

EXHIBITS

Accompanying the webcast presentation are additional printable exhibits (“Resources”) to which we will be referring during the webcast presentation. These include the content of all the bullet point slides to be displayed on screen during the webcast, plus screen graphics of several web sites to illustrate job site navigation and available content, and exemplary text documents generated by job search activities. Only the bullet point slides will appear on the screen during the webcast, so, in order to derive maximum benefit from the presentation, please take the time to print these exhibits before the webcast and have them on hand for your reference at the time of the webcast.

The Electronic Career Stairway: Steps to Finding the Right Work via the Internet

Howard Dansky

UIC NRTC Self-Determination
Workshop Series Live
Webcast

October 22, 2002

Work & Self-Determination

- You ***choose*** (/negotiate):
 - ◆ to work (or not)
 - ◆ what work to do
 - ◆ the conditions (e.g., PT/FT)
- You drive the process, but use all the help you can get.

Using Internet Resources to Find the Right Work

- *Two caveats*
- Getting started
- Assessing yourself/setting goals
- Multi-service “mega-sites”
- Focused search resources

Using Internet Resources to Find the Right Work

- *Two caveats:*
 - ◆ DON'T restrict your search activities to the Internet
 - ◆ DO gather more information

Using Internet Resources to Find the Right Work

- Getting started - resources for consumer-survivors
 - ◆ AbilityForum.com
 - ◆ Job Access
 - ◆ Job Accommodation Network
 - ◆ Nat'l Ctr on Workforce & Disability
 - ◆ Nat'l MH Consumer Self-Help Clrgs
 - ◆ UIC-NRTC *Navigating Info Superhwy*

ABILITY FORUM HOME PAGE

www.abilityforum.com

Ability Forum - Community Access Through Technology - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop Netscape

Bookmarks Location: <http://www.abilityforum.com/> What's Related

Support New User bLink Search The Arena The Mall RealOne Player

ABILITY FORUM
JOBS CENTER RESOURCE CENTER TOWN SQUARE

Community Access Through Technology

Today is: 10/14/2002

Welcome! Ability Forum's mission is to build a complete on-line community resource center where people with disabilities overcome barriers through the power of technology. Discover where your abilities can take you!

<u>Jobs Center</u>	<u>Resource Center</u>	<u>Town Square</u>
Jobs Database	Resource Locator	Online Shopping
Ticket To Work	Assistive Devices	News
Resume Database	Finance	Meeting Place
Toolbox	Helpful Links	Convention Center
Interview Room	Educational Programs	

[Newsletter](#)

Document: Done

Start Microsoft Word Calendar - M... Ability Fo... 5:27 PM

**THE ELECTRONIC CAREER STAIRWAY:
STEPS TO FINDING THE RIGHT WORK VIA THE INTERNET**

MENU PAGE OF THE ABILITY FORUM WEB SITE JOB DATABASE:



Job Database - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop Netscape

Bookmarks Location: http://www.abilityforum.com/job_database.htm What's Related

Support New User bLink Search The Arena The Mail RealOne Player

 **Jobs Database Center** 

Community Access Through Technology

[Skip Navigation >](#)
[Home](#) - [Jobs](#) - [Resource Center](#) - [Town Square](#) >
Jobs Database - [Ticket To Work](#) - [Resumes](#) - [Interviewing](#) - [Toolbox](#)


This is the place to be if you want to post a job listing or to search for a job.

- **Employers** - [Post a Job FREE!](#)
- **Job Seekers** - [Search Job Listings](#)

You can also get information, post and search for jobs at the following sites (outside links will open a new browser window):

- [Federal Job Openings](#)
- [Government Employment Postings](#)
- [America's Job Bank](#)
- [Career Exploration](#)
- [America's Career InfoNet](#)
- [Bureau of Labor Statistics Career Guide, Salary Information & Statistics](#)
- [Student Temporary Government Jobs](#)
- [Worksupport - Books and Audio Tapes on](#)

Star Employer!

LOCKHEED MARTIN 

**You are unique.
You want to be where your
individuality can thrive.**

We are ready for you.

The uniqueness of a person is reflected in many things — in their goals and ambitions, in their culture and life background, in their willingness to grow and their readiness to share. There is a company of global perspective that knows full well the power of individuality, diversity, inclusiveness and

Document: Done

Start Microsoft W... Calendar - M... Job Data... 5:19 PM

**THE ELECTRONIC CAREER STAIRWAY:
STEPS TO FINDING THE RIGHT WORK VIA THE INTERNET**

ABILITY FORUM “SEARCH JOBS” PAGE

Search Jobs - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop Netscape

Bookmarks Location: http://www.abilityforum.com/search_jobs.asp What's Related

Support New User bLink Search The Arena The Mall RealOne Player

JOBS CENTER
Community Access Through Technology

Search Jobs

[Skip Navigation >](#)
[Home - Jobs - Resource Center - Town Square >](#)
[Job Database - Ticket To Work - Resumes - Interviewing - Toolbox >](#)
[Post Jobs - Search Jobs](#)

We have **over 10,000 job listings** in our database. Make one of them yours! Select the options you want to search on. If you don't get many results, search on fewer options.

Select a job category to search:

Select a state to search:

Enter a city:

Enter keyword search: (i.e. company name, job skill, etc.)

