

READY TO

SHINE

→ YOUR ←

light

A CLINICIAN'S GUIDE TO LANDING THEIR DREAM JOB.

The Day Has Finally Arrived! GRADUATION DAY!

Invo Healthcare's Guide to Graduation is designed to provide some tips, insights and advice for students who are graduating and beginning their career journey in applied behavior analysis, mental health and therapy services. The content was compiled from our incredible team of professionals to help you as you find your dream job post graduation. As an organization, we have some of the best leaders in the field on our team – many of them started their career with us. We take great pride in providing emerging leaders with the resources, mentoring and support needed to ensure their path to success. Wherever you begin your career, we want to support you in making career choices that align with your goals and support you along the way!

★ STEP 1: CELEBRATE YOU!

Do a little happy dance – you did it! We know the road hasn't always been easy (it never is), but you triumphed and it is worth celebrating!

★ STEP 2: START READING OUR GUIDE TO GRADUATION!

(You are off to an INCREDIBLE start already!) With more than 20 years of experience in nurturing the careers of therapists, social workers, educators and clinicians, we are here to cheer you on as you embark on your career journey!

★ STEP 3: BE PROACTIVE

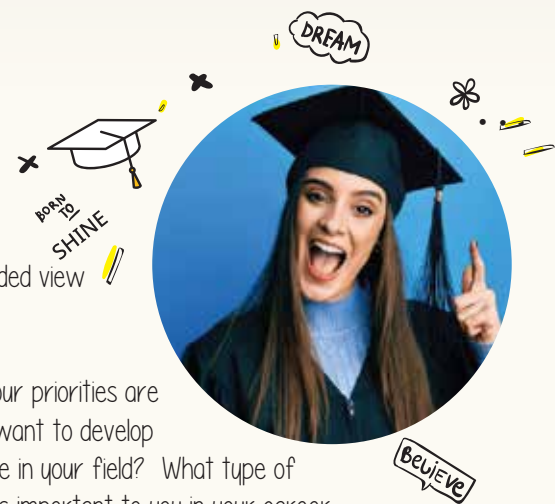
- Learn about various settings and populations
- Think about the level of support and supervision you need
- Compile lists of questions you may have
- Explore what's possible – look at employers in your field and get to know them!
- Ask recent graduates in your field about their post-graduate experiences to get a well rounded view

★ STEP 4: PRIORITIZE YOUR PRIORITIES!

Making the transition from student to professional is a big leap. Make sure you know what your priorities are as a professional and the employers you are considering will support those priorities. Do you want to develop expertise in a certain area? Is it important that you work for an organization that is innovative in your field? What type of work-life balance do you need? Be upfront with yourself and potential employers about what is important to you in your career

★ STEP 5 : BUILD YOUR NETWORK

Building a strong professional network is more important than ever! Join your professional organization to connect with other professionals in the field. Let's face it – you chose this career path because you are eager to contribute to a better quality of life for others and are excited to enhance your skills through continued learning to best deliver your services. Getting to know others who share in that commitment will give you the opportunity to learn and share. Maintaining a membership to an association may be required depending on your discipline, but to get the most out of it, you have to do more than pay your dues. Additionally, social media such as LinkedIn, Facebook and Instagram are helping give people access to professionals around the globe!





Setting the Stage For Success

There are several different settings and populations for you to choose from in your career! From private practice to hospitals, from schools to home-based, you have a plethora of choices for your career. With more than 30 years of expertise in school-based services, we are big fans of the school setting – especially for new graduates. Here are just some of the benefits of working in the school-setting:

- Be part of a collaborative, interdisciplinary team
- Learn something new each day; Teaching something new each day
- No outside determinants that can impact treatment time (third party payer denials, certification periods, etc.)
- Gain experience working on diverse multidisciplinary teams
- Great compensation and benefits with summers and school holidays off
- Gain the experience and knowledge to then carry into another setting
- Robust, in-person mentorship and supervision opportunities to help in your first year
- Increased autonomy and manageable caseloads
- Fun, fulfilling career option
- Experience your interventions from start to fruition
- Make a meaningful difference in the life of a child

"Launching your career in schools is an excellent opportunity for you to begin your career with access to other professionals, both in and beyond your discipline. It is a great way to build your multidisciplinary collaboration skills, as well as the opportunity to work with children/students across all age levels (0-21)"

*-Nakeia Ervin, Occupational Therapist,
Invo Clinical Manager*



RESUME TIPS

Building a resume that represents your experience and strengths as a professional is an important part of your career search. While your resume doesn't necessarily land you the job, it often serves as your professional introduction to an employer. Did you know that even the best writers often struggle to write their own resume? Many people have a natural hesitation to write about themselves in a way that highlights their successes. But...that is EXACTLY what a resume is supposed to do. So go ahead, do a little bit of professional bragging – you've earned it!

