

YOUR TOP FIVE JOB-RELATED SKILLS



List the top five job-related skills you think are most important. Include the job-related skills you have that you would most like to use in your next job.

1. _____
2. _____
3. _____
4. _____
5. _____

What Job-Related Challenges Does Your Disability Present?

Again, spend some time thinking about your challenges, especially to those job-related skills that are impaired as a result of your disability.

CHALLENGES CAUSED BY YOUR DISABILITY



List any job-related skills that are impaired as a result of your disability.

1. _____
2. _____
3. _____
4. _____
5. _____

What Accommodations Will You Need?

Near the end of Step 1, we suggested that you identify those ways in which your disability impacts your self-management and transferable skills. At this point, it is important that you think of ways that your disability can be accommodated, allowing you to perform all the essential functions of the job you may seek.

Now that you have thought about your skills and challenges and explored different job titles, it will be helpful to connect with the Job Accommodation Network (JAN). The network is accessible via the Web at www.jan.wvu.edu or by telephone/TTY at 1-800-526-7234.

JAN is a free consulting service dedicated to increase the employability of people with disabilities. You can call the organization and describe the nature of your disability to one of the consultants and the job description and duties of a particular position. A consultant will provide you with potential accommodations that can help ensure your success in the position. This information will be very helpful to know when you are interviewed for a position and encounter unspoken concern for the costs of accommodating your disability.

Quip
JAN research has shown that more than 50% of all accommodations for disabilities cost employers less than \$500.

For example, if you have a hearing impairment and the job requires communicating with others on the phone, you may be able to use a phone with adjustable volume or one that will not interfere with a hearing aid.

Use the following worksheet to record your plan for overcoming your challenges. You may need to take some time to research your options, either by contacting JAN or on your own.

ACCOMMODATIONS FOR IMPAIRED SKILLS	
In the first column, list any skills that are impaired as a result of your disability. In the second column list the accommodations that can help you compensate.	
Impaired Skills	Accommodations
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(continued)