Access Info Content: Resources

**Interview**

**What To Wear**

Dress for Success
www.dressforsuccess.org
Promotes the economic independence of disadvantaged women by providing professional attire, a network of support and the career development tools to help women thrive in work and in life.

Career Gear
www.careergear.org
Provides suits to low income men, but also has grown into a multidimensional nonprofit serving the needs of its participants through three distinct and congruent programs: The Job Readiness Program, The Professional Development Series and MAST, a mentoring program.

Virtual Ability Island Dressing Room and EmployAble Clothing Shop
http://maps.secondlife.com/secondlife/Virtual%20Ability/128/128/0/
Suit up your avatar for an interview with free clothing from Virtual Ability and EmployAble.

**Preparation**

DOL Skills to Pay the Bills
http://www.dol.gov/dol/media/webcast/20121015-softskills/
This series of videos offers examples of what to do and what not to do when interviewing for a job, how to use teamwork to create a more meaningful work experience, the importance of effective communication, critical thinking and problem solving in the workplace, the importance of networking, and how being professional can make all the difference.

Monster.Com Last Minute Interview-Prep:
Even if you have less than a day before your job interview, you can outshine the competition with a little interview preparation. This site provides tasks to do before your interview so you'll arrive confident and prepared.
Preparing Yourself for the Interview
https://sites.google.com/a/hawaii.edu/interview-module/employable-training-modules/contact-1
The Skill Builder Module from the Center on Disability Studies’ Employable Project offers helpful tips on what to keep in mind when preparing for an interview. An insightful video explains what to do and what not do on your big day.

Disclosure

Video “Going to Work: Disclosing Your Disability”
http://www.youtube.com/watch?v=QXh5zmEkzJM
This video offers interviews of people with disabilities sharing their experiences and offering advice on the decision to disclose your disability in the workplace.

Job Accommodation Network/Interviewing and Disclosure
http://askjan.org/corner/vol01iss13.htm
Deciding when to disclose a disability can be a difficult choice for a person with a disability who is job hunting. If you have a hidden disability such as a learning disability or a psychiatric impairment, when and how to disclose your condition can be a real dilemma. This site offers some guidelines for dealing with disability issues in the pre-employment process.

The Art of Disclosing Your Disability
http://www.miltwright.com/articles/ArtOfDisclosingYourDisability.pdf
This is a helpful resource for tips about disclosing your disability in a job interview. It discusses how and when to bring up your disability and offers possibilities of what to expect during the process.

Video “Disclosing Your Disability” ODEP
http://www.dol.gov/dol/media/webcast/20111206-wrp/20111206-wrp-7-disability-disclosure.htm
This video provides interviews surrounding the issue of disclosing a disability to an employer.

Factsheet on Disclosing Your Disability
http://www.t-tap.org/strategies/factsheet/disclosure.htm
This document offers some need-to-know facts about disclosing your disability in the workplace.

Disability Disclosure and Interviewing Techniques for Persons with Disabilities
http://askjan.org/corner/vol01iss13.htm
This site offers assistance in your decision to disclose your disability to an employer.

The Art of Disclosing Your Disability
http://www.miltwright.com/articles/ArtOfDisclosingYourDisability.pdf
This 10-page article lists helpful tools for disclosing your disability during the employment process.

Finding the Right Way To Disclose a Disability
http://online.wsj.com/article/SB121970164024670703.html
This is a list of helpful things to consider when making the decision to disclose your disability.

Disclosing Your Mental Health Disability
http://www.bu.edu/cpr/jobschool/disclosing.htm
This article discusses what to consider when thinking about disclosing a psychiatric disability to an employer.

Resume

Organize

The following 4 Part Presentation offers detailed assistance with building a basic yet effective resume.

Building a Great Resume Part 1:
https://docs.google.com/a/hawaii.edu/presentation/d/1IkC78Xj-xSuXbwpL6SaR2s7D5pJ3Z4Q9POUSoi5DMBU/edit#slide=id.p

Building a Great Resume Part 2
https://docs.google.com/a/hawaii.edu/presentation/d/1VuitcR3X4Qz-ROvL6BEKnTt2-Z1qnv4cmd54vV00_pl/edit#slide=id.gb8500408_15

Building a Great Resume Part 3
https://docs.google.com/a/hawaii.edu/presentation/d/1_u7Sob669aPEOE6tbf7z0BK4ontZonImkKCMow0YT/edit#slide=id.p

Building a Great Resume Part 4
https://docs.google.com/a/hawaii.edu/presentation/d/1_u7Sob669aPEOE6tbf7z0BK4ontZonImkKCMow0YT/edit#slide=id.p

Five Steps to Building a Resume that Gets Noticed
http://www.recruiter.com/i/five-steps-to-building-a-resume-that-gets-noticed/
This site lists 5 helpful tips for building a great resume.

