

What To Do While Waiting for Vocational Rehabilitation (VR)

A checklist to help you keep moving toward work, at your own pace.

Not everything here may apply to you. This list is for everyone: students, adults, people who have never worked, people with years of experience, etc. Pick the items that seem helpful, or the items your VR Counselor checked. **Tip:** Asking a friend or family member to help you work through this list may be helpful.

- ☐ Learn what **documents you need to start a job** (I-9 documents). If you need a replacement ID, Social Security card, or birth certificate, start that process now.
- ☐ Write down your **goals** (short-term and long-term), things you enjoy doing, and **what you need from a job** (hours, schedule, pay, how far you can travel).
- ☐ Make a list of your **strengths, skills, and positive traits**. Then list a few things you would like to improve and how you could work on them.
- ☐ **Update your resume**, or start one. It does not have to be perfect. Try vocrehabtools.com/tools/resume-builder, ask someone for help, or handwrite it if you do not have a computer.
- ☐ Choose 2 or 3 people who could be a **reference** (a teacher, coach, past boss, volunteer leader, or mentor). Ask their permission and write down their contact information.
- ☐ **Look up jobs** that interest you on [CareerOneStop.org](https://www.careeronestop.org), and look at **real job postings** in your area to see what employers are asking for.
- ☐ Watch YouTube videos on **job interview skills** and **practice** answering common interview questions out loud, with a friend or in a mirror.
- ☐ Find **volunteer opportunities** in your community to gain experience and skills you can add to your resume.
- ☐ Practice **self-advocacy**: think about what helps you do your best at work and how you would explain it to an employer. Read about **workplace accommodations** on [AskJAN.org](https://askjan.org).
- ☐ Make sure you have a **working phone** with a **professional voicemail greeting** (and a mailbox that is not full), plus a **professional email address**. Check both every day.
- ☐ Check your **social media** to make sure it presents you in a positive way.
- ☐ Make a **transportation plan**. How would you get to work? If you will use public transportation, practice riding it now.
- ☐ If you have children or care for someone, start a **child care or caregiving plan** for who could help while you work, and think about which days or times you can work.
- ☐ Check that you have an **interview outfit and shoes**. If not, write down what you might need.
- ☐ Try a **daily routine** that matches a work schedule, like waking up at the same time each day.
- ☐ **Contact the checked resources** in "My Local Resources" on page 2 to ask if they have services you may qualify for.

Helpful Free Websites

CareerOneStop careeronestop.org	Explore careers and pay, find training, look up local job centers, and get help with resumes and interviews.
Job Accommodation Network askjan.org	Free, private information about workplace accommodations and your rights at work.
VocRehabTools vocrehabtools.com	Free tools to help you think through barriers, practice for interviews, build a resume, and start planning.
Ticket to Work choosework.ssa.gov	For people who get SSI or SSDI: start learning how work and benefits fit together.

My Local Resources

Write in places near you, then check the ones you want to contact. You can type in this PDF and save it, or print it and write by hand.

☐ Resource 1: _____
Phone: _____ Website: _____
Notes: _____

☐ Resource 2: _____
Phone: _____ Website: _____
Notes: _____

☐ Resource 3: _____
Phone: _____ Website: _____
Notes: _____

☐ Resource 4: _____
Phone: _____ Website: _____
Notes: _____

☐ Resource 5: _____
Phone: _____ Website: _____
Notes: _____

Questions or Concerns for My VR Counselor
