. The central figure of the movie, Ryan, is a corporate hotshot who is successful in business but has an isolated, sad life. He seems to have everything he needs in life in terms of material things, and in fact, he also the opportunity to connect with different women. He finally meets a woman who seems to really understand him, and he flies to see her. Ryan is excited to think about how they might work things out, and he does his best to make it happen. Ryan learns what his life is all about.
Homework- just for you to think about:

Write down a brief description of your ideal work environment, using as many descriptive terms as possible so that someone reading it would have a good idea of what your ideal environment would feel like.

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VI. Today’s topic: The Culture of the Workplace

In Barbara Bissonnette’s guide to finding employment, also known as: Asperger’s Syndrome Workplace Survival Guide: A Neurotypical’s secrets for Success, she describes “office politics.” Essentially what this means is: who gets along with who; who likes who; who talks to who; and who doesn’t like who. These kinds of issues, liking someone or not, may seem silly when everyone really just needs to focus on getting the work done, but actually, these issues dominate most workplaces!

Given the work that needs to be accomplished at every workplace, doesn’t it seem kind of silly that many people are focused on the social connections or lack of social connections that happen every day at work? Well…… it is silly if what people are focused on is the work, BUT, in most social situations, people focus more on the social connections and relationships among people at the workplace than they do the actual work to be done! This is because social relationships are more interesting to most people than the dry exercise of getting work accomplished. It is also the case that many people realize that those who have more power in an organization – personal power, not formal power- have the ability to make the work flow smoothly or not. What does this mean?? It means that individuals who have a lot of influence over their co-workers, for whatever reasons, are more likely to have control over how the work gets done. The person who has the most influence over how the work gets done might not be the supervisor…. It may be the most popular person, the most vocal person, the most intimidating person. We’ll think about that more as this lesson proceeds.

Worth a Thousand Words:

Do you know who these two people are and how they might influence a work place??
Questions to think about:

1. What kinds of “cultures” have I been exposed to at school or at other workplaces? Can I describe the attitudes of the individuals in these different cultures as they were expressed through words, clothing, behavior, attitudes?

2. What are the characteristics of a workplace culture that will be most comfortable for me? What cultural environment will I thrive in? What cultural environment will be intolerable for me?

Media Moments:

Office Space (1999). An American comedy that satirizes the everyday work life of a typical mid-to-late-1990s software company, focusing on a handful of individuals who are fed up with their jobs. The main character ends up challenging everything about the workplace that he hates. *It's a comedy --- not to be taken seriously as a way to cope!!!!!!*

Homework:

Learning to analyze “culture.”

Think about your home and your family. Does your family have a particular way of doing things that is different from other families you know? For example, are decisions made by one person, or do all the members of the family get a vote? Are your family members responsible for keeping the house clean and doing chores or do one or two people do that work? What kinds of jokes do people in your family find amusing? Who is most likely to make jokes? Who is the most emotional person in your family? Who is least emotional? Who does most of the talking? Who is the most quiet?

Does your family discuss sports, politics, books, current events, music, or pop culture? Do you watch TV or movies together? Are there family members that share a hobby, such as hiking, biking or sewing? Can you think of another family you know well that has a completely different culture than your family? How do they differ? What do you like or not like about how that family functions?
Sometimes, idealistic people are put off by the whole business of networking as something tainted by flattery and the pursuit of selfish advantage. But virtue in obscurity is rewarded only in Heaven. To succeed in this world you have to be known to people.

-Sonia Sotomayor

VII. Today’s topic: My Networking & Working Plan

Finding employment requires a systematic, orderly plan, in which you are really, really, persistent with regard to taking every step you need to find a job. This means:

• Knowing what kind of work environment and culture will be best for you;
• Knowing your strengths and weaknesses and what kind of work you are best suited for;
• Understanding that NETWORKING – or talking with every person you know who could reasonably be expected to have some leads regarding a job, is necessary;
• Agreeing to do volunteer work, if you can’t find a job immediately, as a way to connect to potential employers;
• Getting a clear sense about how many hours per week you can handle—full time (35+ hours) or part-time (~20 hours).
• Figuring out if the job you are seeking requires a resume and/or references;

Worth a Thousand Words

"A goal without a plan is just a wish"

Antoine de Saint-Exupery
Questions to think about:

1. What kind of work do I want to do?
2. Am I qualified for the job I am seeking?
3. What are my strengths and weaknesses related to having a job?
4. Do I know people who would be willing to give me a reference?
5. Who are the people in my world who are willing to help me find work?
6. How well would I do at an interview? What kinds of questions would be hard for me to answer?

