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Help Wanted: 14 Item Screening Tool for Students with Disabilities Seeking Employment

Instructions for the professional: The purpose of this screening tool is to help you quickly identify the student's main needs in terms of employment. Items are based on conversations with experts, interviews with students and graduates and their responses to our questionnaires. Although our project focused on postsecondary students and recently-employed graduates with disabilities, we feel that many of these tips could also be helpful to all students. We are grateful to the Entente Canada-Quebec for funding this work. You may use this screening tool during a first meeting with a student seeking employment or have the student complete it on their own before meeting you.

Three possible instructions for students:

- Please complete this and email it to me before we meet
- Bring this to me when we meet
- Hand it in to me by the time we meet

Note: You may revise this screening tool to make it more attractive, post it on your school web site or Facebook page, include it in a PowerPoint or enlarge it into a poster. In all cases, please include the publication and copyright information. Keep in mind that the Word version of this tool was specifically formatted to be accessible to students with disabilities who may be using adaptive technologies.

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1. Where are you in the process of looking for a job (want to learn about job hunting, will be looking for a job soon, have already been looking for a job)?:
2. What is your main reason for looking for a job?:
3. What ways will you use / have you used to look for job opportunities? (put an x after the (:)) for as many as apply to you)
 - Already working in the field:
 - College professional (e.g., disability services personnel, employment counsellor):
 - Community employment center:
 - Contacts / networking:
 - Employment website (e.g. www.monster.ca):
 - Internship / stage:
 - Specialized employment service for individuals with disabilities:
 - Volunteering:
 - Other (please specify):
4. In which academic program are you currently registered?:
5. Are you / were you required to complete an internship as part of your program?:
6. Are you open to jobs that are not closely related to your field of study?:
7. Do you have any volunteer experience?:
8. Do you have any work experience?:

9. Rate each of the following by putting a number from 1 to 6 after the (:) (with 1 being "I am not skilled / not knowledgeable" and 6 being "I am highly very skilled / very knowledgeable")
- Networking:
 - Interview skills:
 - Bilingualism:
 - Office suite skills (e.g., Microsoft Office):
 - Human relations skills:
10. Do you wish to disclose your disability in your COVER LETTER or CV to potential employers? (put an x after the (:)) for the response that best applies to you)
- Yes:
 - No:
 - I am not sure:
 - Not applicable:
11. Do you wish to disclose your disability during the INTERVIEW with potential employers?(put an x after the (:)) after the response that best applies to you)
- Yes:
 - No:
 - I am not sure:
 - Not applicable:
12. Should we talk more about whether to disclose or not?
- Yes:
 - No:

13. Which of the following would you like to learn more about (put an x after the (:)) for all items)
- CV writing:
 - Developing human relations skills for work:
 - Disclosing a disability (if, when, how):
 - Finding volunteer opportunities:
 - Finding internship opportunities:
 - Job interview skills:
 - Meeting employers and creating contacts:
 - Requesting accommodations:
 - Using job search tools (Monster, Indeed, Jobboom, etc.):
14. What additional help could college professionals offer you with looking for a job (put an x after the (:)) for all items)
- Give CV writing workshops:
 - Give interview skills workshops (e.g., mock interviews):
 - Host job fairs:
 - Identify employers looking to hire students or graduates with disabilities:
 - Maintain an updated job bank:
 - Make referrals to external specialized employment services for individuals with disabilities:
 - Provide information on job search strategies:
 - Provide one-on-one employment counselling:
 - Provide volunteer opportunities:
 - Provide web resources on the disclosure of a disability:
 - Other (please specify):

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