

It's about a job

Practical worksheets



workwise
employment agency

Working together moves mountains

An acknowledgement

It's about a job is the result of a collaborative venture between Workwise Employment Ltd and Counties-Manukau District Health Board. Workwise extends its sincere gratitude to the many job seekers, tangata whaiora and Workwise staff members who have helped shape these worksheets. Special thanks also to the Canadian Mental Health Association for its kind permission to use its own guide, *Steps to Employment*, as a resource for the content of these pages.

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Disclaimer

These worksheets are a practical guide aimed at assisting job seekers with experience of mental illness and/or traumatic brain injury. They are made available to people and organisations on the basis that Workwise Employment Ltd and the worksheet's authors and editors are fully excluded from any liability arising out of any reliance on the content by any user (or organisation), for any purpose.

How these worksheets may help you

Everyone has skills, talents and potential.

Having the right attitude is the key to success in everything we do. Finding work is no exception. It takes commitment on your part, belief in yourself and persistence.

Workwise understands you want a job that suits you, not just any job! But finding the right job can feel like a daunting task especially if you've been out of the workforce for a while or haven't been in paid employment before.

That's where these worksheets come in. They are designed to help job seekers with experience of mental illness and/or traumatic brain injury choose, get and keep the *right* job...not just any job. Within these pages you'll find lots of practical advice, as well as a series of straightforward exercises to complete, all aimed at preparing you to step out into the job market with greater self-confidence.

As you work through these worksheets, you'll learn more about your strengths and your expectations of working life. You'll start thinking about and planning your working future. What's more, you'll pick up plenty of valuable tips on how to steer your way through the job search process.

Take as much time as you need to do the exercises. There's so much to think about when making decisions about your working life and you won't do yourself any favours if you rush through them.

The right job for you is out there somewhere. You just need to find it.

You can do it – good luck!