



# Positive Action towards Career Engagement

## Disability Programs

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# Session Overview

- **Australian Network on Disability**  
Our member organisations
- **PACE Mentoring Program**  
16 week professional mentoring
- **Job Application**  
Tips on how to craft a successful resume, cover letters, short answers, behavioural questions, Interview techniques and star techniques
- **What Employers Want**  
Skills that employers are looking for their employees
- **Sharing Information**  
Disability Management in the Workplace  
Workplace Adjustments

# About AND

- We are a member-based organisation
- We are not a recruitment agency
- We are not a charity

## OUR PURPOSE

To advance the equitable inclusion of people with disability in all aspects of business

## OUR VISION

To create a disability confident Australia as a national peak body.

## OUR MISSION

To provide expert advice and services on disability to employers, Government representatives and industry bodies



AUSTRALIAN  
NETWORK  
ON DISABILITY



Australian Government

IP Australia



Australian  
Competition &  
Consumer  
Commission



QUEENSLAND  
TREASURY  
CORPORATION



Australian Government  
Department of Employment



National  
**disabilityinsurance**  
Agency



safe work  
australia

Legal Aid  
NEW SOUTH WALES



**Telstra**

CommonwealthBank



Australian Government  
Department of Agriculture  
and Water Resources



**pwc**



Australian Government  
Department of the Environment

**coles**

# PACE Mentoring



## PACE Overview

- Program runs from April – August & August - November
- Involves minimum of 6-8 face-to-face meetings
- Meetings are usually 1-2 hours
- Meetings are held at the mentor's workplace
- Meetings are mentee-led – set the agenda etc.
- Work towards mentee's career objectives and goals

# Mentees and Eligibility

## Eligibility

- 18 years of age +
- A student or jobseeker with disability
- May have previous work experience

## Meeting ideas

- Setting expectations / goals
- How the business works
- Career development – networking (LinkedIn)
- Communication skills
- Mock interviews
- Job application practice
- Dress codes
- Plan of action – post PACE



# Why Mentees Participate?

- May be re-entering the workforce
- May be transitioning to work after University/TAFE
- University/TAFE student wanting to gain workplace exposure
- Exploring a career change
- Seeking new or different skills
- To grow their workplace confidence



# Mentee Responsibilities

- Communicate regularly with you
- Schedule the meetings
- Attend at least 6 meetings during the program
- Arrive to meetings on time
- Uphold confidentiality and privacy
- Follow up – do their homework!
- Commit to the Program Agreement
- Let you/us know if they have any questions



SUPPORTER

COUNSELLOR

ADVISER

COLLEAGUE

**WHAT IS A  
MENTOR?**

CHAMPION

LEADER

ROLE MODEL

GUIDE

FRIEND

NETWORKER

# The Role of the Mentor

- Share your experience - work and life
- Be open to doing things differently
- Be clear and set expectations with your mentee
- Provide constructive feedback



# Benefits

Mentoring provides you with an opportunity to:

- Share your skills and knowledge
- Enhance your understanding of access and inclusion in the workplace
- Contribute to your organisation's disability confidence
- Give back and provide support



## PACE Mentoring Video - MENTOR



# PACE Mentoring Video - Mentee





# JOB APPLICATION

## Personality questionnaire

17. You're very disagreeable.

Agree

Disagree



# Crafting a Successful Resume

## STRUCTURE

- Opening statement – what are you seeking?
- List of technical/software skills (optional)
- Education/relevant qualifications
- Employment history (include volunteering and work experience)
- References

## CONTENT

- Tailor for each application
- Simple, clear and concise (dot points)
- No fancy colours or fonts
- Highlight skills and experience relevant to the job you want

## REFERENCES

- Current and willing to provide a favourable reference



# Cover Letters

## KEY POINTS

- Introduce yourself to the reader
- Respond to the requirements of the job
- Attract the reader's interest and refer them to your resume

## CONTENT & STRUCTURE

- Your name and contact information
- Address the letter to the relevant hiring manager (if known)
- Include a reference line e.g. Re: Application for Intern position
- An opening paragraph introducing yourself, and where you heard about the opportunity.
- The body text should highlight skills and qualities you possess that are relevant to the role
- Closing paragraph expressing interest in an interview



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# Preparation is Key!

## RESEARCH

- What does the organisation do?
- What are the values of the organisation?
- What does the role entail?
- Why do you want to work there?

## PRACTICE

- Prepare your answers to likely questions
- Practice delivering your answers clearly and concisely

## INTERVIEW THE INTERVIEWER

- Prepare questions for the interviewer (1-2 questions)
- Demonstrate your interests and suitability

# Behavioural Questions

## PURPOSE

The interviewer wants to understand what skills you have that are relevant to the role, and when you have demonstrated competency in the past.

## WHAT WILL THEY ASK?

Behavioural questions often start with 'Can you tell me about a time when...'

- E.g. Can you tell me about a time when you have worked in a team on a project. What was your role, and what was the outcome?

## WHAT EXAMPLES SHOULD I USE?

- Use relevant examples from university, work experience, volunteering or extra-curricular activities
- Prepare your examples before the interview

# STAR Technique

## SITUATION

Briefly describe where you were and what you were doing

## TASK

Briefly describe what you were required to do

## ACTION

Describe each step you took to complete the task

Be specific and do not leave 'obvious' details out

## RESULT

A good result is preferable. You can share a great score, positive feedback or any learnings you took away from the experience.

## What Employers Want?

- Ability to work in a team
- Ability to make decisions and solve problems
- Ability to plan, organise and prioritise work
- Ability communicate verbally with people inside and outside the organisation
- Ability to obtain and process information
- Ability to analyse quantitative data
- Technical knowledge related to the job
- Proficiency with computer systems programs
- Ability to sell and influence others

## Cont. What Employers Want?

- **Employers want employees who demonstrate dependability**
- **Employers want employees who are self-motivated**
- **Employers want employees who provide a positive representation of their brand**
- **Employers want employees who rise to the occasion**
- **Employers want employees who are team players**
- **Employers want employees with a positive attitude**

# Sharing Information

## YOUR RIGHTS

The DDA prohibits discrimination against people with disability throughout all stages of the employment process.

Employers are obligated to make adjustments to accommodate an individual's disability.

## WORKPLACE ADJUSTMENTS

Workplace adjustments allow a person to:

- Perform the inherent or essential requirements of their job safely in the workplace
- Have equal opportunity in recruitment processes, promotion and ongoing development
- Experience equitable terms and conditions of employment
- Maximise productivity



## Next Steps

### **PACE MENTORING**

Apply Now for Spring 2018! [tfaforms.com/420518](https://tfaforms.com/420518)

### **Questions?**

The Programs Team

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