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 Marianjoy Hospital

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 Ace the Interview, Land the Job

 2pm to 3pm (ET)

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 >> We'll be starting in about 5 minutes. Please mute your

phone, if you haven't yet. You can use the command star 6 to

mute your line.

 This is Billy. I'm wondering will these -- the webinar be

recorded? I'm trying to, I have a schedule conflict, that's why.

 >> Yes, it will be.

 >> Okay. Thank you.

 >> I'm still here, thank you.

 >> Thanks to all of you for joining. I just want to give

one final remark before we begin. We'll start in about 3

minutes. I appreciate it if you would mute your phones. We will

have time for questions at the end. Thanks for joining us today.

 To mute your own phone line you can do the command star 6.

 We will be recording today's event so that if you'd like to

watch the presentation again, you'll be able to. You'll also get

a copy of the slide show after the event. And we do have closed

captioning available.

 We'll wait just one more minute. Please do star 6 to mute

your line.

 >> What was it?

 >> Okay. I would like to welcome you today. Good

afternoon. And welcome to today's ability links webinar, ace the

interview, land the job. I'm Ken Skord, director of the Ability

Links program. The program of Marianjoy Rehabilitation Hospital

in Wheaton, Illinois.

 Ability Links is an outreach program of Marian joy that

utilizes technology to connect job ready individuals who have

disabilities with inclusive employers who are seeking them.

Ability Links also connects service provider organizations to

individuals with disabilities seeking job training, job

placement, education, and community resources. We recently

celebrated our 15-year anniversary. Today, we are announcing the

launch of the new Ability Links interactive website, Ability

Links.org. If you're a job seeker, please create an account and

post your resume. If you represent a service provider

organization, please create a profile.

 Today's topic is very timely, when you're searching for a

job opportunity, interviews are a valuable commodity not to be

wasted. So to that end, we have an excellent guest presenter

Lana Johnson. She is a staffing industry leader and export who

has extensive experience in recruiting in the world of talent.

She is director of strategy for Advanced Resources, one of the

nation's leading staffing and outsourcing solutions providers.

 Welcome, Lana.

 >> Thank you, Ken, and thank you to Ability Links for the

opportunity to speak with you today about various interviewing

skills and tactics that can help you achieve job search success.

Like Ken said, I have been with Advanced Resources actually for

more than 20 years. And during that time I have interviewed

hundreds of candidates and worked with hundreds of different

companies to hire talent. I feel very capable of speaking with

you today about acing the interview and landing the job. I would

invite any of you to connect with me on LinkedIn. Hopefully

you're on LinkedIn if you're a job seeker.

 About Advanced Resources, we're one of the nation's top

staffing firms. We're head quartered here in Chicago and we

ourselves specialize in HR, technology, health care, finance and

office support staffing. We have been in business for almost 30

years.

 That's enough about me and enough about the Advanced

organization. We can dive right into our content today. And

like Ken said, the interview is such an important moment in your

job search process.

 It's your chance to really show the knowledge and skills and

abilities that you have for the job that you're interviewing for.

So, you know, you know your side of the story when you're sitting

in that interviewing chair, but what about the person who is

interviewing you. And what are they really trying to do.

 If you're a hiring manager or recruiter, you're trying to

figure out four things. First of all, can you demonstrate the

skills that we need. So if I've got a list of four required

skills, I'm looking to figure out if the candidate sitting in

front of me possesses those skills.

 The second thing is, can you help us solve our problem.

What do I mean by that? If you're interviewing for a sales

position because the company needs to grow their revenue. If

you're interviewing for a customer service role, the company is

trying to provide excellent service to their customers. The

interviewer is looking for can this candidate help us solve our

problem or achieve our goals.

 Are you able to contribute to our company. Are you going to

make a positive contribution. Not only in the work that is

required for the job, but will you also help build our team and

will you align with our company's culture and will you really

help the organization grow. And finally, are you the best fit

for our organization. And what we mean by fit is, not only will

your skills meet the demands of the job, but will you also fit

our organization.

 So some organizations can have different cultures. Some

companies are very formal and professional. Very conservative.

You might think of an accounting firm or a bank. But some

companies can be more informal, laid back. Maybe more of like a

technology start up or what have you.

 So overall, will you fit the organization and really gel

with the team you're interviewing to be a part of.

 So as a company that interviews tens of thousands of

candidates every year, we see many candidates who do not achieve

job search success. Or many candidates who are not quite able to

nail an interview. And really what we have seen over time is

there are ten common mistakes or missteps. And I always feel

like when you make a mistake, it's a great learning opportunity.

