

PETS Activities (Pre-Employment Transition Students)
Iowa Vocational Rehabilitation Services | www.ivrs.iowa.gov

Career Exploration:

1. Completing interest inventories
2. Exploring O*Net
3. Interest and Personal Values and Traits
4. Choosing/investigating a career
5. Setting up business tours, job shadows, and informational interviewing - can assist with transportation of 2-3 students at a time.
6. Career choice curriculum
7. Guest speakers
8. Career Fairs or Reverse job fairs

Job Searching:

1. How to fill out a job application
2. Pre employment tests
3. What employers expect from employees
4. Job seeking skills - job search club to learn how to look for employment, job hunt search support and advice
5. Networking
6. Discuss why some job search methods are not successful
7. Resume writing/tips
8. Cover letters
9. Email etiquette when looking for a job
10. Discuss how employers look at grades and attendance in high school in determining who to hire
11. Online job search tips
12. How social media can affect your ability get hired

Interview:

1. How to make a good first impression
2. Interviewing skills and how to prepare - mock interviews, reverse interview of what not to do
3. What to wear and what not to wear

4. Importance of thank you notes

On the Job:

1. Being positive, breaking habits, controlling your emotions
2. Dealing with difficult people
3. Calming new employee jitters
4. Starting a new job
5. Once you have your job, how to keep it
6. Understanding unwritten rules of the work place
7. Soft skills training
8. Customer service skills
9. Workplace communication
10. Accessing transportation
11. Employer panels

College Exploration:

1. Examining differences between high school and college expectations, IEP vs accommodations, etc.
2. Researching college programs/investigating career path, entrance requirements, how to apply, speaking with college advisors, transfer options, etc.
3. Referral to college resources
4. College rep speaker in classroom, or college campus tours
5. Assist with college paperwork, applications.
6. Discussing Acuplacer, ACTs, SATs
7. Discussing academic performance
8. Financial Aid - Fafsa, grants, scholarships
9. Budgeting for living on own and affording college, apartment/car.

Disability Supports:

1. Self-Advocacy
2. Disability supports available at colleges and how to access
3. Difference between supports in high school vs. college
4. Exploring different programs/applications for computer/ipad that can help such as Noteability pen.
5. Knowing if, when, and how to disclose a disability

Other:

1. Soft Skills - interpersonal skills, communication, holding a conversation
2. Attending IEPs and discussing services with parents
3. Can come speak to classrooms about our services
4. We can serve on committees your school might have that would involve transitional activities
5. Assist in the classroom for any vocational/transitional activities
6. Observe classroom to help determine student needs
7. Bring other resources to the school such as Iowa Works and they can discuss what they provide

Special Projects:

1. Could have classroom mock interviews where students apply for a few “fake” jobs by filling out application, resume, cover letter, have mock interview, receive feedback, etc.
2. Application day in classroom of how to fill one out - keeping a master application on hand to use when filling out future ones.
3. Employer Panel or Employer of the Month at the school - bring the employers to the school to present - could discuss their business and different topics such as soft skills - attendance, social media, cell phones, attire, communication skills, taking initiative, etc.
4. Resume Lab in classroom - discussing dos and don'ts of resumes, tips on good resumes, then practice creating one.
5. Could bring colleges to the school
6. Take a class to IWD to learn about their resources or bring IWD to school
7. Assist with a parent transition night for students with special needs/IEPs - bring resources such as community resource providers in the area, DHS re: waiver and SSI/SSDI, IVRS, Reach program at UI, Autism program at UD, etc.
8. Set up booth at parent/teacher conferences to discuss services and supports for families
9. We could bring former Alumni or others into the school to discuss what path they took to get to where they are at
10. Summer job camp - a few weeks where students come and learn about writing resumes, applying for jobs, conducting business tours and job shadows, informational interviewing, employer panel, etc.
11. Reverse Job Fair where students set up a booth to display their skills and strengths and bring employers through.
12. Job Club for students to receive assistance/advice on conducting a job search/hunt. Students can share resumes and cover letters for feedback, conduct mock interviews, recommend job leads, and other encouragement and advice on the job search.