

# **Choosing an Employment Provider Agency**



**QUESTIONS TO HELP YOU CHOOSE AN  
EMPLOYMENT PROVIDER AGENCY**



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*The Center on Community Living and Careers (CCLC) is one of seven centers located at the Indiana Institute on Disability and Community, Indiana University, Bloomington. The mission of the Center on Community Living and Careers is to promote partnerships between schools and support organizations to bring about positive changes in the lives of individuals and families as they live, work, and participate in their communities.*

# CONGRATULATIONS!

You are set to make many decisions about your future and ready to begin a career! If you are working with Indiana Vocational Rehabilitation, the VR counselor will provide a list of local employment provider agencies that can assist in your job search. Choose one of these agencies to help you get and keep a job.

You will likely feel more comfortable with a provider that *you* have chosen, but it can be overwhelming without knowing what questions to ask or how to compare agencies. The questions on the following pages will help you.

Refer to this guide as you are interviewing employment provider agencies and take notes as you listen to their answers.

## **Organizations that offer employment services in my community:**

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact information: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact information: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Contact information: \_\_\_\_\_

## INTERVIEWING EMPLOYMENT PROVIDER AGENCIES

You may want to make an appointment with each provider to interview employment staff to see which agency you feel would best meet your needs. Which agency you choose is up to you.

The agency's employment staff will work with you to help you find the right job. The employment staff will work with your future employer to make sure you learn the job and are successful.

The following questions can help you pick an employment provider to assist with your job search. When you contact them, ask any of the questions that interest you, and feel free to skip those that don't apply. You may want to put some of the questions into your own words or add others at the end of each section. Take notes on their answers as you go.

### **Sample questions and responses:**

#### **Can I pick my own employment staff?**

**Agency 1 answer:** "Yes. You will get to interview two or three 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 one employment staff who works in your town."



# QUESTIONS TO ASK

## **Experience supporting people with needs like mine**

1. What types of disabilities do most of your job seekers have?
2. How many people like me have you helped get jobs?
3. Do you have a waiting list?
4. What is the average hourly wage of individuals you place?
5. What is the average time that it takes someone to find a job?

## **Quality of employment staff**

1. How long have most of your employment staff worked here?
2. How does your staff get trained?
3. Can I pick my own employment staff?
4. Does the same staff person always work with me?
5. What if I need support and the staff person who usually helps me is not available?
6. What happens if I'm not happy with the employment staff or the supports?

## **Quality of employment services**

1. Do most of your job seekers keep their jobs for a year or more?
2. How will you help me figure out what job I want?
3. How does your agency find jobs that fit my skills and interests?
4. How do you decide what type of supports will work best for me?
5. What supports will I receive when I get a job?
6. How long will it take me to get a job?
7. How many people does the employment staff I pick work with?
8. What will my role be in finding and keeping a job?
9. Who makes the decision about whether to accept a job or not?
10. Are your job tryouts or work experiences paid? If yes, how much would I be paid?

## **Getting to work**

1. Do you provide transportation? If not, do you help me find transportation?
2. Who pays for transportation?

## **Experience networking with local business and community resources**

1. How long have you provided employment services?
2. How long have you provided services in this county?
3. Do you have a local office?
4. What types of businesses do you work with?
5. What types of jobs have you helped people find?
6. Will you provide at least two references of people who have used your agency?
7. Will you give me two references of employers where you have placed job seekers?

## NOTES

[illegible]

## MY CONCLUSIONS

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

## THE AGENCY I LIKED BEST

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NAME OF AGENCY:

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ADDRESS:

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CONTACT NAME:

---

PHONE NUMBER:

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EMAIL ADDRESS:

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