

Coming to work... at Achieve

A smooth transition



Moving from school to work, or from one job to another is a big step. Achieve strives to help make this transition as seamless as possible. But, there are a number of things you can do ensure that your first day at Achieve is a successful one. **This checklist was created to help guide you through this process.**

When it comes to work and work tasks...

- Do you like physical work, or do you prefer sitting?
- Do you like to work with your hands?
- Do you prefer a quiet place or do you like chatting with co-workers?
- Do you like to work alone or with others?
- How many hours each day do you want to work?
- Do you want to work in the community?
- Will you need any specialized services?
- What are your strengths/skills?
- What are your biggest needs?

Some of the work done at Achieve includes:

- Clerical jobs - working in an office
- Janitorial - various cleaning tasks, such as wiping, mopping, sweeping
- Sorting - determining which items are similar and putting them together in one place
- Assembly - putting things together
- Paper shredding
- Envelope inserting
- Collating
- Delivery - of items like mail
- Recycling
- Separating

After you've thought about your work skills, desires and needs

- Call Achieve and arrange a tour.
- While on the tour, ask lots of questions!
- Bring someone with you. Two heads are better than one. You might want to bring a family member, friend and your county case manager.
- Explain your likes and dislikes and work goals to the staff at Achieve.

If you think Achieve is a good match for you, complete an application for admission.

Welcome to Achieve!