



**Dorothy Strickland, Ph.D.**

**Louise Buchholz Southern, M.Ed, BCBA**



# Overview

- **Need**
  - Limited transitioning services
  - IACC Strategic Plan of self-determination
- **Audience**
  - Web-based, freely available program
  - Helps individuals evaluate, find, and keep a job
  - Transition Toolbox supports professionals
  - JobTIPS easily used by individuals with ASD and non-professional caregivers



# Content

- **Design**
  - Clear, no-nonsense language, breaks down actions
  - Comprehensive and detailed
    - Hundreds of modeling videos
    - Print guides, Real-world tips
    - Checklists, Schedules
    - Remote device support
  - Targets complex social skills with “Why?”
  - Complete set of steps to improve job chances



# Project Components

- 1. JobTIPS for Individuals with ASD** (Available)
- 2. Transition Toolbox** (Summer 2011)
  - Classroom instruction
  - Support agencies
  - Employer and job coach guidance
- 3. Virtual Reality Practice Space** (Fall 2011)
  - Remotely connect therapists and individuals
  - Personal counseling in shared environments
- 4. Study of Program Effectiveness** (Spring 2012)

## Determining Interests

- ✓ Social Skills Assessments
- ✓ What's Your Scene?
- ✓ Interests Quiz
- ✓ Environmental Demands
- ✓ Job Descriptions

## Finding a Job

- ✓ Overview
- ✓ Networking
- ✓ Internet & Newspapers
- ✓ Job Fairs
- ✓ Door-to-Door Search

## Getting a Job

- ✓ Overview
- ✓ Resumes & Cover Letters
- ✓ References
- ✓ Application Forms
- ✓ Interviews
- ✓ Disclosure of Your Diagnosis

## Keeping a Job

- ✓ Overview
- ✓ Personal Appearance
- ✓ Supervisor Interactions
- ✓ Co-Worker Interactions
- ✓ Customer Service
- ✓ Coping Strategies
- ✓ Job Responsibilities
- ✓ Workplace Bullying & Harassment

## Other Job Topics

- ✓ Coming Soon!

## Support

- ✓ Coming Soon!

## WELCOME TO JobTIPS!



**JobTIPS** is a free program designed to help individuals with disabilities such as autism explore career interests, seek and obtain employment, and successfully maintain employment. **JobTIPS** addresses the social and behavioral differences that might make identifying, obtaining, and keeping a job more difficult for you.

Though **JobTIPS** is designed for direct use by individuals with autism and other disabilities, this program (including all of the printables, assessments, and videos) is also suitable for delivery by teachers, family members, clinicians, mentors, and job coaches. [Click here for helpful hints on how to use this website.](#)

**JobTIPS targets nearly every aspect of the employment process:**



### Determining Interests

You can first explore your interests by examining the types of social and environmental demands



### Finding a Job

Our program then guides you through the process of finding a job, from networking, to conducting



### Getting a Job

In this section, we provide detailed instructions on how to obtain references and how to complete resumes,



### Keeping a Job

For many people, the most difficult part of keeping a job is knowing how to appropriately communicate, socialize, and