A mistake is a wonderful thing as long as you learn from it. And

so none of these are being overly critical but these are just

things that we see.

 For instance, over explaining why you lost your last job.

Sometimes an employee might have been let go from their last job

for whatever reason, misconduct or inability to perform the

function. But overexplaining and being obsessive about the last

job can really prevent you from moving forward in a more positive

way. Conveying that you're not over the last job and whatever

might have happened. Not having that humor or warmth or

personality. You want to let your personality come through in an

interviewing situation. Not showing enough interest or

enthusiasm. And this goes along with the very last one, which is

failing to ask for the job.

 You want to be, you want to be enthusiastic about the

opportunity, especially if it's something that you're really

interested in. And showing that passion for the role can

definitely help you stand apart.

 Inadequate research about a potential employer. One thing

we're proponents of, you need to prepare for the interview. And

we'll talk a little about preparation. You want to make sure

you've done your homework.

 Concentrating too much on what you want. Obviously as a job

seeker you have certain things you want or need. Whether it's a

compensation level or a promotion opportunity or what have you.

If you focus too much on what's in it for you, you miss an

opportunity to show the potential employer what's in it for them

by hiring you.

 Trying to be all things to all people. Again, we really

promote that not only do you prepare and do your research about

the company and about the job, but do the research about

yourself. What is it that you're really looking for and being

targeted in your search can help you achieve better success.

 Winning the interview. Going into the interview without

having done any preparation or without being ready is a common

mistake that we see. Failing to set yourself apart from other

candidates.

 You might be one of five people who they are bringing in to

interview. We see the statistic that says for every job opening

in companies, they receive on average more than 250 resumes for

every job opening. And so that's quite a daunting number. And

certainly human resources and recruiters will narrow that pool

down to the most qualified applicants. If you're lucky enough to

have made it through the funnel and you're one of the

full-timists that are being brought in to interview, you want to

stand apart from your competition. And failing to ask for the

job. If it's a job that you're very interested in, at the end of

the interview, you want to make sure the interviewer knows your

enthusiasm for the role.

 The flip side of the top ten mistakes are the top ten

interviewing tips. Know yourself, do your homework, master the

phone interview, best foot forward, prepare to ask questions and

answer questions, be a star, shine, ask for the job, and then

follow up.

 I will say, I'm going to present all this material today

without getting into specific scenarios that you might be facing

depending upon the disability that you currently have. There

are, obviously, multiple disability situations and so we thought

it best to keep it generic. So at the end of the presentation

like Ken said, we'll have time for questions and we can get into

whatever questions you might have depending upon the situation

that you're in.

 So the first tip, like I briefly mentioned, is really

knowing yourself. Your job is to give the interviewer reasons

why you are the person that they should hire. But the question I

have is, do you know yourself what those reasons really are. And

so do you really know what you bring to the table for the

position that you're interviewing for.

 And everybody brings a certain amount of knowledge and

strengths and skill sets and abilities. And we like to

distinguish between strengths and skills. Strengths are personal

traits and they're qualities about you. Maybe you are extremely

organized. Maybe you're very diligent, dependable, flexible,

punctual. These are traits that are inside of you and personal

strengths of yours.

 And skills in contrast are things you have learned how to do

or things you're capable of doing. Knowledge based. Typically

acquired from education and experience. And so these might be

computer skills that you have developed. They might be multiple

languages that you're able to speak, write, or read. They might

be technical skills that you have. Public speaking, whatever

your skill set might be. These are things that you've learned.

 You can showcase while you're interviewing, showcase both of

these things. It's always good when preparing to interview, is

to take time to reflect upon yourself. And so we've got this

interviewing cheat sheet that you can use to really take some

time to reflect on things like what do you want the interviewer

to remember about you. What are your key strengths and skills.

What are things that you are most proud of. What are

accomplishments that you have, achievements that you're most

proud of.

 Especially when you're in a job search, it can be stressful.

There is so much pressure. And so taking time to think about,

okay, I do have these strengths and accomplishments and it helps

to boost your confidence. Perhaps you're interviewing for a role

and you have ideas how you can make an impact in that role.

Taking time to think through that.

 And areas for development. In so many interviewing

situations the interviewer asks what are things you're strong at

and what are some of your weaknesses. You want to be prepared to

answer that question. Think through things that are areas of

development for you.

