

A Roadmap to Choosing an Employment Agency



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in collaboration with

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Columbus, Indiana

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The Center on Community Living and Careers is one of seven centers located at the Indiana Institute on Disability and Community, Indiana University, Bloomington. The work of the Indiana Institute encompasses the entire life span, from birth through older adulthood, and addresses topical areas that include:

- Young children and families
- School inclusion
- Transition from school to work
- Employment
- Community living
- Aging
- Autism
- Information and referral
- Planning and policy studies
- Technology and technological adaptations
- Individual and family perspectives

The Indiana Institute on Disability and Community pursues its mission with support from Indiana University and funding from federal and state agencies, and foundations.

The mission of the Center on Community Living and Careers is to promote partnerships between people with disabilities, their families, and communities to build capacity and effect systems and organizational change through research, education, service.

The Center focuses on improving transition and adult services through person directed planning, career development, community living, home ownership, community membership, and organizational change.

For more information, please contact the Indiana Institute on Disability and Community at 2853 East Tenth Street, Bloomington, Indiana 47408-2696 or call 812-855-6508 or see our web site at: www.iidc.indiana.edu

All materials developed by the Indiana Institute are available
in alternative formats upon request.

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Congratulations! You are ready to begin your career! There are many decisions that you will make about your future. You may be given a list of employment providers and other agencies that can assist you in your job search. You will be asked to pick the one you want to help you get and keep a job. This is an exciting opportunity, because you will probably feel more comfortable with an agency or job coach that you have chosen, rather than if someone simply told you who you must use. However, this can also be overwhelming if you feel that you don't know what questions to ask or how to compare one with another.

The organizations that offer employment services in your community are:

Agency

Address

Contact

Agency

Address

Contact

Agency

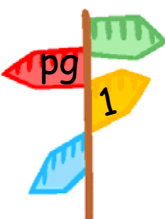
Address

Contact

Agency

Address

Contact



You may want to make an appointment with each agency to interview its employment staff and see which agency you feel would best meet your needs. It is your decision and your choice on who you want to work with. Some agencies may have job coaches who would work with you one on one and help find the right job for you. A job coach would also work with your future employer to make sure you learn the job and are successful!

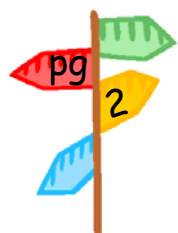
The following questions may help you pick an agency to assist you with your job search. When you meet with the agency, ask any of the questions that interest you, but if there are questions you do not think are important, skip them. You may want to change some of the questions into your own words or add some other questions at the end of each section. You also might want to take notes on the agency's answers as you go.

Sample: Can I pick my own job coach?

Agency 1 answer: *Yes. You will get to interview 2-3 people within our agency and pick the person you like the most.*

Agency 2 answer: *Yes, but we don't have anyone who meets your requirement of being close to your age.*