Document: Done

Start Microsoft Word Calendar - M... Search Jo... 8:11 PM

**THE ELECTRONIC CAREER STAIRWAY:
STEPS TO FINDING THE RIGHT WORK VIA THE INTERNET**

**NATIONAL CENTER ON WORKFORCE AND DISABILITY/ADULT –
HOME PAGE MAIN MENU**
www.onestops.info

The screenshot shows a Netscape browser window displaying the OneStops.info website. The browser's title bar reads "OneStops.info - Netscape". The address bar contains the URL "http://www.onestops.info/". The website layout includes a left-hand navigation menu with links such as "Promising Practices", "Pressroom", "Customized Employment Grants", "Policy", "NCWD Partners", "Join the E-Announcement List", "Related Sites", "NCWD/Youth", and "ETA/One-Stop toolkit". Below the menu are logos for "ICI" and "UMASS BOSTON". The main content area features a "CHECKLIST" section with a link to "using NCWD's research-based checklist.". A "Quick Directory" section is organized into two columns of links: "Helping customers find jobs" (with sub-links for job accommodations, marketing, and benefit counseling), "Disability: the basics" (with sub-links for serving customers, do's and don'ts, and facts & figures), "Hot topics" (with sub-links for e-announcements and new publications), "Legal requirements & guidelines" (with sub-links for ADA overview, service delivery, and employment), "Marketing & outreach" (with sub-links for employers and diverse communities), "Designing access for all" (with sub-links for core & intensive services, workstations & technology), "Partnerships & funding" (with sub-links for disability service system overview, VR, and social security), and "Disability policy" (with sub-links for vocational rehabilitation & WIA, TWWIIA and the Ticket, and WIA: Disability). A "Join" button and a "Choose State" dropdown menu are also visible. At the bottom of the page, a black box contains the text "INFORMATION ON DEMAND No Question Too Basic. No Question Too Tough. 1-888-886-9898 | www.onestops.info". The browser's taskbar at the bottom shows the Start button and several open applications, including Microsoft Word, Calendar, and Outlook, with the system clock displaying "5:04 PM".

**THE ELECTRONIC CAREER STAIRWAY:
STEPS TO FINDING THE RIGHT WORK VIA THE INTERNET**

NATIONAL CENTER ON WORKFORCE AND DISABILITY/ADULT JOB ACCOMMODATIONS PAGE

Onestops.info- Job accommodations - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop Netscape

Bookmarks Location: http://www.onestops.info/subcategory.php?subcat_id=3 What's Related

Support New User bLink Search The Arena The Mail RealOne Player

www.onestops.info

Home : [Helping customers find jobs](#) :

Job accommodations

[Job Accommodations: Where to Get Help](#)

Local and national resources for outside assistance in developing job accommodations.

[Job Accommodation Examples](#)

A comprehensive listing, organized by type of disability, of various accommodations that have been used in the workplace

[Accommodations & Assistive Technology Resources](#)

Listing of organizations focused on providing information, services and resources on accommodations and assistive technology

[JAN: Opening Doors to Job Accommodation](#)

A description of the services available from the Job Accommodation Network, a free service that can assist in developing accommodations

[Funding Assistive Technology and Accommodations](#)

A discussion of the options available for funding accommodations

[Job Accommodations: An Overview](#)

General discussion of job accommodations including definitions, guidelines for identifying and obtaining accommodations, and relevant legal issues.

Resources

[Information on Demand](#)

[Training and Consultation Services](#)

[Publications](#)

[Promising Practices](#)

[Pressroom](#)

[Customized Employment Grants](#)

[Policy](#)

[NCWD Partners](#)

[Join the E-Announcement List](#)

Related Sites

[NCWD/Youth](#)

[ETA/One-Stop toolkit](#)

ICD

Document: Done

Start Microsoft W... Calendar - M... Onestops.i... 10:39 PM

**THE ELECTRONIC CAREER STAIRWAY:
STEPS TO FINDING THE RIGHT WORK VIA THE INTERNET**

NATIONAL CENTER ON WORKFORCE AND DISABILITY/ADULT JOB ACCOMMODATION EXAMPLES PAGE

Onestops.info- Job Accommodation Examples - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop Netscape

Bookmarks Location: http://www.onestops.info/article.php?article_id=59&subcat_id=3 What's Related

Support New User bLink Search The Arena The Mail RealOne Player

www.onestops.info

Home : [Helping customers find jobs](#) : [Job accommodations](#) :

Job Accommodation Examples

[Printable version](#)

Accommodations are determined on a case-by-case basis. They are made as a cooperative effort among the employee with a disability and the employer. Depending on the nature of the services being provided and the preferences of the individual with a disability, One-Stop Center employment counselors may be involved in this process. Other individuals may also be involved such as union representatives, etc.

The main issues to be considered are:

- the job tasks that must be performed
- the functional limitations of the individual
- whether the proposed accommodation(s) will result in undue hardship to the employer.

Accommodations may include specialized equipment, facility modifications, adjustments to work schedules or job duties, as well as a whole range of other creative solutions.

Offered below are examples of accommodations that have been made for qualified workers with disabilities. These are strictly a sampling of accommodations that have been made, and this list is by no means all encompassing concerning possible solutions to accommodation issues.

To receive guidance on specific problems and possible solutions, call the USDOL Office of Disability and Employment Policy's Job Accommodation Network at 800-526-7234, or 800-ADA-WORK (800-232-9675); e-mail: jan@icdi.wvu.edu; web site: <http://janweb.icdi.wvu.edu> JAN is a free service.