 I love this book, what color is your parachute. If you have

not read this book before and you think that you can spend some

time thinking and reflecting on yourself and your skills and

abilities more, this book can be the best $13 you have ever

spent. It's an extremely powerful book. This author has written

this book like for the last 20 years but he updates it every

year. And the 2017 version, of course, is out. He updates it

every year because searching for a job ten years ago was very

different than searching for a job today. Especially with online

applications and social media and LinkedIn. The job search

process is much different. This book can be very, very powerful

for job seekers and I highly recommend you check it out.

 The second tip is doing your homework. This is one of the

top mistakes that we see people make. You want to research and

do homework on three things, really four things if you count

doing homework on yourself. Once you do the homework on yourself

as we mentioned in tip one, you want to focus on three things.

The company that you're interviewing with, the position that

you're interviewing for, and the interviewer you're going to be

meeting.

 Researching the company, you need to know what the company

does. What are the services they provide or the products they

make. How are their results trending. For any public company

you can see their revenue figures, the annual sales and profits.

You can easily research who is your competition.

 You can find out what their culture is like. Either by

seeing their company website or their company page on LinkedIn or

their social media accounts, you can get a sense for what the

company is like and the culture is like.

 You want to research any trends in the industry or in the

field. And the hot issues that are pertinent to that field. For

any industry that is out there, there are always two or three

pressing issues. And it's helpful for you to be abreast on

what's happening within the industry that you're trying to work

in.

 Next you want to make sure you research the position.

Obviously you probably have seen the position postings for the

job online, whether the company website or career builder or what

have you or Ability Links which you can find jobs on. You want

to make sure you really understand the job and make sure then

that you understand how you align with the requirements of the

position.

 And then finally, research your interviewer. This might

sound a little bit like big brother, but with the internet today,

there is no excuse to not do a simple Google search on the person

you're meeting with to see if they've written any articles or

published in any kind of journals or at a minimum look them up on

LinkedIn and at least be educated on their background, how long

they've been with the organization. By doing N by researching

your interviewer, you might stumble upon a way that you can make

a personal connection.

 For instance, maybe you both went to the same university or

graduated from the same university or went to the same high

school or you know someone that worked with this person. If

there is any way to make a personal connection during the

interview, it can help you stand out from the other people who

are interviewing.

 And of course, if they have won any awards recently or have

accomplishments, you can find that on LinkedIn and you can

congratulate them on that when meeting them in person.

 The third tip is to master the phone interview. This is one

of those areas where depending upon the disability situation that

you are in, a phone interview can take on different flavors. But

generally speaking, why do companies do phone interviews. They

want to screen candidates. If they have 250 resumes they can't

bring in nearly as many people. They use a phone screen to

really narrow down the funnel to get down to the people they

think most closely match the job.

 A phone interview is just as serious as an in-person

interview. Make sure you're prepared and in a quiet place free

from distractions so you can listen and enunciate clearly. Even

though it's a phone interview and they can't see you, I feel like

you take on a different attitude or energy if you're dressed for

the occasions versus on the couch. Dress professionally and have

your resume in front of you and be prepared.

 We recommend do not do a phone interview from your cell

phone or while driving. And stand up if it gives you more

energy. Make sure that you smile and let the smile come through

on the phone interview.

 Say you made it beyond the phone interview and now you're

coming in to meet the interviewer and the company in person.

Remember, put your best foot forward. If you can all make sure

that your phones are muted. I'm getting a little bit of

background noise.

 Press star 6. Thank you.

 We want to put our best foot forward. Remember that nerves

are normal. The job search process is right up there in terms of

stress level for adults with major lifetime things like buying a

house or the loss of a loved one. The job search process can be

extremely nerve wracking for many people. Some people you have

financial security on the line. Perhaps you were unemployed or

some people might be starting their career and you need that

first break. Whatever it might be, nerves are normal.

 We'd like to address that and remember a few things. If

someone things you're qualified or you wouldn't be there. You

made it through the funnel of candidates and made it to the

interviewing stage. So somebody saw some promise in what you

have to offer. And so just remember that when you go in. Like I

said a moment ago, trying to connect with the interviewer on an

individual, personal level.

 Take some deep breaths before you go in, get there ten

minutes early, sit down, relax, take some deep breaths. It's a

much better way to go into the interview versus running ten

minutes late and being stressed about being late.

 And remember to dial down the pressure. Consider it a

consideration and not an interview. I always tell people to

remember that you're there just as much to figure out if this is

the right opportunity for you as you're there for the interviewer

to figure out if you're the right person for the job. You want a

job that fits for you, too. You want a company where the culture

fits and you can feel excited about working.

