

## Successful Job Search Strategies of Graduates with Disabilities: Coding Manual

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This coding manual is based on a study of post-secondary graduates with disabilities who are either currently employed or who have had a job at some point since their graduation. The graduates were interviewed in 2015 and were asked the following questions:

- 1) Did you graduate and what was your most recent program of study?
- 2) a) Are you currently employed?  
Are you employed in a full-time (35 hours or more per week) or part-time (less than 35 hours per week) capacity?  
OR  
b) Have you had a job since you graduated from post-secondary education?  
Were you employed in a full-time or part-time capacity?
- 3) a) What is your job? How long have you had it?  
OR  
b) What was your job? For how long did you have it?
- 4) How did you find out about your job?
- 5) How long did it take you to find your job?
- 6) What helped you get your job?
- 7) What advice would you give a recent graduate who has a disability to help them find a job?
- 8) Is there anything that you would like to add?

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## Coding Rules

N.B. A participant's response to an individual question may need be broken down into multiple comments. Each comment must then be coded separately.

Only questions 4, 6, and 7 yielded open-ended data that could be coded.

Question 7 If unsure if the advice is personal or practical, code as practical. (7.2)

Question 7 Be sure to consider the key element of the advice. For example: “Do not be shy to do an **internship or volunteer**”, the important elements are internship and volunteering, not the shyness, thus the comment should be coded as professional experience. (7.3)

#### Question 4: How did you find out about your job?

Code	Item	Examples
4.1	Contacts / People	A friend who was a teacher called to talk about a 6 month job contract; Friend who was employed recommended me to work with a client; Contact was a mother who already worked there; Contact was a teacher working at the school; A friend of a friend; Significant other's employer knew somebody who needed an employee
4.2	Volunteering / Internship	Did an internship as part of a program of study and got hired right after the internship finished; Had an internship and after the internship was over they offered me a job there
4.3	Employment service	Multiple job sites; Found out about the job through Emploi-Québec; Through an employment agency; Posting for a position on a job bank at a university
4.4	Other	Was already working on a contract basis; Through working in the field for 15 years before; When employed on a previous contract, attended a workshop at the current place of employment

## Question 6: What helped you get your job?

Code	Item	Examples
6.1	Contacts / People	Knowing someone in the business; Networking helped me get the job; Someone I knew was working at the firm and put in a good word for me after they saw my CV; Contacts were also very useful
6.2	Volunteering / Internship	Past work and volunteering; The internship helped a lot; Volunteered to work there
6.3	Skillset	Have programming skills; Speaking English in a French city
6.4	Already working in the field	Was already working in the field; Had been working a long time in the field
6.5	Other	I am enthusiastic and energetic; Scored well on assessment that company gave to all potential employees; My personality helped me get the job; Boss appreciated my enthusiasm; Boss liked that I had a Journalism degree in addition to a graphic design portfolio; The job agency helped with writing a strong resume; Negotiation helped me get my job; Quality of past performance

## Question 7: What advice would you give to a recent graduate who has a disability to help them find a job?

Code	Item	Examples
7.1	Personal	Whether you apply to a job or not should not be determined by what you think you can and cannot do; Accept yourself; Embrace who you are; Be patient; Resolve not to give up; Do not limit yourself; Everyone can work. We are still capable; Don't let anything stop you
7.2	Practical	Get involved as soon as possible with things in your field; Recent graduates should know exactly what tasks they are being hired to complete (job description); Once a CV is submitted it is important to follow-up with potential employers; Do not start by talking about your disability, wait until you are hired to disclose; Do as many interviews as possible; Write about your disability on your CV – some companies have quotas for hiring people with disabilities; Find a job by understanding of your abilities; Work on CV in order to get an interview; Prepare for the interview!
7.3	Professional experience	<b>Internship or volunteering</b> really helps with contacts; You need work: experience, volunteering or internship (even unpaid); Get experience – volunteering or part-time job
7.4	People	Network with other people; Network: it is the easiest way to address first impressions where people assume what you can and cannot do; Having someone to vouch for you is good; Meet as many people as possible