1. The information on your resume should be recent and relevant. Think about which positions you have worked that apply to this job. Give the most space to the most relevant positions, and list the more recent job first.
2. How long ago did you work the oldest job on your resume?
3. Show vs. Tell - Instead of listing out your soft skills, show them. Let soft skills, such as listening and patience, be understood through your role descriptions.
4. Don't forget to switch up your verbs! Vary your action words that begin your job descriptions and bullet points.
5. Keep it simple when it comes to font, formatting, and length of your resume; but if your experience warrants two pages that's ok! Your resume is your professional story – make sure it captures the important chapters and story lines!
6. Leave out those first-person pronouns. Save the first-person for talking in the interview, your resume should not include 'I', 'me', 'my', or 'we'. Also, double check your grammatical formatting to ensure each section of your resume is aligned.
7. Save your resume as a PDF to avoid formatting changes; Save the file with your full name in the title (ie. John Doe Resume 2023)
9. Be honest and accurate! Employers don't expect candidates to check every single box – highlight the skills you do have but don't claim skills or experience you haven't gained yet!
10. Proofread, proofread, proofread! Have someone else proofread for you that way you don't miss anything.

Check it out!

Here are a few examples of strong resume verbs:

- Transformed
- Cultivated
- Exceeded
- Implemented
- Evaluated
- Directed
- Collaborated
- Optimized



INTERVIEW TIPS

So your killer resume got you the interview...now what? The interview portion of your career search is a time for an employer to get to know you...and for you to get to know your potential employer. Some interviews take place in person and others via video conferencing. Either way, interview etiquette is an important part of landing the job of your dreams!

INTERVIEW TIPS

Always Be Prepared - Research the organization you are interviewing with. Go ahead – google the company and check out their website and social media presence. Prepare relevant questions about the organization and the position in advance.

Smile and Show Energy and Engage - An interview isn't just an opportunity to learn more about your professional experience, it's a great way for a potential employer to get to know you as a person. You will likely be asked many questions during your interview – expound upon relevant topics and avoid one-word answers, but try to stay on topic.

Be Aware of your Body Language - Maintain eye contact and be conscious of your posture. Sitting up straight will help you stay sharp and keep your focus.

Answer their Questions Honestly - Overcompensating or overstating can get you in trouble later. Remember, it is OK not to know everything!

Arrive Early - For in-person interviews, plan to arrive 10 minutes early. If you are unexpectedly running late, call the interviewer and let them know.

If You Want the Job, Tell Them - Share with humble confidence your interest in the role and why you feel you would be a great fit. Ask the interviewer if there is any reason they would not move forward with you as a candidate.

Understand the Timeline - Be sure to ask about the overall interview process, what next steps are and the estimated timeline for hiring.

IN-PERSON INTERVIEW TIPS

- Come prepared with materials to take notes and extra copies of your resume.
- Be sure to offer the interviewer a copy of your resume upon the start of the interview

TIPS FOR VIRTUAL INTERVIEWS

- Test your technology in advance – make sure your devices are fully charged, your internet is working and your computer isn't planning any ill-timed updates!
- Location is everything – make sure you can do the interview in a quiet location. Take a look at your background and make sure that there aren't any visual distractions for the interviewer.
- Dress for Success – Being interviewed virtually doesn't take away the need to be dressed professionally.
- Remove potential distractions – Anything that may disrupt that connection building (your cell phone, pet, roommates) should be away from your interview space.



INTERVIEW PREPARATION

Commonly Asked Interview Questions

Our talented Career Services Managers have extensive experience in the art of interviewing. Here they have put together a list of questions so that you can prepare some thoughtful answers and land your dream job!

