

I Got the Job! Now What?

When we are ready we can add this in:

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Work Together NC



Work Together NC is a statewide initiative focused on the transition to adulthood for people with intellectual and developmental disabilities (IDD). Visit worktogethernc.com

Your one-stop resource hub for finding resources and services. Create action plans to achieve your goals in the areas of employment, postsecondary education, community living, and more.

Inclusion Works is a North Carolina Department of Health and Human Services (DHHS) initiative to increase Competitive Integrated Employment (CIE) opportunities for people with IDD. Work Together NC and WISE are collaborating with Inclusion Works to implement new processes across the State and expand Supported Employment services. The What's Next Employment Toolkit is being used in the employment assessment process to support individuals with developing their career development plans.

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First Job Checklist

Checklist to help prepare for your first day.



Arrange transportation for getting to and from work



Add your work shifts to your digital or paper planner



Set your alarm clock, allowing enough time to get ready and get transportation to work



Using your Support Needs Inventory and AskJAN.org, decide whether you need to request accommodations. Remember, if you will have a job coach, this is an accommodation.

Resources for accommodations:



[What are Accommodations?](#)



[Sample Accommodation Request Letter](#)



[How and When to Request an Accommodation under the ADA](#)



Check the employer's uniform policy. If it's not clear, ask the person who hired you. Make sure you have appropriate clothes for the job.



Consider whether it will be helpful for you to make a personal hygiene checklist to get ready for work, with reminders like putting on deodorant, showering, shaving.



Moving up in the Workplace

Interested in moving to a higher or different position at your workplace? Consider these tips!



DO YOUR BEST EVERYDAY!

Try your hardest to do your job well. Being on time, staying focused, and being friendly to co-workers and customers will help you get noticed.



ASK FOR FEEDBACK, AND GIVE FEEDBACK!

Ask your boss how you can do a better job. This shows you want to improve. Let your boss know if you have a good suggestion to improve work.



LEARN NEW SKILLS

Learning new skills is a great step toward a new role!

Many workplaces offer training or workshops– tell your supervisor about any skills or tasks you want to learn!

Ask for a mentor: Find someone who has experience and can offer guidance, advice, and encouragement as you learn new skills.



SET GOALS

Think about what you want to achieve at work. Use the [Goal Setting Template, P.6](#) to break down your big goal or dream into small action steps.

Ask your supervisor for guidance on how to achieve your goals.



TAKE CARE OF YOURSELF

Make sure you get enough sleep, eat healthy, and take breaks when you need them. This helps you do your best at work.

Be kind to your self. Remember, advancing in the workplace takes time. Celebrate your wins, no matter how small!