 Remember, this is a two-way street when you're in an

interview and having that perspective can help dial down the

pressure that you put on yourself.

 The business world is so much more casual in terms of dress

and what you wear to work. But when you're in an interviewing

situation, you always want to dress for success. In terms of

putting your best foot forward, first of all, read the situation.

If you know that you're interviewing in a very casual laid-back

company, whether or not you want to walk in in a 3-piece suit

with a tie and cuff links is something to think over. It's

definitely safest to try to dress above what the company is

looking for without going to extreme.

 For women it's a pants suit or skirt suit. Look polished.

Make sure there is nothing distracting the interviewer. You want

your knowledge, skills, abilities, and strengths to shine

through. We don't want the interviewer to remember that you were

wearing bright green nail polish or there was something unusual

about your appearance that you can control. For men, reading the

situation, but a suit is never a bad idea.

 And in general, conservative colors. You want to make sure

whatever you're wearing and your accessories and your grooming

for the day, we don't want any distractions to take away from you

being a fit for the job.

 If any of you have used Pinterest before. It's more than

for planning a wedding and respiratory pees. We have wonderful

ideas for interview apparel and outfits that are appropriate for

different business environments on the Pinterest page that you

can check out. If you're looking for ideas on what to wear, we

have some out there for you.

 The fifth tip is be prepared to ask questions. Every time I

talk about this we have candidates saying what about answering

questions. I thought we have to answer a lot of questions in an

interview and you do. We'll get to that in a second. One of the

mistakes that I see job seekers make is they don't ask questions

when in an interview.

 Like this visual here shows you, the interviewer might say,

great, what questions do you have for me. I can't tell you how

many times I have been in a situation where I'm interviewing a

candidate and the candidate is like, well, I think you've covered

everything, I really don't have any questions for you.

 I think this can be a negative because what it shows me,

personally, is you really didn't prepare anything. And even if I

was very thorough in sharing information with you in the

interview, certainly there's got to be a couple of things that

you're wondering about. You should always be prepared to ask

questions. Always have several questions written down that you

can go back to and say, tell me more about this. Here is a short

list of the types of questions you can ask when on an interview.

If you're not interviewing with the direct supervisor, if you're

interviewing with a recruiter or what have you, you can ask who

is the direct supervisor, what is their style of management. How

are employees evaluated. How do you define success in this role.

What training is provided. Tell me about the company's culture

or the team I'm working with. There are so many different

questions you can ask.

 All you need to do is ask two to three questions to really

give the interviewer a sense of how prepared you are and again,

asking questions and being prepared demonstrates your level of

interest for the job. You always want to have questions ready to

ask the interviewer.

 You want to be prepared -- our sixth tip -- is to answer

questions. Let's start with the most obvious question. And the

most common question. The No. 1 question you're most likely to

be asked is the dreaded, tell me about yourself.

 I think this is an interesting question. And first of all,

why do interviewers always ask this question? Here is some

inside scoop. First of all, it's an ice breaker. It's an easier

question even though it stresses job seekers out, it's an easier

question that allows everybody to settle into the conversation.

 What interviewers are looking for is how well can you answer

a more unstructured question. And so tell me about yourself is

an open-ended question versus a closed-ended question, a question

that can be answered with a simple yes or no.

 So interviewers want to see how well you can answer an

unstructured question. How articulate and confident are you.

Your answer will give the interviewer a sense for what you think

is important.

 What should you do to be prepared for this question. First

of all, do just that, prepare. Think through a polished response

before you go into the interview and rehearse it. You know the

odds are good that you're going to be asked this question so be

ready for it.

 Don't say something like, what would you like to know, or

how would you like me to answer this. Focus on what interests

the interviewer. If you're interviewing for a sales position,

you don't want to spend a lot of time when you're answering this

question talking about your experience in customer service. You

want to focus on your experience in sales. This question,

because it is unstructured, it gives you the chance to showcase

your accomplishments. And to showcase what you think is going to

help you stand apart.

 And then the No. 1 thing is to prepare an answer that will

take no longer than 1 to 2 minutes to give. I can't emphasize

this enough. It seems like a small thing. But I can't even

begin to count the number of times I have asked this question and

the candidate goes on for 5, 10, 15 minutes. My record is, I

actually had a person go on for 22 minutes when answering this

question. And I don't know why I let them go on that long. It

got to the point that I just wanted to see how long they would

take before they finished up. But you definitely want to limit

your response to 1 to 2 minutes. I will tell you that 22 minute

person did not make it to the next round in the interviewing

process.