[Mental Retardation](#)

Resources

- [Information on Demand](#)
- [Training and Consultation Services](#)
- [Publications](#)
- [Promising Practices](#)
- [Pressroom](#)
- [Customized Employment Grants](#)
- [Policy](#)
- [NCWD Partners](#)
- [Join the E-Announcement List](#)

Related Sites

- [NCWD/Youth](#)
- [ETA/One-Stop toolkit](#)

Rate Article

very helpful

helpful

not helpful

Submit

ICDI

Document: Done

Start Microsoft Word Calendar - M... Onestops.i... 10:51 PM

**THE ELECTRONIC CAREER STAIRWAY:
STEPS TO FINDING THE RIGHT WORK VIA THE INTERNET**

Using Internet Resources to Find the Right Work

- Assessing yourself/setting goals:
 - ◆ Nat'l Bd. of Certified Counselors
 - ◆ U.S. Dept. of the Interior
 - ◆ Keirsey Temperament Sorter
 - ◆ MAPP (aka assessment.com)
 - ◆ Self-Directed Search (“RIASEC”)

Using Internet Resources to Find the Right Work

- Multi-service “mega-sites” (e.g., Monster, HotJobs, AJB...)
 - ◆ Resumes & letters
 - ◆ “Search Agents”
 - ◆ Newsletters
 - ◆ Interview Tips
 - ◆ Links

AMERICA'S SERVICE LOCATOR

<www.servicelocator.org>

The screenshot shows a Netscape browser window displaying the America's Service Locator website. The browser's address bar shows the URL <http://www.servicelocator.org/>. The website header includes navigation links for CAREERONESTOP, CAREER INFO NET, JOB BANK, and SERVICE LOCATOR. A purple banner below the header reads "CareerOneStop --> Service Locator --> Find a Service" and includes "PROVIDERS * LOGIN".

The main content area features a "Find a Service" section with the following steps:

- 1. Enter Your Location :** Includes input fields for "Zip Code:" (containing "19038"), "OR", "City:", and "State:".
- 2. Find a Center :** Includes a "Within:" dropdown menu set to "25 miles".
- 3. Select a Service :** Includes three buttons: "For Business", "For Workers", and "For Youth".

On the left side of the "Find a Service" section, there are icons and links for "Find a Service", "Find a One-Stop Career Center", "Keyword Search", "Office Search", and "Maps".

On the right side, there is a "Find it By Topic" sidebar with a list of service categories: Employment Center, Relocation Center, Financial Aid Center, Skills Center, Business Center, Training & Education, Testing & Assessment, Labor Market Info, Career Tools, and Newsroom. Below this sidebar are three additional search boxes: "Career Resource Library" (with "Enter a Keyword" and "Browse By Subject" options), "State Gateway" (with "Select a State" dropdown), and "Find a Local One-Stop Career Center" (with "Enter a Zip Code" input).

At the bottom of the page, there are three buttons: "STATE PHONE DIRECTORY", "STATE WEB DIRECTORY", and "NATIONAL LOCATORS". Below these are dropdown menus for "Alabama", "National Websites", and "ChambersOfCommerce".

The browser's taskbar at the bottom shows the Start button, several application icons (including Microsoft Word and Calendar), and the system clock displaying "12:05 AM".

Subject: First Contact: Sending Your Resume

Date: Fri, 13 Sep 2002 10:19:58 -0400

From: "Job Tip of the Day"

<hotjobs.8987705.17270.0@kana3.mktg.hotjobs.com>

To: fairstarhd@earthlink.net

HotJobs' JOB TIP OF THE DAY

Your Recommended Daily Allowance of Career Advice

POST YOUR RESUME: <http://direct.hotjobs.com/8987705.17270.0.1347>

FIND JOBS: <http://direct.hotjobs.com/8987705.17270.0.173>

GET JOB ADVICE: <http://direct.hotjobs.com/8987705.17270.0.911>

----- USING E-MAIL IN YOUR JOB SEARCH -----

FIRST CONTACT: SENDING YOUR RESUME

Sending an e-mail to a recruiter is much more complicated than merely clicking the "send" button. To make sure that you send the perfect e-mail, you should have a procedure ready to catch any typos and make sure that the recruiter will see just what you want.

NEVER put an address in the "To" field until you are 100 percent ready to send the e-mail. I've heard too many stories of job seekers who have sent half-completed messages to recruiters because they accidentally clicked "send."

When you're sure the message is ready, e-mail it to yourself as a test. This will allow you to see exactly what the recruiter will see when she receives your message. If everything looks good, you can send the message to the recruiter.

But accidents happen. Perhaps you made a small mistake (a typo) or a big mistake (forgot to attach your resume) when sending your e-mail.

Don't panic. Just assess your options.

Check if your e-mail program has a "recall" function.

If you cannot recall your e-mail, you have to decide whether it's worth sending another e-mail to correct the first one. Generally, you should NOT send another e-mail correcting a mistake -- it will likely only draw attention to your goof. So let a typo slide and hope it goes unnoticed.

But if you have committed a massive mistake you may be forced to send another e-mail. In the text, quickly apologize for the error and make sure your second e-mail corrects the error.

While the electronic age may have added an extra kink into the job search process, following the proper protocol for sending an e-mail to a recruiter will make your entire job-hunting experience quicker and easier.

----- ADVERTISEMENT -----

FREE PERSONALIZED ASSESSMENTS

Yahoo! Executive Center (by Futurestep, a Korn/Ferry company): Be considered for mid- to senior-level opportunities. Gain insight into motivational and decision-making styles with Personal Assessments.