# Core Sections



Determining Interests



Finding a Job



Getting a Job



Keeping a Job



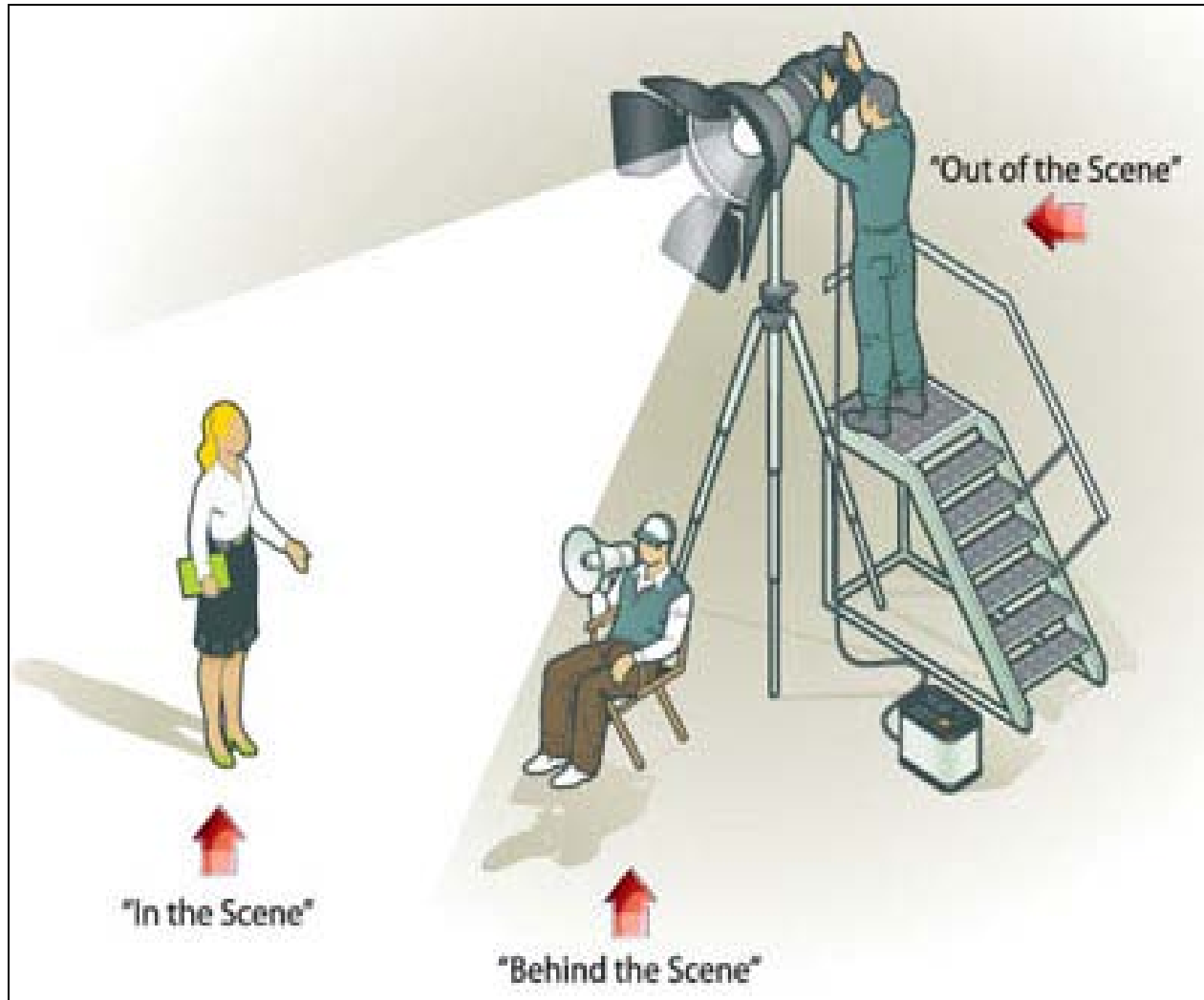


# Determining Interests

- Informal Social Skills Assessments
- Interests Quiz
- What's Your Scene?
- Environmental Demands
- Job Descriptions



# What's Your Scene?





# Evaluating Environmental Demands to Identify Strategies

✓ Job Descriptions

## Finding a Job

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Sometimes, your job may require you to tolerate certain environmental demands that you do not like. No work environment is perfect all the time. Everyone has to cope with certain job-related environmental demands.

**How can you cope with noise demands?** Keep in mind that these strategies might not be okay for all work settings. You will need to ask your supervisor for permission before using some of these strategies:



Wear headphones with music.



Wear ear plugs or soundproof headphones.



Use a white noise machine or fan to "drown" out sound.



Take your scheduled breaks in a quiet place.



Hum very quietly.



Ask to work in a more quiet location (i.e. if you are in an office setting).

It is important to learn coping strategies and techniques so you will keep the job you want. Go to our [Coping Section](#) for help.



DETERMINING INTERESTS  
Environmental Demands  
Location

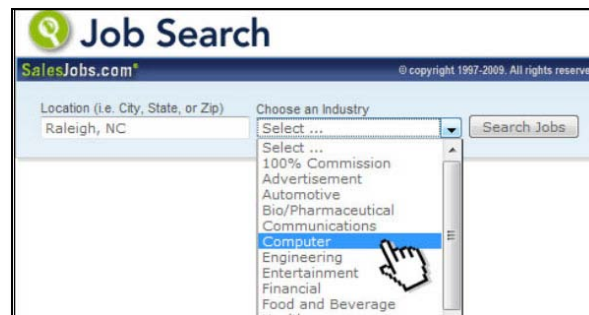
DETERMINING INTERESTS  
Environmental Demands  
Lighting





# Finding a Job

- Networking
- Searching via internet and newspapers
- Job fairs
- Door-to-door search



# Worksheets, checklists, graphic organizers

## JobTIPS

### Job Fair Checklist



#### What to bring with you to the Job Fair:

☐

15-20 copies of your resume so you can hand it out to employers you may be interested in. You may not hand out all of your resumes, but it is better to have too many than not enough.