Top 51 Resume Building Tips
http://www.job-applications.com/job-resources/top-51-resume-building-tips/
This site gives over 50 tips to assist in creating a solid resume.

Choosing a Resume Format
https://docs.google.com/a/hawaii.edu/presentation/d/1mQBZv -
38XFz22eld58PJnLellUMXWa25vFQPAQ2cjU/edit#slide=id.p
These useful presentations give you step by step instructions on building the perfect resume for your employment needs.

Simple Resume Writing
http://www.simple-resume-writing-instructions.com/
This site provides the tools and instructions you need to get you to the next phase of your job search - the job interview. It offers tips and techniques for building a quality resume, directly from the experts, helping you stand out from the competition.

JobApplications.Com
http://www.job-applications.com/job-resources/top-51-resume-building-tips/
This site lists the top 51 resume building tips to help you create a flawless representation of yourself and your qualifications. It offers a nice reference as you build your resume.

**Style and Content**

Examples of resumes geared towards specific jobs:

**Administrative:**
http://www.gotresumebuilder.com/SampleResumes/AdministrationSecretarial/ExecutiveAssistantResumeSample.aspx

**Technology:**

**Health/Medical:**
http://www.gotresumebuilder.com/SampleResumes/HealthMedical/PharmacistResumeSample.aspx

**Marketing:**
http://www.gotresumebuilder.com/SampleResumes/MarketingAdvertising/MarketingResearcherResumeSample.aspx
Learn about the various resume formats and how to choose the one that best suits your needs.

Federal Resume Writing Workshop
This is a PDF from the Federal Resume Writing Workshop. It is a great reference for building a resume for federal or private sector jobs. It has an example of a professional resume, pointing out helpful specifics to keep in mind. It provides style and formatting tips as well as ideas for creating an effective cover letter.

Career Solutions
http://www.careersolutionsgroup.net/resume-format_quiz.shtml
This site helps you choose the best resume format for your needs.

Distinctive Documents
This site offers detailed explanation as to how to choose the proper resume format and offers examples.

CV Tips
This site explains what content to include in your resume in order to maximize results.

Disseminate

Ability Jobs
http://www.abilityjobs.com/
The goal of ABILITYJobs is to enable people with disabilities to enhance their professional lives by providing a dedicated system for finding employment. By posting job opportunities, or searching resumes, employers can find qualified persons with disabilities as well as demonstrate their affirmative action and open door policies. They are also the largest resume bank with tens of thousands of job seekers with disabilities, from entry level candidates to PhD's.

Vets Jobs
https://vetjobs.com/
VetJobs makes it easy for employers to reach and employ all the members of the military community. VetJobs defines the military community to include Air Force, Army, Coast Guard, Department of Defense Civilians, Marine Corps, Merchant Marine, National Guard, Navy, National Oceanic and Atmospheric Administration, Public Health Service, Reserves and their spouses and dependents.

Veterans Employment Toolkit
http://www.va.gov/vetsinworkplace/index.asp
Aimed at helping employers, managers and supervisors, human resource professionals, and EAP providers support employees who are Veterans or members of the Reserve or National Guard to increase Veterans' retention of employment and facilitate their success in the workplace. The Veterans Employment Toolkit also includes resources for Veterans who want to obtain employment, learn how to make important career decisions, and excel in the workplace.

Veteran Recruiting
http://www.veteranrecruiting.com/
This site is available for job seekers and employers, specifically geared towards veterans and their spouses. They also have periodic virtual career fairs.

LinkedIn
www.linkedin.com
This is a professional networking site that connects the world's professionals. When you join LinkedIn, you get access to people, jobs, news, updates, and insights that help assist you in your career endeavors.

Supports

Benefits

Social Security Benefits Calculator
http://www.benefits.gov/ssa/home
The Benefit Eligibility Screening Tool (BEST) helps you find out if you could get benefits that Social Security administers. Based on your answers to questions, this tool will list benefits for which you might be eligible and tell you more information about how to qualify and apply.