Register for free: <http://direct.hotjobs.com/8987705.17270.0.9141>

----- EXIT INTERVIEW -----

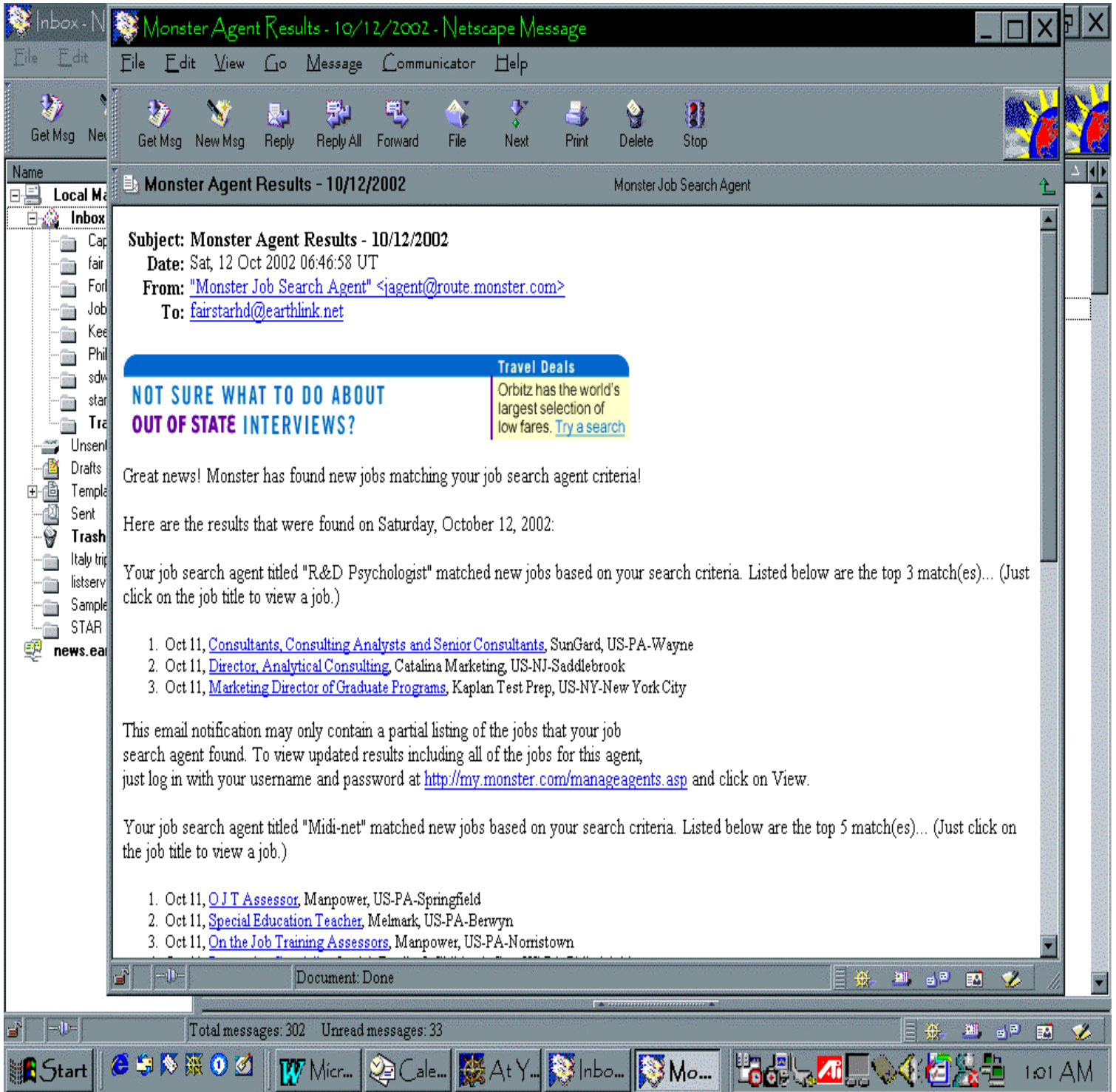
To subscribe to other HotJobs newsletters, click here:
<http://direct.hotjobs.com/8987705.17270.0.1413>

To ask a question, give feedback or advertise in this newsletter,
e-mail: chrisj@hotjobs.com.

Chris Jones
Editor

HotJobs, a Yahoo! service
www.hotjobs.com

Sample of e-mail report on Monster.com Search Agent Results



**THE ELECTRONIC CAREER STAIRWAY:
STEPS TO FINDING THE RIGHT WORK VIA THE INTERNET**

Subject: Handling Illegal Interview Questions

Date: Mon, 7 Oct 2002 14:19:27 -0400

From: "Job Tip of the Day"

<hotjobs.8987705.17754.0@kana3.mktg.hotjobs.com>

To: fairstarhd@earthlink.net

HotJobs' JOB TIP OF THE DAY

Your Recommended Daily Allowance of Career Advice

POST YOUR RESUME: <http://direct.hotjobs.com/8987705.17754.0.1347>

FIND JOBS: <http://direct.hotjobs.com/8987705.17754.0.173>

GET JOB ADVICE: <http://direct.hotjobs.com/8987705.17754.0.911>

----- HANDLING ILLEGAL INTERVIEW QUESTIONS -----

Interviews are already stressful enough. Between promoting your skills, showing enthusiasm and laughing at the interviewer's bad jokes, you have plenty to concentrate on.