☐

A folder or portfolio (leather folder) to store your resumes.

☐

A small notepad and pen

☐

A smile! Being friendly and

## JobTIPS

### Before the Job Fair - Hygiene Checklist



#### A few days before the Job Fair:

- ☐ Get a hair cut if you need it.
- ☐ Decide what to wear:
  - ☐ Make sure your clothes match.
  - ☐ Make sure your clothes are clean.
  - ☐ Make sure your clothes are ironed.
- ☐ Make sure there are no:
  - ☐ Rips
  - ☐ Holes
  - ☐ Stains
- ☐ Trim your nails.



#### The day of your Job Fair:

- ☐ Make sure you have showered or bathed within 12 hours of the interview (either the night before or morning of).
  - ☐ Wash your hair when you shower.
- ☐ Men should shave their face.
- ☐ Women should brush their hair and pull it away from their face.
- ☐ Brush your teeth.
- ☐ Put on deodorant.

## JobTIPS

### Brainstorm: NetworkingTree

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Directions: It's time to figure out who you might be able to include in your network! Write down the names of people who might be able to help you in your job search. It is OK if you cannot fill in the entire tree.





# Breaking down tasks into teachable units

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- Other Job Topics**
- ✓ Coming Soon!
- Support**
- ✓ Coming Soon!

do2learn

If you think you may be interested in a place of employment, here is how you approach the booth:



1. Make sure you have **practiced** what you will say ahead of time.



2. **Walk** towards the booth.



3. **Smile** and make **eye contact** as you walk over.



4. You might have to **wait** if the company representative is talking to someone else first.



5. **Look** at the person and **smile** again.



6. Say "hello" and **introduce yourself** ("My name is \_\_\_\_").



7. If they reach their hand out to shake yours, you need to **shake hands** with them. You can also reach your hand out first to shake hands.



8. Be prepared to **answer** a few questions. They might ask you something like:

*"Can you tell us about your previous work experience?"*

*"How many hours are you looking for?"*

*"What did you get your degree in?"*



9. Be prepared to **ask a few questions** about the position. You might ask:

*"Can you tell me a little bit about what it would be like to work at \_\_\_\_?"*

*"What kinds of jobs are currently available at \_\_\_\_?"*

*"Your company looks very interesting. Can you tell me a little bit about it?"*

*"What types of positions are available at your company/office/work setting?"*

10. If you're interested in the positions available, tell the person a little bit about yourself - make sure that the



# Getting a Job

- Resumes and Cover Letters
- References
- Application Forms
- Pre-Employment Screening Assessments
- Interviews
- Disclosure of Your Diagnosis
- Arranging Accommodations



# Theory of Mind

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## Getting a Job Application Forms

Your job history should be listed with your current or most recent position first. Then work backward in time and list each one in reverse chronological order. There are three important questions you may be asked and you need to know how to answer them:

1. On the application, some companies ask if they can contact your current employer. You may respond "yes" or "no" question. It is ok to say "no," particularly if your current employer does not know that you are looking for another job.
2. On some applications, there might be a question asking why you left (or are leaving) your most recent job. The question look something like this: "Reason for leaving current place of employment:" When giving reasons why you left a job should stay positive and professional. **WHY?**

	Use these positive, professional reasons:		Instead of these negative, unprofessional reasons:
	<i>I wanted different leadership.</i>		<i>My boss was a jerk.</i>
	<i>I wanted to explore new opportunities.</i>		<i>I hated my job.</i>
	<i>I wanted to use more of my strengths.</i>		<i>My job was too hard for me.</i>
	<i>I wanted to learn new things.</i>		<i>I got tired of doing the same thing every day.</i>
	<i>I wanted to work in a more positive environment.</i>		<i>I did not get along with my co-workers.</i>



3. Most applications ask you about your duties and responsibilities at your previous jobs.

Describe your work-related skills, experience, or training that relate to the position you are applying for:

*In my school library, I learned how to organize reference materials. I also shelved books*

WHY - Mozilla Firefox

http://www.do2learn.com/JobTIPS/GettingAJob/ApplicationForm

It is important to state your reasons in a positive way because the company will think you are a professional person who is easier to work with. If you state your reasons in a very negative way, the company might think you are unprofessional and difficult to work with.

Close Window

Transferring data from do2learn.com...



