

# *TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES*

## **Job Seeker Boot Camp**

- ❖ Students will learn how to create a resume
- ❖ Students will learn how to complete a job application
- ❖ Students will learn how to prepare for interviews
- ❖ Students will learn about employer expectations
- ❖ Students will learn about appropriate work behavior

### **Topics of Discussion**

- Appearance
- Attendance and Punctuality
- Attitude
  - Enthusiasm
  - Initiative
  - Cooperation
- Focus
  - Following Directions
  - Attention to Task
- Communication / Interactions
- Problem Solving
- Safety
- Safeguards with Social Media
- Personal Responsibility in Job Search
- Searching for Jobs
  - Ohio Means Jobs
  - Indeed
  - Networking