But when you suspect you've been asked an illegal interview question, stress levels can shoot even higher.

Fortunately, if you know in advance what kind of illegal questions are most apt to sneak into an interview, you can diffuse the situation immediately and move on to more important tasks -- like landing that job.

In this week's series, Job Tip of the Day will help you figure out how to respond to illegal interview questions as well as point out some situations where they may arise.

- Today: "Three Ways to Answer Illegal Interview Questions"
- Tuesday: "An Age-Old Question"
- Wednesday: "Married ... With Children?"
- Thursday: "A Race for a Job"
- Friday: "Somebody Call the EEOC!"

THREE WAYS TO ANSWER ILLEGAL INTERVIEW QUESTIONS

Most interviewers are not out to discriminate against job applicants. Many of the illegal questions that interviewers ask are unintentional -- in fact, if you tactfully point out the question is illegal, the interviewer will likely realize his or her gaffe and immediately

retract the question.

The challenge for you is to figure out what to say while you're sitting in that chair, faced with an illegal question. You have three basic options:

1. Just answer the question. If you don't mind providing the information and you don't want to make waves, you can respond to the question and move on to the next one. Keep in mind, however, that you should only answer the question if you truly are comfortable providing the information -- it could come back to haunt you.
2. Refuse to answer the question. Inform the interviewer that the question doesn't seem to be legal or relevant to the specific requirements of the job. Be forewarned, though, that such a direct response should really be saved for questions that are offensive or deeply troubling.
3. Don't answer the question, but answer the intent behind the question. This is the option that we recommend, since it allows you to provide a tactful answer without sacrificing your rights. To answer the intent behind the question, try to figure out what the interviewer REALLY wants to know. For example, if the interviewer asks if you are a U.S. citizen (which is an illegal question), a smart answer would be, "If you mean to ask if I am legally authorized to work for you, the answer is yes." In cases like these, it's best to rephrase the question into a legal one and then answer it. This displays flexibility and composure -- strong job skills.

TOMORROW'S EDITION: "An Age-Old Question"

----- ENJOY THIS NEWSLETTER? -----

HotJobs has nine other newsletters, all aimed at helping you find the perfect job. Get your free subscription to any of our newsletters by clicking on the link below. (You can unsubscribe at any time.)

<http://direct.hotjobs.com/8987705.17754.0.1413>

----- EXIT INTERVIEW -----

To subscribe to other HotJobs newsletters, click here:
<http://direct.hotjobs.com/8987705.17754.0.1413>

You are subscribed as fairstarhd@earthlink.net. To unsubscribe, reply to this e-mail with "unsubscribe" in the subject line.

To ask a question, give feedback or advertise in this newsletter, e-mail: chrisj@hotjobs.com.

Chris Jones
Editor

HotJobs, a Yahoo! service
www.hotjobs.com

Using Internet Resources to Find the Right Work

- **Focused search resources:**
 - ◆ **Special interest sites**
 - ◆ **Company web sites**
 - ◆ **Alumni career services**

(NOTE: The following is an excerpted version of a message from the Foundation Center. This amended document is presented strictly as a demonstration of the nature of the Center's Job Corner Alert. Please note copyright notice at the end of this excerpt.)

Subject: Job Corner Alert (October 10, 2002)
Date: Thu, 10 Oct 2002 17:23:57 -0400
From: Foundation Center <FoundationCenter@EMAIL.FDNCENTER.ORG>
Reply-To: "The Foundation Center's Weekly Job Corner Alert"
<JOB-ALERT@lists.fdncenter.org>
To: JOB-ALERT@LISTS.FDNCENTER.ORG

=====
JOB CORNER ALERT
a service of the Foundation Center
=====

October 10, 2002
Volume 3, Issue 41

"Life shrinks or expands in proportion to one's
courage."

-- Anais Nin

To subscribe or unsubscribe from this newsletter,
or to change your e-mail address, visit:

<http://fdncenter.org/newsletters/>

-----<>-----

We've posted seventy-eight jobs to the Job Corner since Monday, including openings for executive directors in California and Massachusetts; a director of programs; a program manager; an information architect; a research analyst; a corporate relations officer; a water resources specialist; an events coordinator; and a grant writer.

The summary that follows includes jobs in California, Connecticut, Georgia, Illinois, Indiana, Massachusetts, New York, Pennsylvania, the Virgin Islands, Washington, and Washington, D.C.

::::::::::FOUNDATIONS::::::::::

Evaluation Analyst
Evaluation Associate
Research Analyst
California Endowment
Woodland Hills, California

http://fdncenter.org/pnd/jobs/job_item.jhtml?id=8700101
http://fdncenter.org/pnd/jobs/job_item.jhtml?id=14600029
http://fdncenter.org/pnd/jobs/job_item.jhtml?id=14600030

Program Associate
Arthur M. Blank Family Foundation
Atlanta, Georgia

http://fdncenter.org/pnd/jobs/job_item.jhtml?id=14600032

Information Architect
Ford Foundation
New York, New York

http://fdncenter.org/pnd/jobs/job_item.jhtml?id=9300017

Looking to fill a job at your foundation or nonprofit organization? Why not join the hundreds of organizations and thousands of job seekers who rely on our Job Corner service? Posting a job(s) is fast, easy, and FREE. Simply send your job description in the body of an e-mail message or as an MS Word attachment to:

jobcorner@fdncenter.org

Job descriptions received by Thursday noon (EST) will be posted to the Job Corner within 24 hours; descriptions received after noon on Thursday will be posted the following Monday.