# Deconstructing Employment Assessments

## TIP #3 Eliminate "red flag" answer choices.

On these assessments, your selection of some answer choices might immediately eliminate you from consideration for employment. They are called "red flag" answers because when an applicant chooses those answers, it immediately puts up a red flag (or signal) to the company that the applicant could be troublesome. What kind of answer choices might be "red flag" responses?

- Any answer that suggests that you might steal company property
- Any answer that suggests that you might break safety rules and regulations
- Any answer that suggests that you might not be able to take direction and feedback from a supervisor
- Any answer that suggests that you might not be concerned with providing quality customer service
- Any answer that suggests that you might not follow company policies regarding work time, breaks, or absences

### Examples of questions with "red flag" answers:

Any answer choices with a red flag next to them should be avoided!

#### 1. Taking a few small things from a company is ok.

a. Strongly Disagree b. Disagree c. Agree  d. Strongly Agree 


#### 2. If I see a co-worker breaking a safety rule, it is not my responsibility to report them.

a. Strongly Disagree b. Disagree c. Agree  d. Strongly Agree 



#### 3. Supervisors are there to help me do my job better.

a. Strongly Disagree  b. Disagree  c. Agree d. Strongly Agree

#### 4. Difficult customers don't deserve my assistance.

a. Strongly Disagree b. Disagree c. Agree  d. Strongly Agree 

#### 5. Coming to work late and leaving early is not a big deal.

a. Strongly Disagree b. Disagree c. Agree  d. Strongly Agree 

## TIP #4 Avoid the middle.

Most companies present questions that require you to respond using a rating scale. Here are examples of rating scales:

5 Strongly Agree	5 Very Effective	5 Almost Always
4 Agree	4 Somewhat Effective	4 Often
3 Neither Agree nor Disagree	3 Neither Effective nor Ineffective	3 Sometimes
2 Disagree	2 Somewhat Ineffective	2 Rarely
1 Strongly Disagree	1 Very Ineffective	1 Almost Never

In most cases, companies are looking for an applicant who is confident and clear in their feelings about a certain issue. Otherwise, the applicant could seem wishy-washy (undecided and easily swayed). When a company asks questions that contain a rating scale, we recommend that you **select an answer on one end of the scale**. This is just our recommendation to you; ultimately, you need to select the response with which you are most comfortable.

<input checked="" type="radio"/> 5 Strongly Agree	5 Very Effective	<input checked="" type="radio"/> 5 Almost Always
4 Agree	4 Somewhat Effective	4 Often
3 Neither Agree nor Disagree	3 Neither Effective nor Ineffective	3 Sometimes
2 Disagree	2 Somewhat Ineffective	2 Rarely
1 Strongly Disagree	1 Very Ineffective	1 Almost Never

## JobTIPS

### Pre-Employment Screening Practice Assessment 1

#### Section 3

Read the following statements and use the scale below to rate the effectiveness of each response. TIP: On these assessment questions, it is best to choose the "Very Effective" OR the "Very Ineffective" response. Most companies want to hire an applicant who is confident and clear in their feelings about a certain issue. Otherwise, the applicant could seem wishy-washy (undecided and easily swayed).

(5) Very Effective = Will greatly improve the situation

(4) Somewhat Effective = Will make the situation slightly better

(3) Neither Effective nor Ineffective = Will not improve or worsen the situation

(2) Somewhat Ineffective = Will make the situation slightly worse

(1) Very Ineffective = Will make the situation much worse

	Very Ineffective	Somewhat Ineffective	Neither Effective nor Ineffective	Somewhat Effective	Very Effective
23. Confronting a co-worker who you do not like.	①	②	③	④	⑤
24. Reporting an employee for safety violations.	①	②	③	④	⑤
25. Apologizing to upset customers.	①	②	③	④	⑤
26. Arguing when a supervisor gives you feedback.	①	②	③	④	⑤
27. Asking for help when you are not sure how to do a job task.	①	②	③	④	⑤

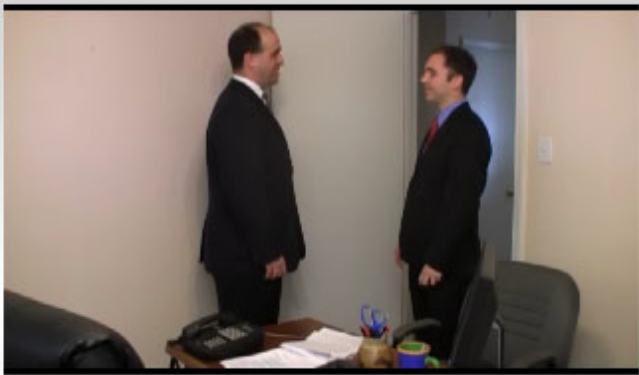
# Videos

JobTIPS Video - Mozilla Firefox

<http://www.do2learn.com/JobTIPS/GettingAJob/Interviews/DuringTheInterview/GreetingsAndHandshakes.html>

**Double Video:**

**VIDEO**



00:02 00:15

This is the right way to shake hands. The interviewee reaches out his hand, looks the interviewer in the eye, and shakes his hand for 2 or 3 seconds.

