

# **Possible Questions to Ask an Employer on Disability Mentoring Day\***

1. What does a typical day at this company look like?
2. What training or education is required for the different jobs at this company?
3. What entry-level jobs are best for learning as much as possible?
4. What opportunities for advancement are there in this field?
5. Where is the greatest demand for employees at this company?
6. How did you get your job?
7. What part of this job do you find most satisfying and most challenging?
8. What special advice would you give a person entering this field?
9. Other questions:

# **Disability Mentoring Day**

## **October 2014**

### **Employer's Guide**

Join Connecticut in its effort to bring high school students and employers together.

#### **What Happens on Disability Mentoring Day?**

Disability Mentoring Day will be held nationally mid-October. Employers will host students from local high schools at their work sites and participate in a variety of activities. These activities may include, but are not limited to, company tours, presentations, one-on-one job shadowing, and information sessions about their company.

#### **How Do Employers Benefit from Disability Mentoring Day?**

- Demonstrate positive leadership in your community
- Recruit short-term and long-term interns
- Gain access to a pool of new emerging talent
- Establish a partnership with your community's local education agency
- Develop positive public relations
- Get exposure to new ways of implementing reasonable accommodations
- Learn more about the experience of young adults with (dis) abilities

#### **How Can Employers Make This Event Meaningful to the Mentees?**

- Provide lots of opportunity to ask questions
- Offer to conduct a practice interview with the mentee and provide feedback
- Offer your card and an invitation to contact you for guidance in job searches
- Provide detailed information on how to apply for a job
- Ask questions about their career ambitions and any concerns they may have
- Be fair and open, focus on the Ability!

#### **Ready to Get Involved?**

SAMPLE AGENDAS, AND ADDITIONAL INFO available on-line at:

[www.ct.gov/connect-ability](http://www.ct.gov/connect-ability)

# Preparing for Mentoring Day October 2014

## High School Student Guide

1. Research the company you will be visiting. Look at the company website, and ask your teacher, peers, and family what they may know about the company.
2. Practice asking questions with your teacher, friends, and family. Pay attention to their reactions to your body language and the way you present yourself as you ask the questions.
3. Prepare a nice, clean, and work appropriate outfit to wear on Mentoring Day. Do not wear too much perfume and jewelry. Do not wear jeans or sneakers unless it is appropriate to the business you are visiting.
4. Check with your school about transportation to and from the employer workplace. Be prepared to arrive at least 15 minutes before the event starts. You do not want to be late. Your school will inform you about lunch for this day.
5. Please have a few questions written down or memorized, for you to ask the company.
6. Remember, this is not an interview. This is an opportunity to learn and gather information to help you with your career goals.
7. Always follow up with a thank you note to the employer(s) who was your host.

### **Below is a checklist to help prepare you for the day:**

- Have you reviewed the sample questions to ask the employer?
- Did you pick out a professional outfit to wear?
- Did you research the company?
- Have arrangements been made for your accommodations?

# **Sample Agenda 1**

**9:00-9:30**      **Coffee, Activity Overview, and Disability Briefing  
for staff members**

**9:30**              **Mentees Arrive/Refreshments Served**

**9:35-9:45**      **Welcome, Introductions, Overview of Day's  
Agenda**

**9:45-10:30**     **Company Overview and mentor-mentee match ups**

**10:30-11:15**    **Mentor-Mentee 1:1 Networking / company tour**

**11:15-12:30p**   **Q & A, lunch, closing remarks**

## **Sample Agenda 2**

**9-9:30**            **Mentees arrive – welcome and lite refreshments**

**9:30-11**           **Panel discussion: talking points include;  
expectations in a workplace, professionalism, and  
importance of education/experience  
(If possible, include employees with disclosed  
disabilities)**

**Keynote speech from an employee (HR, manager,  
owner)**

**11-11:15**        **Break – encourage employees to approach  
mentees**

**11:15-12**        **Company tour, Q & A**

**12-12:30**        **Lunch, closing remarks**

## **Sample Agenda 3**

- 9-9:30**            **Mentees arrive – overview of the morning and 1:1 matching**
- 9:30-11**           **Mentor and Mentee 1:1 experience**  
**Can include tour, overview of responsibilities, job shadowing**
- 11-11:30**         **HR reviews job descriptions and expectations for different jobs at that particular company or within the field**
- 11:30-12**         **Q&A and wrap up**