To unsubscribe from the Job Corner Alert list, send a message to LISTSERV@LISTS.FDNCENTER.ORG with the words

SIGNOFF Job-Alert

in the body of your message. Or use our handy subscription management page at:

<http://fdncenter.org/newsletters/>

To rejoin the list, send a message to LISTSERV@LISTS.FDNCENTER.ORG with the words

SUBSCRIBE Job-Alert <your name, no brackets>

in the body of the message. Or visit us on the Web at:

<http://fdncenter.org/newsletters/>

Copyright © 2000-2002, the Foundation Center. All rights reserved. Permission to use, copy, and/or distribute this document in whole or in part for non-commercial purposes without fee is hereby granted provided that this notice and appropriate credit to the Foundation Center is included in all copies.

***** POSITION ANNOUNCEMENT *****

Position: Program Associate
Organization: Tides Foundation NYC
Location: New York
Date posted: 9/12/2002

Program Associate: The Tides Foundation is a public charity dedicated to progressive social change through creative philanthropy. Through partnerships with our donors, Tides strengthens progressive organizations and movements, creating a positive impact on people's lives in ways that honor and promote human rights, justice and a healthy, sustainable environment. Currently, Tides works with over 300 individual and institutional donors through donor-advised funds, providing a combination of grant making, administrative and financial services and, for certain clients, programmatic assistance and guidance. In the past 26 years, Tides has awarded over \$300 million in grants to local, national and international organizations.

POSITION SUMMARY:

The Program Associate provides administrative and programmatic support to the Philanthropic Advisor and the NYC Office in general. Through this support, as well as through direct provision of services to clients, the Program Associate helps to establish and manage strong client relationships and to develop and maintain effective grant making programs. Program Associates manage some of their own client relations, with both donors and grant seekers and act as a liaison for the Philanthropic Advisor between Tides donors and grant seekers.

MAJOR RESPONSIBILITIES:

Administration: Acts as primary contact for low-maintenance clients. Coordinates and carries out administrative tasks including processing grant recommendations, responding to requests for information and grantee/grant seeker questions, and doing client and organizational mailings. Handles the logistics necessary to manage the NYC Office including: maintaining calendars and scheduling appointments and meetings for the Philanthropic Advisor; sorting mail; answering correspondence from grant seekers; and screening proposals. Submits billing requisitions to Finance Component and codes expenses to budget categories. Helps design administrative systems to help the NYC Office function more effectively and efficiently.

Technical Support: Maintains grantee, grant seeker, and donor information in the database and physical files. Assists NYC Office staff in maintaining files regarding clients, grant seekers and subject areas. Works to design better, more effective systems for managing and using program-related information. **Program Development:** Helps Philanthropic Advisor execute an effective grant making program. Assists in the production of dockets and round-ups, including research, primary writing, technical design, editing, and fact checking. Holds phone interviews and conducts on-site interviews with recommended grant seekers. For some small, low-maintenance clients, takes primary responsibility for docket or round-up production. Helps coordinate intake

for grant seekers, through the maintenance of an effective letter of inquiry process. Works with Philanthropic Advisor and Director of NYC Office on special, program-related projects.

Client Relationships: Serves as an administrative and, in some cases, programmatic contact for donors. Gathers from potential grantees the information necessary to efficiently process donors' grant requests. Produces grants histories and other reports for clients. Coordinates logistical planning and provides programmatic support for special projects and events. Teamwork: Plays central role in leading the Program Assistant/Associate team. Establishes and maintains strong partnerships with all staff members. Develops good cross-component relationships and participates in inter-component workteams as appropriate. Takes on special projects as-needed to support the NYC Office and Tides as a whole.

Budgeting & Planning: As a member of the NYC Office, actively participates in planning for and meeting challenges of the Office's goals. Plans personal workload on a daily and weekly basis and supports the Philanthropic Advisor in developing and maintaining her calendar.

Wellness and Safety: Carries out job responsibilities in a manner that reflects concern for personal health and safety and that of co-workers. Is responsible for learning and following all published job safety policies and procedures.

Organizational Relationships: The Program Associate reports to the Philanthropic Advisor and/or the Director of NYC Office. S/he provides administrative support for the Philanthropic Advisor and maintains regular working relationships with members of the Program Component, the Donor Services Component, the Finance Component, and the Executive Director. S/he has additional relationships with all Foundation staff as dictated by specific work needs. The Program Associate communicates with clients, grantees, grant seekers, and occasionally with the staff of other foundations.

QUALIFICATIONS:

Experience: For existing staff members, one to two years doing excellent administrative and programmatic work as a Program Assistant. For external candidates, extensive programmatic experience working in both nonprofit and philanthropic environments. Two+ years of thorough administrative experience, including: telephone and written communication experience; letter composition; page layout, spreadsheeting and graphic design; advanced word processing; and database maintenance.

Knowledge: BA or equivalent. Strong knowledge of the workings of the nonprofit sector and grant making structures and procedures. Knowledge of organizational theory, and ability to read budgets, financial statements, and funding proposals.