**VIDEO**



00:00 00:00

This is the wrong way to shake hands. The interviewee reaches out his hand, but he is not looking towards the interviewer. It is okay if you cannot keep eye contact for long, but it is important to look towards the person you are shaking hands with.

Close Window

# Scripting

## JobTIPS



### Disclosure Script - Before You Start

"I would like to explain some things about myself that might help you understand certain things or behave in certain ways. I have an autism spectrum disorder, which means that my brain operates a little differently than the brains of most people. Individuals with autism generally have differences in the way they think, feel, and the way they socialize with others.

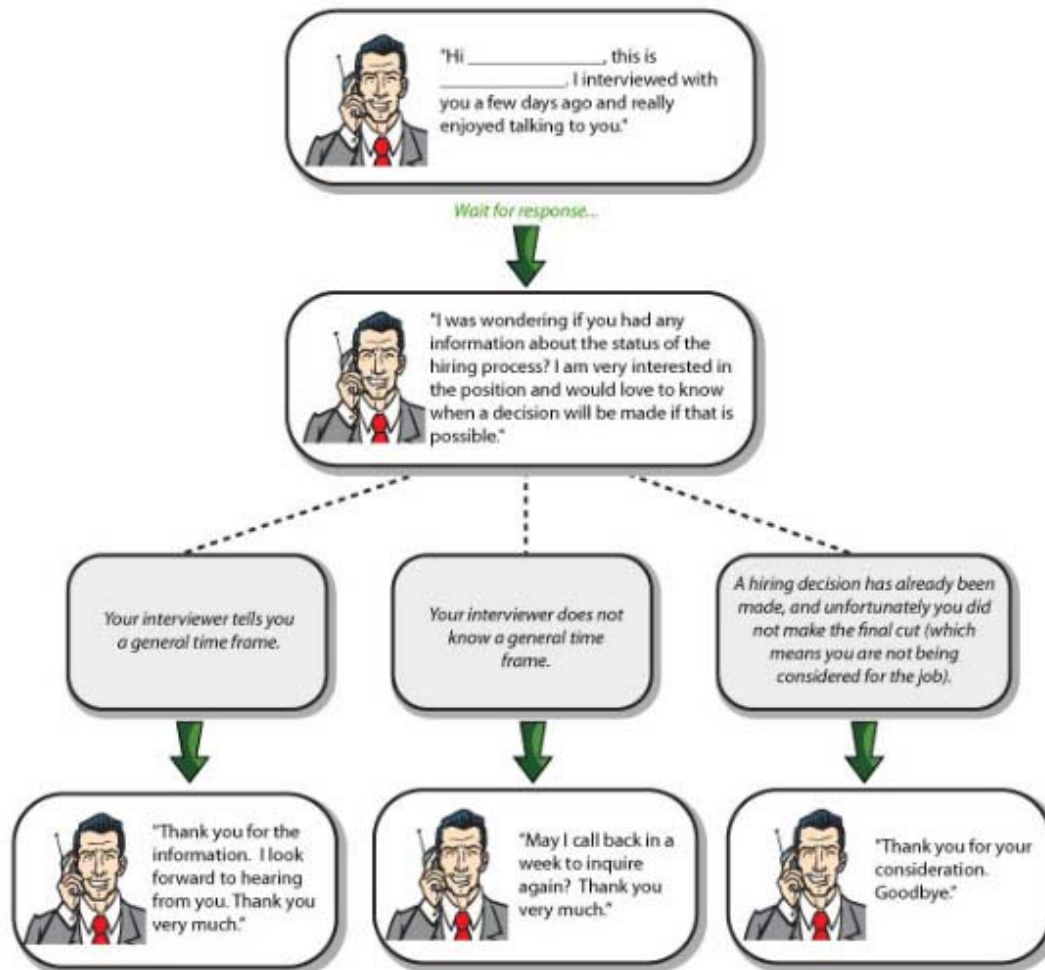
They may also have difficulty with change. For me, I like to have things change- I can accommodate your work needs, but I get flustered if things change unexpectedly or without warning. Just giving me a 5-minute warning helps. A characteristic related to my autism is my memory. I have an excellent memory for facts and numbers easily. I think this characteristic will be helpful when transferring data into different databases. I am also very personable and a good person for the job. I wanted you to know about my autism so you can get to know me and feel comfortable with me.