Work Incentives for SSDI and SSI Recipients
http://www.socialsecurity.gov/disabilityresearch/wi/generalinfo.htm
This site provides basic information in regards to the Social Security Disability Insurance (SSDI) and the Supplemental Security Income (SSI) programs.

Vocational Rehabilitation and Employment for Veterans
http://www.vetsuccess.gov/va_vre_and_vetsuccess
This program's primary function is to help veterans who have service-connected disabilities become suitably employed, maintain employment, or achieve independence in daily living.

Legal

Disability Law Lowdown Podcast
http://dll.ada-podcasts.com/pods/DLLPod09.mp3
(transcript http://dll.ada-podcasts.com/shownotes/DLLPod09.php)
Information on Reasonable Accommodation from the Job Accommodation Network (JAN).

Your Employment Rights Under the ADA
http://www.eeoc.gov/facts/ada18.html
This site offers an overview of the changes made to the Americans with Disabilities Act (ADA) in 2008. Because this law makes several significant changes, including changes to the definition of the term "disability," the EEOC evaluates the impact of these changes in the document posted on this site.

Employees Guide to Requesting and Negotiating Reasonable Accommodations
http://askjan.org/EeGuide/
JAN consultants have been providing information about the Americans with Disabilities Act (ADA) since 1992 when the ADA went into effect. The Employees' Practical Guide to Requesting and Negotiating Reasonable Accommodations under the Americans with Disabilities Act is a summary of some of the most frequent issues that employees have regarding accommodations and the ADA and JAN's practical ideas for resolving them.

Technology

Experiencing Computer Screen Enlargement video
https://www.youtube.com/watch?v=WmcUsd-eZ0Q
Dr. Conway explains how to use ZoomText to assist the visually and hearing impaired with using their computer.

Teleport to Universal Design and Distance Education in Second Life Simulation
http://maps.secondlife.com/secondlife/UHawaii%20COE/137/50/22
This takes you to Second Life, the virtual space created for universal design and distance education. This is a resource for helping you on your path to employment.

Assistive Technology Net

www.assistivetech.net

This site offers over 22,000 up-to-date assistive technology products for purchase.

What is Assistive Technology


This article offers a simple explanation of what assistive technology is and offers a few examples.

Computer Accessibility Program (CAP) Accommodation Solutions


CAP works with you to identify, evaluate, and select the appropriate modification or adjustment to your work environment that enables you to perform the essential functions of your job. By working with CAP, you are assured of having the same employment rights and privileges as people without disabilities.

Identifying Needs

Video “Easing Back Into the Workforce After a Brain Injury”

http://www.brainlinemilitary.org/content/multimedia.php?id=6736

Brian, a veteran with a brain injury, offers suggestions and tips for acquiring a job on your journey to recovery.

JAN Accommodation Search

http://askjan.org/soar/index.htm

JAN's Searchable Online Accommodation Resource (SOAR) system is designed to let users explore various accommodation options for people with disabilities in work and educational settings.

Job Accommodations for People with Brain Injury

http://www.brainline.org/content/2008/10/fact-sheet-series-job-accommodations-people-brain-injuries-0.html

This site offers a quick overview of some of the job accommodations that might be useful for employees with a brain injury.

Adjusting to Civilian Life

https://sites.google.com/a/hawaii.edu/interview-module/employable-training-modules/resources
This collection of videos shows real veterans discussing their transitional experiences as they go back to civilian life.

**Job Search Resources**

Federal Government Jobs- [http://federalgovernmentjobs.us](http://federalgovernmentjobs.us)
This site offers a list of available federal jobs.

With 11 facilities in six states and the District of Columbia, U.S.VETS provides vital services such as case management, employment assistance, job placement, counseling, as well as drug- and alcohol-free housing to over 2,000 veterans each day.

Career Builder- [http://www.careerbuilder.com/](http://www.careerbuilder.com/)
This site allows you to search for jobs as well as post your resume for employers to find.

This site offers an employment search engine. In just one search access 55,327,277 jobs published on 69,786 websites in the world.

Find military friendly jobs on this job search engine site.

Craigslist- [http://honolulu.craigslist.org/](http://honolulu.craigslist.org/)
This site can be a great tool for searching for available jobs as well as social networking opportunities.