Media Moments:

There are quite a few good websites that describe how to interview for work: what to do in an interview and what not to do. It’s worth it to read through these sites to see if you can get some tips about what would help you. Helpful websites include:

10 best job interview tips for job-seekers:  
http://www.quintcareers.com/job_interview_tips.html

Please don’t do these nine things in an interview:  

Job Interviews: How to make a job interview go really well!:  

Some good books with tips are:

Homework:

Prepare to answer interview questions. Take some time to think about the kinds of questions you will most likely be asked during an interview. Prepare yourself to answer each question fully, but without giving too much information or too little. Here are some of the questions you might be asked:

• How did you hear about this job?
• Why did you decide to apply for this job?
• Tell me a bit about yourself?
• What are your strengths and weaknesses?
• Describe your last work position? What did you do/ how did you like it?
• What do you want to be doing in five years?
• Why did you leave your last position?

You should also prepare some questions to ask the interviewer.

• What are the job responsibilities of this position?
• How would I fit in with co-workers and who would I report to?
• What are the overall objectives of the company?

_Do NOT ask questions about salary, overtime, benefits, vacation time and personal time_. These questions can come later, once you are on track to be hired for the position. If the answer to any one of these questions doesn’t please you, you can always back out, BUT, if you ask early on, the interviewer may get a negative impression of you.

**FINALLY:** do some research on the company that you are applying to. Look them up on the web, try to see who they employ, what kind of culture exists at the workplace, and what is most important to the company. The more you know about the company before you go into the interview, the better able you will be to converse with the interviewer in a relaxed manner.
My Notes:

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# My Strategic Work Plan

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**Homework A:**

It’s time to get planning!

List the kinds of work you are seeking:

____________________________________________________
____________________________________________________
____________________________________________________

List the places you plan to apply for work:

____________________________________________________

____________________________________________________
Homework B:

Check off what kinds of information and planning you have done for each of your three choices for work.

1. I researched the company online:

2. I found out what information is needed to apply, for example, a resume, and application, references.

3. I created a resume and had someone review it to see if it was ok.

4. I asked three people if they would be comfortable giving me a reference for work. I let them know what the job is about so they can answer questions well.

5. I applied for the position either on-line, by calling or sending a letter.

Next: you must follow through with your application. Check off whether you followed through on these steps.

1. I called to make sure they got my application

2. I clarified what other information they would need to consider me for the position.

3. I made sure the employer has the contact information for my references.

4. I prepared extensively for the interview and practiced with friends or family.
The way to gain a good reputation is to endeavor to be what you desire to appear.

-Socrates

VIII. Today’s topic: Interviewing and follow up

A crucial and pretty scary part of the job-seeking process is interviewing and following up after your interview by calling or emailing the person you interviewed with. There’s a good reason why this feels challenging…. It’s because you are asking them to give you feedback about how you came across… and that may not be easy to hear. BUT, it makes a very good impression on a potential employer if you follow up and ask for some feedback. This shows that you are still interested in the job, and even if you didn’t interview well, that you are interested in learning about what you did right and wrong. Even if you think you did poorly in the interview, and don’t want to revisit it in any way, shape, or form, it’s important to put those feelings aside and listen to what the potential employer has to say. If you appear calm and open to feedback, it’s possible that the employer might consider you for another position at another time.

Worth a Thousand Words
Questions to think about:

REFERENCES: Think about who you will ask for a reference. It should be a person who can comment on your ability to work in a mature, responsible manner.

This person should be able to talk to a potential employer about your work ethic, your sense of personal responsibility, your ability to get tasks done well and on time.

Sometimes it is important to provide a personal reference. This is a person who has known you for quite awhile and can attest to your personal qualities – for example, your ability to functioning independently, to behave maturely, to handle stress and frustration.

Write down the names of five potential references:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Media Moments:

There are some good YouTube videos that review pointers about how to do an interview. Try some of these and see which one of the videos answers your questions and helps you feel most prepared.

1. How to have a successful job interview: https://www.youtube.com/watch?v=ppHDuTJe39g

2. Job Hunting 101: https://www.youtube.com/watch?v=EFoBUVpo1-o

3. Top 41 Questions for an interview: https://www.youtube.com/watch?v=bLdb9_TITSw

4. Top 14 common mistakes in job interviews: https://www.youtube.com/watch?v=S3I7COBl77U
We may encounter many defeats but we must not be defeated.

-Maya Angelou