



Where to find these fact sheets...

Fact sheets for jobseekers and businesses are available for download at www.mdod.maryland.gov and www.mdworkforcepromise.org

Questions?

Contact the Maryland Department of Disabilities
(800) 637-4113 V / TTY
mdod@mdod.state.md.us

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This document is available in alternate formats upon request.

Job Seeker Fact Sheets

In an attempt to answer the most frequently asked questions about employment for individuals with disabilities, The National Education Center developed a series of eleven fact sheets. The following is a brief description of those fact sheets.

- ◆ **Assistive Technology** – This fact sheet defines Assistive Technology, explores different funding sources and offers helpful tips for the consumer to consider when choosing an assistive technology device.
- ◆ **Career Options** – This fact sheet discusses options for education after high school, places that assist individuals who are interested in starting their own business, and One-Stop Career Centers.
- ◆ **Disclosure** – This fact sheet reviews when, what and how to disclose and the advantages and disadvantages of disclosing.
- ◆ **Employment Options** – This fact sheet reviews the many different employment settings an individual with a disability has to choose from and questions to ask when considering the setting which best suits the individual.
- ◆ **Frustrated? Options for Action** – This fact sheet discusses the proper way to address concerns regarding dissatisfaction with services received from various state agencies.
- ◆ **Getting the Job You Want** – This fact sheet is designed to answer the following questions for job seekers: How do you know if you are ready to get and keep a job? What should you expect from your employer? What will your employer expect from you? What are necessary skills for work success? How do you figure out what would be a good job for you?
- ◆ **School to Work** – This fact sheet explains the various programs and opportunities that are available as youth make the transition from school to work.
- ◆ **Supports and Services** – This fact sheet is designed to give an overview of the services provided by Developmental Disabilities Administration, the Division of Rehabilitation Services, Mental Hygiene Administration and One-Stop Career Centers.
- ◆ **Think You Can't Work? Think Again...** – This fact sheet provides resources for individuals with disabilities about who to speak to, where to go, and what the individual can do to make going to work a positive experience.
- ◆ **Where the Jobs Are** – This fact sheet is designed to provide ideas about where to start a job search (i.e. One-Stop Career Centers, the internet, local newspaper etc). It also discusses networking and informational interviews.
- ◆ **Your Rights and Responsibilities** – This fact sheet explains employment rights and responsibilities of the individual with a disability and the business. It also defines key terms related to employment and disability.