Agency 3 answer: *No. We only have 1 job coach who works in your town.*



Some Questions You May Want to Ask When Choosing an Employment Agency

Experience With Supporting People With Needs Similar To Mine

1. What types of disabilities do most of your customers have?

Agency 1 answer: _____

Agency 2 answer: _____

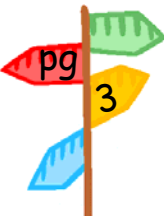
Agency 3 answer: _____

2. How many people have you helped get jobs?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



3. What types of disabilities do most of your customers have?

Agency 1 answer: _____

Agency 2 answer: _____

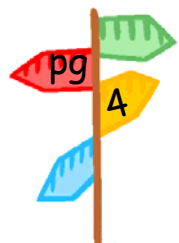
Agency 3 answer: _____

4. Other questions: _____

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



Quality of Employment Staff

1. How long have most of your employment staff worked here?

Agency 1 answer: _____

Agency 2 answer: _____

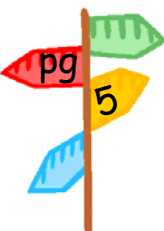
Agency 3 answer: _____

2. How does your staff get trained?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



3. Can I pick my own job coach? Does the same staff person always work with me?

Agency 1 answer: _____

Agency 2 answer: _____

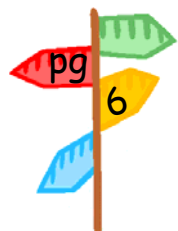
Agency 3 answer: _____

4. What if I need support and that person is not available?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



5. What happens if I'm not happy with the job coach or the supports?

Agency 1 answer: _____

Agency 2 answer: _____

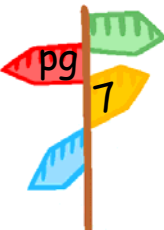
Agency 3 answer: _____

6. Other questions: _____

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



Quality of Employment Services

1. Do most of your customers keep their jobs for 6 months?

Agency 1 answer: _____

Agency 2 answer: _____

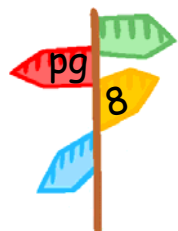
Agency 3 answer: _____

2. Do most of your customers keep their jobs for a year or more?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



3. How will you help me figure out what job I want?

Agency 1 answer: _____

Agency 2 answer: _____

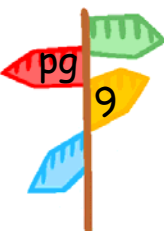
Agency 3 answer: _____

4. How do you decide what type of supports will work best for me?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



5. What supports would I receive when I'm not working (i.e., between jobs, on lay-off, during non-work hours)?

Agency 1 answer: _____

Agency 2 answer: _____

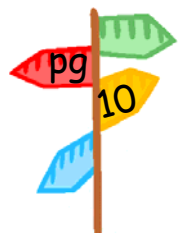
Agency 3 answer: _____

6. How long will it take me to get a job?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



7. What will my role be in finding and keeping a job?

Agency 1 answer: _____

Agency 2 answer: _____

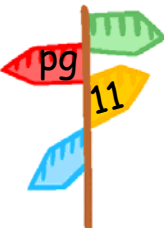
Agency 3 answer: _____

8. Who makes the decision about whether to accept a job or not?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



9. Other questions: _____

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____

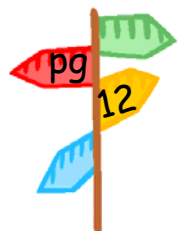
Getting to Work

1. How will I get to work?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



2. Do you provide transportation? If not, do you help me to find transportation?

Agency 1 answer: _____

Agency 2 answer: _____

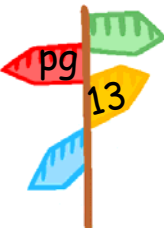
Agency 3 answer: _____

3. Who pays for transportation?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



4. Other questions: _____

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____

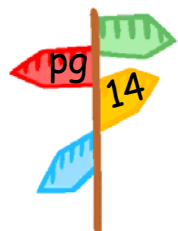
Experience Networking With Local Business and Community Resources

1. How long have you provided employment services?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



2. How long have you provided services in this county?

Agency 1 answer: _____

Agency 2 answer: _____

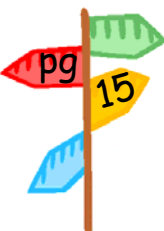
Agency 3 answer: _____

3. Do you have a local office?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



4. How many businesses currently have people working that you have placed?

Agency 1 answer: _____

Agency 2 answer: _____

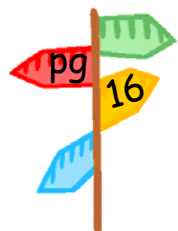
Agency 3 answer: _____

5. What types of jobs have you helped people find?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



6. Will you give me at least 2 references of people who have used your employment agency?

Agency 1 answer: _____

Agency 2 answer: _____

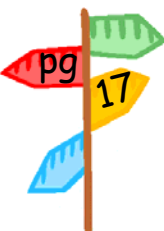
Agency 3 answer: _____

7. Will you give me 2 references of employers where you have placed customers?

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____

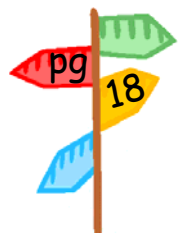


8. Other questions: _____

Agency 1 answer: _____

Agency 2 answer: _____

Agency 3 answer: _____



What I Liked	What I Didn't Like
Agency 1	
Agency 2	
Agency 3	

The Agency I Liked Best



Name of Agency

Address

Contact Name

Phone Number