 Don't dread this question. It gives you a great chance to

sell yourself and really set the tone for the rest of the

interview.

 So when you are answering, preparing to answer questions,

keep in mind there are basically three types of questions.

Resume based questions, general interviewing questions, and

behavioral based questions.

 Resume based questions are questions that an interviewer

asks based upon information in your resume. Tell me about your

role at XYZ company, what were your most important

accomplishments. They are going to ask questions that were

inspired by thing on your resume. Those should be the easiest

type of questions to answer because you wrote your resume and you

know what your involvement was.

 The next category is general questions. These are some of

the most commonly asked questions. We lifted some here. I think

this is a really good start. But if you go on Google and do a

search for most commonly asked job interview questions, you will

see hundreds of articles that show you the most commonly asked

questions and you can think of ways to answer them.

 When you think about how to answer questions, we're not

advocating that you script out an answer and memorize it. We

want you to sound natural and your personality comes through.

You don't want to sound scripted. But if you think through an

answer it gives you talking points.

 These are general questions. How do you define success.

Why are you interested in our company. What is important in a

job to you. What do you know about our organization. A lot of

interviewers ask this because they want to know if you did your

homework. These are general types of questions.

 The third type of question is referred to as behavioral

based questions. The interviewer wants you to tell them a story

about something you actually did. You can see some of the

questions here. Tell me about a time you worked on a team. How

did your team achieve its goal. Tell me about a time when you

failed at a project or task and what did you learn. How do you

organize and plan for major projects.

 These are questions that I'm looking for you to tell a

story. And the tool or the acronym we use to try to teach our

candidates how to answer a behavioral question is called the STAR

method. It stands for situation, task, action, result.

 Let me say this about behavioral questions, if you know that

you're being asked a behavioral question, do not give a general

answer. So for instance, name a recent situation when you had to

motivate others. You can tell a story using the STAR technique

or what I have seen people do is give a general answer. Which

might go, thanks, good question, I really believe it's important

to be that motivating person on a team. What I try to do when I

motivate is this or that or this. You're giving a general

answer.

 When you give a general answer it tells the interviewer that

you haven't been in that situation before. So give a specific

example. If you have not been in that situation before, if they

ask you a question and you haven't done that before, then the way

that you should answer it is say, that's a great question, I

actually haven't had the opportunity to lead a team yet in my

career but it's something I look forward to doing and in that

situation here is what I think would be important.

 If you've been in that situation and you have a story to

tell, use the STAR technique. Give the background information on

the story. Maybe this is a question about having to work on a

team project and how did the team achieve success. You can say,

in my last position I was part of a task force that had to work

on improving our customer satisfaction scores from one year to

the next year. I was part of the team that was asked to come up

with a proposal for how the organization could do that.

 And then the T, the task. What you were asked to do. We

had to come up with a proposal. We had to develop a budget.

Develop a time line that leadership could approve and we could

implement. And then the A, the action. What we did is had

weekly team meetings and we did analysis on past customer service

and we dug into customer feedback and prioritized what we thought

was important.

 And R, the result. What we were able to do is put forth a

proposal. The proposal was approved by our CEO and our customer

satisfaction scores went up 50 percent the next year.

 That is a very hypothetical situation but I went through

situation, task, action, result. The situation, the task you

did, the action you took and the result. Keeping the response to

one to three minutes is going the help you tell a good story.

 The eighth tip is to really shine. Be prepared and do all

your research, you will be ready to ask questions and ready to

answer questions, you're going to be ten minutes early and your

nerves will be calm but what else can help you shine in an

interview. The key here is to stand apart from the other people

interviewing for the job.

 A strong handshake is important. Great posture. Active

listening. Really making that strong eye contact and really

showing that you're listening and nodding. The three Cs,

confident, you want to be calm, and you want to be collected.

 And then negative talk. Whatever has happened in the past

job situation or whatever your personal situation might be, you

want to project a positive aura, you want to project positive

energy. Talking too much. You heard me say a few times, try to

keep your answers to questions concise and don't go on and on.

 And then non-questions. Nonwords are like um and you know.

Watch those so your communication is clear and concise.

 The ninth tip is to ask for the job. This is one of the top

ten mistakes that we saw on one of the first slides. A lot of

people are afraid at the end of the interview to say I'm really

interested in this job. I'm very interested in your company. I

know I can add some value, can we talk about the next steps.