Skills and Abilities: Excellent interpersonal skills and the ability to work well, both independently and on a team. Strong written and verbal communication skills. Strong organizational skills. Extreme attention to detail and the ability to deal with a large volume of activity. The ability to arrange and balance workload under deadlines and multiple commitments. Proven ability to problem-solve using analytical and reasoning skills. The ability to demonstrate sensitivity to and appreciation for diverse viewpoints and different communication and work styles in a multicultural environment. The ability

to work well with individuals of means and the non-profit grant seeking community. Strong computer skills, particularly with databases, wordprocessing, spreadsheets, and design.

Physical Requirements: 6+ hours per day of talking and listening; and 6+ hours per day of standing, walking, reaching, and sitting, primarily at the computer. The ability to lift up to 30 pounds.

For immediate consideration, please forward two (2) copies of your resume and cover letter to: Liza Siegler, Tides Foundation New York, 40 Exchange Place, Suite 1111, New York, NY 10005; Fax: (212) 509.1059; E-mail: lsiegler@tides.org. Application deadline is October 15.

POSITION CATEGORIES:Corporate and foundation relations, Grant administration, Grant making, Program administration and management

FIELD CATEGORIES: Community foundations, Philanthropic advisors

THE ELECTRONIC CAREER STAIRWAY: STEPS TO FINDING THE RIGHT WORK VIA THE INTERNET

Howard Dansky

**UIC NRTC Self-Determination Workshop Series Live Webcast:
“Using the Internet to Promote Self-Determination
& Emotional Well-Being”
October 22, 2002**

INFORMATION RESOURCES

CONTENTS

SELECTED WEB SITES

I. SITES OF INTEREST TO CONSUMER-SURVIVORS & SERVICE PROVIDERS	2
II. SITES FOR SERVICE PROVIDERS, PRACTITIONERS, TECHNICAL ASSISTANCE AND TRAINING PROVIDERS	3
III. SITES FOR SELF-ASSESSMENT AND ASSESSMENT SERVICES	4
IV. MEGA EMPLOYMENT SITES – a.k.a. JOB SEARCH PORTALS	5

SELECTED PRINT RESOURCES

Technical Assistance Designed for MH Consumer-Survivors	6
Paperback Guides for Internet Job Search	6

SELECTED WEB SITES

I. SITES OF INTEREST TO CONSUMER-SURVIVORS & SERVICE PROVIDERS

Ability Forum

www.abilityforum.com

A diverse gateway to many Internet resources and services. Main menu offers “**Job Center**,” “**Resource Center**,” and “**Town Square**.” See exhibit.

Job Access

www.jobaccess.org

Assists job seekers looking for work with businesses, government, or nonprofits.

Job Accommodation Network (JAN)

www.janweb.icdi.wvu.edu

JAN is a free service of the U.S. Dept. of Labor Office of Disability Employment Policy. JAN provides information and consultation on job accommodations, the ADA, and the employability of people with disabilities. JAN consultants respond to online user questions concerning employment accommodations for individuals.

National Center on Workforce and Disability/Adult (NCWD/A)

www.onestops.info

Rich source of, and gateway to, information and resources on best practices, guidelines on needs and rights of consumer/survivors seeking work, disability-related policies and laws, ADA, Ticket To Work, etc. The NCDW/A is based at the Institute for Community Inclusion at the University of Massachusetts Boston.

National Mental Health Consumers’ Self-Help Clearinghouse

www.mhselfhelp.org

Especially informative site for identifying and networking with groups and individuals active in promoting advocacy and recovery efforts, and for researching and identifying quality mental health services, with particular emphasis on peer-run services. The Clearinghouse offers a valuable Technical Assistance Guide, *Advocacy and Recovery Using the Internet*.

University of Illinois at Chicago National Research and Training Center-UIC NRTC

www.psych.uic.edu/uicnrtc

The National Research and Training Center on Psychiatric Disability conducts research, training, technical assistance and dissemination activities designed to promote self-determination among people with psychiatric disabilities. The overarching premise of the Center's activities is that persons with psychiatric disabilities have the right to maximal independence, which grows out of making choices regarding the decisions that affect their lives. The present Self-Determination Workshop Series is a UIC NRTC program. The NRTC offers an excellent “starting-from-scratch” guidebook for gaining access to the Internet and finding resources, *NAVIGATING THE INFORMATION SUPERHIGHWAY: INCREASING INTERNET KNOWLEDGE AND USE AMONG MENTAL HEALTH STAKEHOLDERS*.

State Vocational Rehabilitation Agencies

www.parac.org/svrp.html

This page of the Pennsylvania Rehabilitation Council web site provides links to all state vocational rehabilitation agencies. The site features other resources and extremely useful links as well.

Ticket To Work

www.yourtickettowork.org

Information and links related to this national program, which aims to encourage and support people with severe disabilities to return to work. The Ticket To Work program facilitates access to rehabilitation services, training, and supportive vocational rehabilitation and/or other employment services for beneficiaries of Social Security disability benefits programs.

II. SITES OF INTEREST TO SERVICE PROVIDERS, PRACTITIONERS, TECHNICAL ASSISTANCE AND TRAINING PROVIDERS

National Clearinghouse of Rehabilitation Training Materials

www.nchrtm.okstate.edu

A great source of current curricular information and training materials, particularly oriented to vocational rehabilitation. The NCHRTM at the University of Oklahoma is not only a clearinghouse for rehabilitation training materials, it also develops training materials in all formats, including CD-ROM.

2002 Leadership Challenges on Employment Policy

www.its.uiowa.edu/law/lhpdc/events/LeadershipConf_audioseries.html

New Ticket to Work Website from SSA

www.ssa.gov/work/Ticket/ticket_info.html

Promising Practices: Resources for the Workforce System

www.promising-practices.org

This reference resource for innovative practices in workforce development is now being developed for all local, state, federal and private sector partners involved in the One-Stop delivery system.

