

5 HOW TO GET YOUR FIRST JOB

Customised Employment creates roles in open employment based on the interests, contributions and ideal conditions of successful employment for the job seeker, and the unmet needs of the employer. It involves identifying tasks in a workplace that are a good match for the job seeker, forming a customised role and thereby creating a win-win situation for both the job seeker and employer.

Developing and practising your pitch

Once you and your family have identified some prospective employers, you can plan how to make your pitch.

A pitch is a thoughtful personal approach to describe who you are, what you have to offer, and why an employer should consider you. A successful pitch catches the employer's attention and responds positively and realistically to any questions the employer may have.

Think carefully about who should deliver the pitch - Is it you? Is it someone who knows you well? Or is it someone who knows the employer well who makes the first approach? There is no right or wrong answer for this, it will be important to work it out each time.

Think about the amount of work that you can manage. Some conditions reduce a person's stamina so it's good to consider how much is right for you. This can change over time.

Think about if or how much information you want to share with your employer about your access needs or disability and how you will answer any questions about your disability. It will be important to talk about what you can do and really highlight the different ways you can do things and or the support you will require to do the job. It may be possible to illustrate your abilities via photos or a short video. You can practise your pitch, so you feel confident.



Reflecting on your pitch

Take some time after you make your pitch to think about how you went. Write down some notes about things that went well and the things you might do differently. Take it all in your stride and try not to feel put off if it didn't go as well as you had planned.

If the employer is open to it, try giving them a call back to ask for some feedback about some of the things that you excelled at and some of the things you can work on for your next pitch. It is a learning experience and a good chance to refine things for next time.

Customising or tailoring employment

Once you make your pitch and an employer agrees to engage you, then you and the employer need to agree on the type of tasks, and what support and adjustments might be needed in the workplace. You can help the employer by providing information on workplace adjustments. The outcome is increased productivity for the employer and a job for you, providing a win-win for both. For more information see **Fact Sheet 7: Information for Employers.**

Example pitch – making a good impression

This is an example of what the Job Seeker might say if talking to a prospective employer. This template would be adjusted if someone else was doing the asking on their behalf.

SOME THINGS TO INCLUDE	EXAMPLE
<p>Introduce yourself</p>	<p>My name is Jessica and I am 16 years old. I am currently studying at Breezeview State High School. People have said I have a great sense of humour and fun and, while I can be shy with new people (particularly new adults); at heart I am sociable, and outgoing. I am enthusiastic, I like to be helpful around the house and enjoy meeting new people.</p>
<p>Namedrop if someone has recommended you for the job</p>	<p>Linda Smith has recommended me for this position. I have known Linda for 10 years now. Linda knows me well as we have spent time together on holidays with family and friends. We also attend the same local gym together.</p>
<p>Describe some of your skills or positive personality traits related to the type of work you are seeking</p>	<p>Types of work I am good at (but not limited to) include routine clerical work, hospitality and cleaning etc. I am great at following a routine and will aim to complete a task with minimal prompts or encouragement. I am very good at following a schedule and reading simple instructions and procedures. I like to be organized and have my materials ready before beginning a task.</p>
<p>Example of types of tasks you could offer an employer (and how the company might benefit)</p>	<p>I am very good at setting up a room for a function – putting chairs out, bowls, napkins, cutlery, glasses, tea and coffee cups etc. and I am able to count out the required numbers of sets of items, though I will most likely require a visual or written cue to recall quantities. When I have done this in the past it has helped bring a sense of welcome to the other places I have worked.</p>
<p>Give an example of at least one success</p>	<p>In terms 3 and 4, I worked at our local real estate agency and undertook tasks such as setting out morning tea (cutting up cakes); setting up the meeting room with tables, chairs, pencils, and paper. My supervisor commented on how good the room looked and said it helped their day run smoothly.</p>
<p>The next step - Are you seeking further experience, advice or for a formal interview</p>	<p>I have some more background information that might help you in considering me for this position. It would be great to meet you in person so that you can hear some more about what skills I have to offer and some of the benefits I could bring to your company.</p>
<p>Thank the person for their time</p>	<p>Thank you for your time, and I hope that I can be considered for this position, or we can customise one together to use my strengths and to meet your workplace needs.</p>