Here is some information about what autism is, and I am happy to answer any questions you might have."

#### Here is the information from the script presented in bullet points:

- I want you to understand me better.
- My brain operates a little differently than those without autism.
- Autism means I have differences in the way I socialize and think.
- It also means I have difficulty with change.
- Advance notice helps a lot.
- I have an excellent memory, which should help me on the job.
- Here is a handout about autism for you to read.

### Here is an example of a possible phone script:






# Keeping a Job

- Grooming and dressing
- Accepting feedback, tolerating changes in routines
- Time-management and organizational strategies
- Managing downtime and breaks
- Interfacing with customers







# Devising and Implementing Visual Supports

 To Do... High Priority !

1. Mail invoices to All clients.
2. Deliver T.P.S. report to Ted.
3. Pick up card stock
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

 To Do... Do these next...

1. Restock office supply closet.
2. Answer work emails.
3. Clean up office area.
4. Order computer paper.
5. \_\_\_\_\_
6. \_\_\_\_\_

 To Do... If there's time...

1. Make sign-up sheet for company picnic.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Here are some strategies for organizing your work area:



labeled expandable files



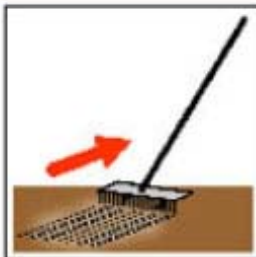
labeled filing cabinets



labeled file folders



Use picture schedules to sequence tasks.



Rake leaves.



Mow yard.



Take a break.



Go to greenhouse.



Water plants.



Sweep Floor

## Keeping a Job: Social Demands

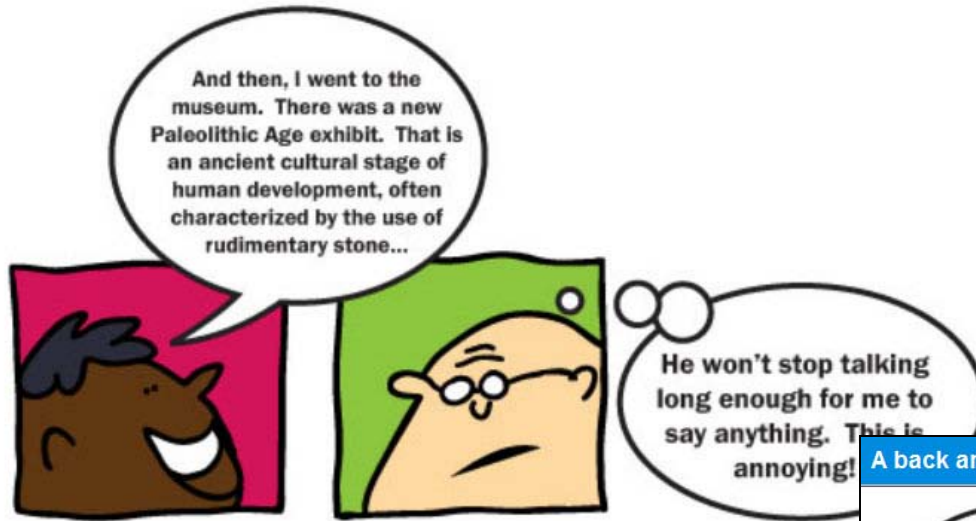
- Small talk and conversations
- Being a “team player”
- Public versus private behaviors, personal space
- Coping strategies to manage frustration and anxiety
- Workplace bullying and harassment