**Disability-Focused Resources**

Christopher Reeve- [http://www.christopherreeve.org/site/c.mtKZKgMWKwG/b.6605235/k.3533/Military_and_Veterans_Program.htm](http://www.christopherreeve.org/site/c.mtKZKgMWKwG/b.6605235/k.3533/Military_and_Veterans_Program.htm)
The Reeve Foundation is dedicated to curing spinal cord injury by funding innovative research, and improving the quality of life for people living with paralysis through grants, information and advocacy.

DAV is a strong and influential advocate for veterans and fight to ensure they receive the full range of services and protections they deserve. They provide free professional assistance to all veterans and their families in obtaining benefits from the Department of Veterans Affairs (VA) and advocating for their rights on Capitol Hill without any government funding.

The National Service Inclusion Project (NSIP), a Corporation for National Community Service (CNCS) training and technical assistance provider, is here to meet all of the training and technical assistance needs on the inclusion of individuals with disabilities as active participants in national service programs.

This website is a resource for disabled entrepreneurs who are self employed or wishing to start up their own business. You will find useful articles, interviews, information on up and coming events and product reviews.

This is the federal government website for comprehensive information on disability programs and services in communities nationwide.

Employment First- [http://www.employmentfirst.net/](http://www.employmentfirst.net/)
This website is provided as a public service of Griffin-Hammis Associates to collect and disseminate information being produced across the country (and internationally) in the effort to establish Employment First as the preeminent vocational disability practice.

They provide vocational rehabilitation, job training, job placement and support services to persons in Hawaii with physical, social, economic and/or intellectual/cognitive challenges.

Goodwill Industries- [http://www.goodwill.org/](http://www.goodwill.org/)
Goodwill works to enhance the dignity and quality of life of individuals and families by strengthening communities, eliminating barriers to opportunity, and helping people in need reach their full potential through learning and the power of work.

People with disabilities can be appointed to Federal jobs non-competitively through a process called Schedule A. Learn how to be considered for Federal jobs under the noncompetitive process.

Division of Vocational Rehabilitation- [http://hawaiivr.org/services/index2.php](http://hawaiivr.org/services/index2.php)
The Program is a Federal-State partnership with a primary goal of providing vocational rehabilitation services to enable eligible individuals with disabilities to achieve gainful employment and economic self-sufficiency.

**Additional Resources**

*Mentoring*

Career-focused Mentoring
This site explains what mentoring is and how it can be valuable in your job search.

NCSET
The National Center on Secondary Education and Transition (NCSET) was established to create opportunities for youth with disabilities to achieve successful futures. NCSET provides technical assistance and disseminates information focused on four major areas of national significance for youth with disabilities and their families.

America’s Heroes at Work
When it comes to employment, several promising practices exist to help transitioning service members with TBI, PTSD and many other disabilities and/or combat-related injuries succeed in the workplace. One such practice is mentoring.

Mitsubishi Electric Employment Preparation
By providing opportunities for practical work experiences, youth with disabilities will have the employment skills they need to succeed in competitive jobs. Strategies MEAF has supported with recent grants include: Mentoring, Internships, Workforce Readiness, and Careers in Science and Technology.

American Bar Association Mentor Program
The Program’s purpose is to provide mentees the opportunity to gain insight into the legal profession from an experienced attorney who practices in an area of interest, and/or who shares similar personal experiences with the mentee, such as a disability.

Institute for Human Centered Design Mentor Program
Access to Design Professions, a project of the Institute for Human Centered Design, has mentorships between design professionals and students or entry-level designers with disabilities who are interested in design. This is an electronic mentor-ship that uses the Internet for the majority of contact.

Ready to Achieve Mentoring Program
The RAMP™ model uses a combination of group, peer, and individualized mentoring to promote the successful transition of all youth, including those with disabilities, to employment, continued learning opportunities, and independent living.

Enable America’s Mentoring Program
http://www.enableamerica.org/programs/mentoring/index
The mentoring program promotes career development for people with disabilities through hands-on career exploration, on-site job shadowing, and training opportunities.

Raising Awareness

Campaign for Disability Employment
http://whatcanyoudocampaign.org/blog/index.php/about/
The Campaign for Disability Employment is a collaborative effort between several disability and business organizations that seek to promote positive employment outcomes for people with disabilities by encouraging employers and others to recognize the value and talent they bring to the workplace as well as the dividend to be realized by fully including people with disabilities at work.