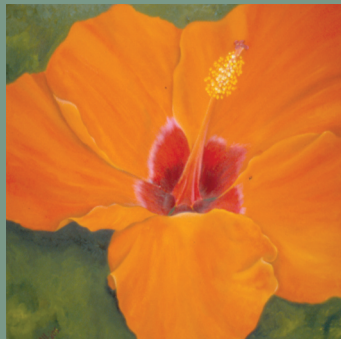




Looking For A Job?



Hawaii Resources

Vocational Rehabilitation and Services

VR provides individualized vocational rehabilitation services to help clients achieve meaningful employment.

601 Kamokila Blvd.
Room 515
Kapolei, Hawaii 96707
(808) 692-7720
(808) 692-7727 Fax
<http://hawaiiivr.org/>

Social Security Administration

Social Security pays disability benefits under two programs: the Social Security disability insurance (SSDI) program and the Supplemental Security Income (SSI) program.
(800) 772-1213 Toll-free
(808) 541-1060
(808) 541-3534 Fax
(800) 325-0778 TTY
www.socialsecurity.gov/disability

With so many resources available to help people find jobs, it can be confusing where to start. This fact sheet is designed to give you ideas about where you can start your job search.

Where can you look for a job?

The Internet offers many sites where you can look for jobs. By searching on Yahoo, Google, or other search engines, you can learn more about fields of interest so that you can become more informed before you apply for a job. Learning about your field of interest can help you get a job, especially if you feel like you have less work experience or background in a particular field. By demonstrating your interest, you can go a long way.

Job sites allow you to post your résumé online and apply directly via e-mail. Some sites will send you an email with new job listings that meet your needs.

Your **local library** is another place where you can get job seeking information and use their computers. Libraries have Hawaii newspapers.

Newspapers, like the Honolulu Advertiser classified.honoluluadvertiser.com and the Star Bulletin starbulletin.com/classifieds/jobs.html, have employment sections every day, and most have a larger section on Sundays. Newspapers have job listings on-line. The jobs listed on-line are updated daily.

One-Stop Career Centers provide a wide range of services, all for free:

- Initial Assessment
- Tutorials on use of Internet services and One-Stop facilities
- Self-Help - Internet or printed
- Employment counseling, training information/matching, or other resource help
- On-line and computer resources for job info, resume writing, and career planning
- Computers, copiers, fax, telephone for job seeking activities

Networking is an important part of the job search. Networking means talking to friends, family and other people you know to find information about businesses and job openings,

- Help find unlisted jobs.
- Help you get noticed.
- Improve your chance of having a successful interview.

When you are thinking about networking think about:

- Family members
- Friends
- Teachers and Classmates
- Neighbors

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Start networking by making a list and calling people you know. Ask them to keep you in mind if they hear of an openings.

Job Shadowing, or watching people you know do their work, can help you learn more about jobs that interest you. This involves talking with people who are currently working in the type of job that interests you. If you get the opportunity to job shadow, dress professionally and thank the person for their time.

Volunteering is another way to find out about a specific job or business. Involvement with your community can widen your contacts. Even as little as one evening a week can lead to improved skills and a broader sense of contacts. This allows you to find out what you like are. When volunteering, remember to be professional, honor the time you promised, and say mahalo.

Visiting **Job and Career Fairs** enables you to become familiar with employers and the job market. To prepare for a fair:

- Research participating employers and companies
- Know your career goals
- Be professional in dress and attitude
- Bring copies of your resume

The Job Interviews

Preparing for your job interviews is essential. The more you know about a company and its industry, the better. Also, learn as much as you can about the type of job for which you are interviewing ahead of time. A list of questions about the job and the company can show that you have done your homework.

You should know that companies and individuals interviewing you cannot ask you if you are disabled or ask about the nature of your disability. They can only ask if you can perform the duties of the job with reasonable accommodation.

Resources

OAHU WorkLinks
www.oahuworklinks.com

KAUAI WorkWise!
www.WorkWiseKauai.com

WorkSourceMaui (and Molokai)
www.worksourcemaui.com

Big Island Workplace Connection
www.Istop4youths.com

DisabilityInfo.gov
Employment tips for job seekers with disabilities
www.DisabilityInfo.gov

Job Search Sites

State Opportunities Listing
agency.governmentjobs.com

Federal Opportunities Listing
www.usajobs.opm.gov

Monster
Internet's most popular nat'l site
www.monster.com

Yahoo! HotJobs
Post your résumé
www.hotjobs.com

CareerBuilder
Post your résumé
www.careerbuilder.com

America's Job Bank
State jobs. Post your résumé.
www.ajb.org

Disabledperson.com
Job listings for people with disabilities.
www.disabledperson.com/recruitability.asp

Disability Jobsite
This site has job listings, career resources, and résumé postings.
www.disabilityjobsite.com

JobAccess
This site has job listings, ADA info, and résumé postings.
www.jobaccess.org

Nonprofit Career Center
www.idealists.org

This fact sheet and others can be found at www.hireabilitieshawaii.org

The artwork in this fact sheet was created by Wendy Kamai, an artist with a disability (wendyl306@hawaii.rr.com)

Linda Lingle, Governor - Duke Aiona, Lt. Governor - Lillian Koller, Department of Human Services, Director

This fact sheet is for informational purposes and is not a substitute for professional advice.

This document was developed by the University of Hawaii Center for Disability Studies with funds from the Center on Medicare/Medicaid Services

Medicaid Infrastructure Grant program, Hire Abilities - Hawaii, CFDA 93.768