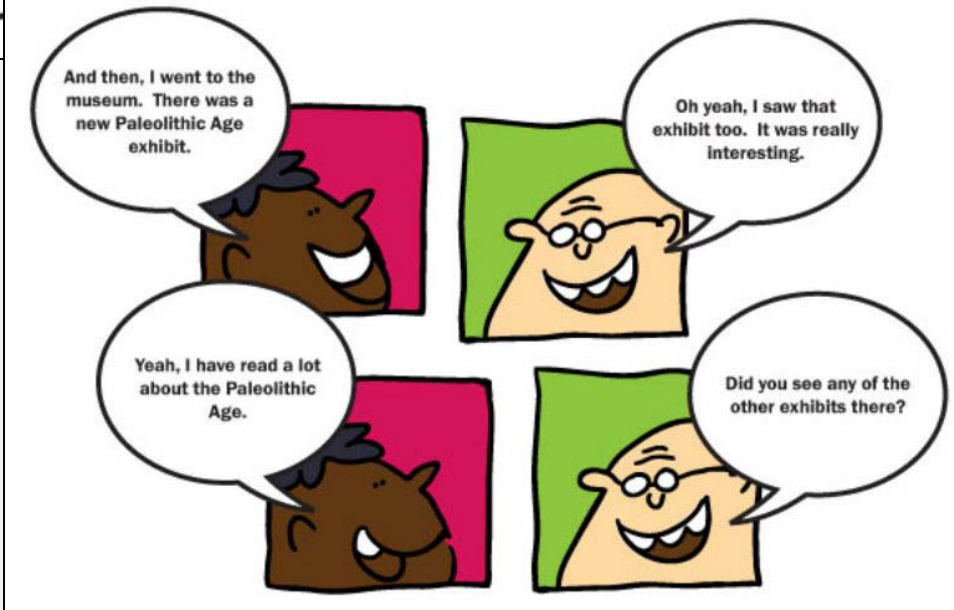


# Displaying and Interpreting Cues

Here is what a “speech” or one-sided conversation might look like:



A back and forth conversation should look like this:



# Concrete depictions of social norms



✓ JobTIPS Home

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## Other Job Topics

✓ Coming Soon!

## Support

✓ Coming Soon!



## Keeping a Job

### Co-Worker Interactions

Check out this chart to see examples of appropriate versus inappropriate personal space at work:

#### ✓ Appropriate Distance



#### ✗ Too Close!

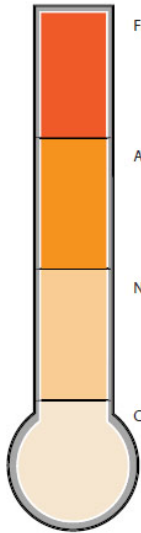


# Coping Strategies

JobTIPS

Anxiety Thermometer - Triggers

Write 2 things or situations that make you feel each of the emotions listed below.



Frantic

1. \_\_\_\_\_
2. \_\_\_\_\_

Anxious

1. \_\_\_\_\_
2. \_\_\_\_\_

Nervous

1. \_\_\_\_\_
2. \_\_\_\_\_

Calm

1. \_\_\_\_\_
2. \_\_\_\_\_

JobTIPS

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✓ Workplace Bullying & Harassment

Job Topics

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## Keeping a Job

Coping Strategies

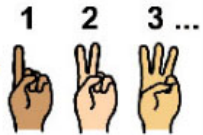
6

Count slowly up to 10 (or 20, 50, 100), or count slowly down to 1.

**Why?** Counting can help you shift your focus away from whatever is making you upset. Counting can make you feel more calm and relaxed.

**How?** You might count quietly, or you might count in your head. You could even write down your numbers on paper if you would prefer.

Check out this demonstration of counting exercises. [VIDEO](#)



7

Talk to a friend (in person, by phone, text, or email).

**Why?** Talking to someone can help you vent your feelings and get some of your frustration out. The person you are talking to may also suggest ways to handle the situation appropriately.

**How?**

- Make sure you are allowed to make *brief* personal calls or send personal emails from work.
- Phone calls should be no longer than 5 to 10 minutes.
- Keep a short list of the phone numbers or email addresses of people you want to contact if you are upset. That way, you can reach them easily if needed.

8

Write in a journal.

**What?** You can write down almost anything in this journal—it is for your eyes only (private).

**Why?** Your journal can be a place where you vent about what is bothering you. Some people find it helpful to write down what is bothering them. It helps them process the situation, and it calms them down.

**Where?** You can write in your journal in your work area, at a desk, in the break room, or outside. Keep your journal in a safe place, such as your bag, locker, or desk drawer.

Right now, I am feeling:

**SO ANGRY!!!**

Date: Sept. 14 Time: 6:00 pm

I feel this way because:

Today, I am feeling so angry because I was late for work. My ride was not on time, AGAIN, and I am sick of it. Then, I realized that I did not bring much money to go out to lunch. So I had to eat a disgusting

## STEP 3:

Slowly breathe in and out. Repeat this 4 times.