 There are different approaches you can use. You can be

direct like I just did hypothetically. I would like to work for

your company, I know I can add value. How do we move forward.

You can ask for feedback. Based on the last hour we spent

together, how well do you think I stack up versus the other

people you're talking to.

 You can ask about the next steps. You can ask, do you have

any remaining concerns. Any concerns about me and my fit for

this role that you want me to address. You can ask how do I

rank. How well do you see me fitting in with your company. Or a

one to ten approach. If one is not fitting and ten is a close

match, how do you think I'm fairing in this situation.

 And then the last tip is to follow up. So you have to have

professional follow up. Before you leave the interview you

should ask about what the next steps are. The reason you want to

do that is because every job seeker is anxious after the

interview is over and you want to know, how long should I wait to

follow up. If you asked about the next steps and they say I

should get back to you in the next week and a week goes by, then

you go back and say at tend of the interview you mentioned we

would reconnect again in a week and that time is up so I wanted

to ask again.

 Absolutely get a thank you note out. We have a great blog

post written about how to craft the perfect thank you note.

Whether to send it in an e-mail or snail mail. You can read that

blog post. It's absolutely essential that you get a thank you

note out as quickly as you can. That again demonstrates your

attention to detail and enthusiasm for the job.

 Ask if you can connect via LinkedIn. Again, connecting via

LinkedIn is one more thing that can help you stand apart. It can

show that you're interested in building that network.

 If things do drag out and they haven't gotten back to you

and an appropriate amount of time has passed, there is nothing

wrong with checking back in with the interviewer and saying it's

been a week and you mentioned the time before the next step, and

I wanted to check in to see how things are progressing. That

shows your level to attention for detail and level of enthusiasm.

 Those are the top ten tips for job search success and really

trying to ace the interview and land the job. At

Advanced Resources, we do these job-seeker webinars once a

quarter and you can find recordings of all the old sessions. We

could take any one of these topics and spend an hour on it. How

to ask interview questions or how to prepare for a phone

interview. Hopefully, this has given you enough information and

enough of an overview to spark ideas or give you a couple of

areas that you can work onto achieve better job search success.

 With that, Ken, I think we're ready to turn it back over to

you and we have plenty of time to answer any questions coming

from the audience.

 Ken, are you there?

 >> Yes.

 >> Okay. Good. I was afraid maybe I lost you for a second.

We're now ready to answer any questions that the answer might

have submitted.

 >> Okay. Do we have any questions? We have one.

 I don't actually see a question. Is there anyone else, that

was about the captioning. Is there anyone else that has a

question?

 >> Okay. Good. Well if anybody does have any questions,

like Ken said, the Ability Links team will send this presentation

out and if you ever have any questions, you can connect with me

again at LinkedIn and contact me that way. Or Ken, you can

certainly share my e-mail address with our audience today. And I

will be happy to answer any job search related questions at any

time.

 Thank you for your time and attention today.

 >> Thank you Lana for presenting and I will send the

presentation to all that attended today, all that registered.

Please take a look. We'll also have a recording available so you

can check that out and see all the information that Lana

presented. Thanks very much for your time, Lana, and thank you

all for attending. Please, if you haven't yet, please take a

look at the Ability Links website. It's brand new. You can set

up search alerts so you can be notified when there is a job that

matches your abilities, your qualification, in the region that

you're looking. You can also have your resume in our database so

that businesses that use our website to find qualified candidates

with disabilities are available to you for them to see your

resume.

 If you'd like any help with that process, of posting a

resume, please contact us. There is a contact us form on the

website and we'd love to be able to give you some assistance as

well as general advice and information about job search.

 If you're a provider, if you're in the community and help

people find jobs, your organization does that or you help people

with job training or any kind of resources that support folks

that have disabilities and that are looking for work, we also

want you to be in our network. We have a large network of

organizations that feed applicants to our resume database as well

as we feed them individuals that are seeking the services they

offer in their local community.

 So please post a service provider profile. It's a way for

you to let, you know, folks that use Ability Links know about

your services so you can connect not only with job seekers -- so

they can also find you if you have qualified candidates that you

trained and are ready to place.

 That is my little commercial. Lana, I thought the

presentation was wonderful and I appreciate the time and effort

that you put and thanks all of you very much for attending?

 >> Thank you everyone. Thank you Ken. Best of luck to you.

Thank you.

 (seminar concluded at 2:45 p.m. ET.)