III. SITES FOR SELF-ASSESSMENT AND ASSESSMENT SERVICES

National Board of Certified Counselors

www.nbcc.org

Can be accessed to find a qualified assessment practitioner.

The U.S. Dept. of the Interior

www.doi.gov/octc/typescar.html

Offers a chart of specific occupations and their relationship to the 16 work personality types as characterized by the widely used *Myers-Briggs Type Indicator*.

Keirsey Character Sorter and Keirsey Temperament Sorter

www.keirsey.com

These two assessment tools have their basis in the *Myers-Briggs Type Indicator*.

MAPP – Motivational Appraisal of Personal Potential

www.assessment.com

Describes the company's array of proprietary assessment tools, but also offers at no charge a career analysis on the site. The MAPP Match™ relates person's reported strengths and potentials to many of the jobs in the Department of Labor O*NET data base of occupations. As with the other assessments here, there is a modest fee for one to go through these assessments.

Self-Directed Search

www.self-directed-search.com

This self-administered instrument, a product of Psychological Assessment Resources, is based on John Holland's model of the work personality, relating a person's responses to relative levels of attraction to six general areas or types of work activity – i.e., Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. Richard Bolles uses this "RIASEC" model in his self-assessment and guidance series originating with *What Color is Your Parachute?* For a small fee, the SDS can be taken online.

Profiler

www.profiler.com

Offers online assessment with Campbell Interest and Skill Survey™, compares one's profile of responses with response profiles of groups of people successfully working in some 60 occupations representing the breadth of types measured by the assessment. Fee covers individualized report of results and career planner.

IV. MEGA EMPLOYMENT SITES – a.k.a. JOB SEARCH PORTALS

Monster.com

www.Monster.com

In terms of numbers of jobs posted and resumes registered, Monster is one of the largest employment sites of the hundreds on the Internet (reporting six million resumes online, nearly half a million job openings). Like the majority of full-service employment sites, Monster provides easy-to-follow formats to enable job seekers to post a resume or multiple resumes for employers to review, create search agents to generate e-mail postings of newly posted jobs that match user-selected keywords, and sends e-mail tips and links to sharpen skills and enhance results in career decision-making and management, creating resumes, writing cover letters, networking, seeking information interviews, and respond effectively in job interviews. Users may register to receive various topical newsletters related to employment.

HotJobs.com

www.hotjobs.com

Now owned by Monster, but operating independently, the site offers the array of services, information, and updates.

America's Job Bank

www.ajb.dni.us

Key site for job seekers under the aegis of the U.S. Dept. of Labor. Links to all public employment centers, including CareerLinks One Stop Career Centers, Veterans Assistance Centers, Workforce Development Board services, and more. Supports those who are looking and those just laid off with step-by-step guidance on where and how to access help and any benefits, such as unemployment compensation, for which one may be eligible.

America's Service Locator

www.servicelocator.org

User can find a vast array of services in the home area by filling in zip code and clicking. This is a very efficient aid to identifying services in easy geographical reach. Keywords can be entered to define the desired services with specificity.

CareerBuilder.com

www.careerbuilder.com

Among the easiest sites to use, CareerBuilder has a powerful and distinctive capability of allowing the user to search dozens of other employment sites. Offers numerous useful links and online assessment activities as well.

WorkTree.com

www.worktree.com

Claims to be the largest job search portal in the world. Many of its services require a fee to be paid by job seeker.

SELECTED PRINT RESOURCES

Technical Assistance Designed for MH Consumer-Survivors

Advocacy and Recovery Using the Internet. National Mental Health Consumers' Self-Help Clearinghouse. Free. www.mhselfhelp.org

NAVIGATING THE INFORMATION SUPERHIGHWAY: INCREASING INTERNET KNOWLEDGE AND USE AMONG MENTAL HEALTH STAKEHOLDERS. University of Illinois at Chicago National Research and Training Center. www.psych.uic.edu/uicnrtc

Paperback Guides for Internet Job Search

America's Top Internet Job Sites. Ron and Caryl Krannich, Ph.Ds. Impact Publications. 2002. \$19.95
Informative reviews of 71 employment gateway sites (à la Monster) alone and over 1,400 total sites of all kinds are referenced.

Adams Internet Job Search Almanac. Rob Kehn. Adams Books. 2002. \$12.95
Encyclopedic compendium of sites and sources.

Freelancing: Using the Internet to Find a Job and Get Hired. Princeton Review Staff. Princeton Review Publishing Corp. 2002. \$14.95

Your 24/7 Online Job Search Guide. John Wiley & Sons. 2002. \$15.95

Electronic Resume and Online Networking: How to Use the Internet to Do a Better Job Search. Rebecca Smith. 2000. \$13.99
Networking is a vital, perhaps the most vital, activity in the job search. Few other sources provide more than rote advice on networking.

Resumes in Cyberspace: Your Complete Guide to a Computerized Job Search. Pat Criscito. 2000. \$14.95

Job Searching Online for Dummies, 2nd Edition. Pam Dixon. IDG Books Worldwide. 2000. \$24.99
User-friendly nuts-and-bolts primer on all the practical matters of the online parts of the job search, with lots of screen images to illustrate what the user will encounter. Includes a CD-ROM with resume-writing and job search tools.