KEEPING A JOB  
Coping Strategies  
Strategies - Relaxation Exercises

KEEPING A JOB  
Coping Strategies  
Strategies - Repetitive Behaviors





# Bullying and Harassment



✓ JobTIPS Home

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- ✓ Coming Soon!

## Support

- ✓ Coming Soon!



## Keeping a Job

### Workplace Bullying & Harassment

#### What is Harassment?

It is also important for you to understand what harassment is. If you know the definition of harassment and understand various examples of harassment, it will be easier to figure out if you are being harassed.

Harassment is an **offensive and unwanted action** that is directed towards someone **because of** their disability, ethnicity, religion, national origin, gender, age, or sexual orientation. Harassment is **illegal**. This means that those who commit harassment can be punished by law.

#### 1 TIP

*If you think that you are being harassed, the **first** thing you need to do is talk to an adult who you trust. Do not try to handle this situation alone! This person should help you decide whether or not you are being harassed. They can help you decide what to do next.*

#### Here are five examples of harassment:



Example: Kara is an employee. One of her co-workers has started flirting with her at work. She has tried to make it clear that she is not interested in him. Now, he has started sending her sexually suggestive emails and texts. These messages say things like, "Wanna' come over tonight?" and "You are so hot." This is an example of harassment based on one's gender—it is **sexual harassment**.

This is illegal.



Example: Shawn is an employee. One of his co-workers believes that Shawn is homosexual. This co-worker has started calling him things like "fairy" and he makes lewd gestures behind Shawn's back. This is an example of harassment based on one's **sexual orientation**.

This is illegal.



Example: Joseph is an employee and he is Hispanic. One of his co-workers talks about politics a lot. He often makes rude statements about illegal immigrants whenever Joseph is around. This is an example of harassment based on one's **ethnicity**.

This is illegal.



Example: Eric is an employee with autism. Some of Eric's co-workers know that he has autism and they always show him kindness and respect. However, one of his co-workers teases Eric and calls him such terrible names as "retard" and "Rainman." This is an example of harassment based on one's **disability** (autism).

This is illegal.



KEEPING A JOB  
Workplace Bullying & Harassment  
Definitions - Bullying

KEEPING A JOB  
Workplace Bullying & Harassment  
Scenarios: Is this Bullying?



# Developing Response Plans



✓ JobTIPS Home

## Determining Interests

- ✓ Social Skills Assessments
- ✓ What's Your Scene?
- ✓ Interests Quiz
- ✓ Environmental Demands
- ✓ Job Descriptions

## Finding a Job

- ✓ Overview
- ✓ Networking
- ✓ Internet & Newspapers
- ✓ Job Fairs
- ✓ Door-to-Door Search

## Getting a Job

- ✓ Overview
- ✓ Resumes & Cover Letters
- ✓ References
- ✓ Application Forms
- ✓ Interviews
- ✓ Disclosure of Your Diagnosis

## Keeping a Job

- ✓ Overview
- ✓ Personal Appearance
- ✓ Supervisor Interactions
- ✓ Co-Worker Interactions
- ✓ Customer Service
- ✓ Coping Strategies
- ✓ Job Responsibilities
- ✓ Workplace Bullying & Harassment

## Other Job Topics

- ✓ Coming Soon!

## Support

- ✓ Coming Soon!



## Keeping a Job

### Workplace Bullying & Harassment



## What to do if a co-worker is bullying you face to face:



1. Stay three big steps away from the bully.



2. Do not touch or get close to the bully.



3. Face towards them and look at your bully if you can.



4. Select only **one** sentence to say. Say it in a **steady, calm** way. Do not show the bully that you are upset.

### Here are some things you could calmly say to the bully:

- "You really should stop."
- "I am walking away from you."
- "It is not okay for you to do this."
- "What you are doing is wrong."
- "What you are saying is wrong."



5. Walk away after you say the one sentence.



6. Take a short break (5 minutes max) in a **safe** place to calm down if you need it. This safe place should be a place where the bully cannot continue to follow you. You don't want to be alone with the bully!

### Here are some places you could go:

- Private bathroom
- Office
- Supervisor's office
- Break room

### TIP

*Do not curse or yell at the bully. When someone bullies you, they want you to **react**. They want you to show them that what they did or said upsets you. They are trying to show that they have power over you.*

### Coping Plan Index Card

#### JobTIPS

#### ✓ Coping Plan

When I feel angry or frustrated, I can take a break in a quiet place. During my break I will do these things to relax:



KEEPING A JOB  
Workplace Bullying & Harassment  
Bullies & Victims

KEEPING A JOB  
Workplace Bullying & Harassment  
How to Cope





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