- What is important to you when choosing a company to work for?
- Do you have experience working with children? In what setting?
- What populations/disabilities are you most comfortable and/or prefer working with?
- What made you want to pursue a career in this field?
- What are your core strengths and weaknesses? How do you apply your strengths for better outcomes?
- What is your experience with different service delivery models?
- What kind of assessments do you have experience using?
- How do you collaborate with other professionals?
- Describe strategies and techniques you have used to motivate your students.
- What is your philosophy around integrating special education students into the general education setting?
- How do your interactions with your clients reflect your own personal values?
- Explain your most effective techniques for dealing with negative student behavior.

Interested in practicing your interviewing skills?

Contact Invo Healthcare's Career Services team and we'd be more than happy to take the time to review your resume and discuss your answers to the questions above. Call 800-892-0640 to speak with someone today!





INTERVIEW PREPARATION

Questions That YOU Should Ask

In almost any interview you participate in, there will be a moment when the interviewer asks if you have any questions. Not having a list of specific questions prepared may give the interviewer the impression that you aren't engaged in the process or that you aren't interested in the position. Here is a list of questions to help you get started:

- Are there any insights about the population or district that I should know?
- What is the age range of students I will be working with?
- What resources will be provided? (computer, printer)
- What can you tell me about the working culture?
- Will I have my own therapy room to work in?
- What therapy and diagnostic tools will be provided to facilitate therapy?
- Do you provide professional development?
- Will I be paired with a mentor?
- What kind of advancement opportunities are there?
- Is there clinical support at the district?
- What is the caseload like? (Number of students on the caseload, range of disorders on caseload, etc.)
- Do I get paid for teacher planning days, holidays, breaks, summers?
- What kind of benefits will I receive? (Medical, dental, 401k, professional dues, time off, etc.)
- What does your day look like?
- What will my school be? How many schools do you cover in a day/week?

*"Ask questions.
Don't be afraid to
dig in deep.
Remember your
total employment
package goes
beyond just your
compensation."*

*– Donna Orlando,
National Director,
Human Resources*



MENTORSHIP

IMPORTANCE OF MENTORSHIP

Invo Healthcare has a keen understanding of the importance of providing best-in-class mentorships, support and professional development for every clinician. Our exclusive Career Launch Program™ is designed to facilitate a new graduate's first year experience, ensuring a strong start to their career. During a new graduate's first year, an experienced Invo Healthcare mentor will be assigned to them to guide them through their first year and help them through any challenges that they might face. It is so important to get the most out of this mentorship experience. Below are a few examples of how a new graduate can benefit from the wisdom and experience of having a mentor.

- **Learning From Your Mentor:** Mentors share their expertise, experiences and resources, while providing feedback regarding your performance and progress towards independence.
- **Access to a Professional in the Field:** Access to a support system during college and career development can help you get a feel for the environment in which you'll be working in the future.
- **Insider Perspective and Advice:** Learning from someone that has been through it all, and having the ability to ask questions, opinions and receive advice.
- **Perception vs. Reality:** Your perception of what your career should be may be different from the reality. Having a mentor would allow you to receive the most accurate insight of your future career.
- **Get Your Questions and Concerns Addressed:** Every time you go see your mentor, prepare a few questions. Take this opportunity to discuss your concerns so that you can go into your therapy sessions feeling confident that you have the time-tested advice and tools needed to address any situation.
- **Practice, Practice, Practice:** Having a mentor gives you the ability to shadow someone, and practice under their supervision while receiving helpful feedback and ways to improve.

To learn more about Invo Healthcare's Career Launch Program, contact one of our Career Services Representatives 800-892-0640 or email us at careerservices@invohealthcare.com



MENTORSHIP

Make the Most of Mentorship to Maximize Your Career Success

- **Take Advantage...In a Good Way** - Spend time with your professors and supervisors while in college, and during your externships. Ask a lot of questions. Go out of your way to engage them and learn as much as possible.
- **Have Confidence** - The biggest fear most new graduates face is knowing that soon they will be working alone. We know it's hard to go from having a supervisor with you, to being on your own. Don't worry, that's what grad school and externships are for.
- **Always Lean In** - Don't stand back and just observe your mentor from a distance, be hands on and try to get as involved as possible. Interact with colleagues and work together with teachers and school administrators to help drive positive outcomes for students.
- **Shadow Your Mentor** - Pick a run-of-the-mill normal work day. This will allow you to see the typical ins and outs of a clinician's schedule, caseload, trials, and triumphs.
- **Be Observed** - Take time to not just observe what your mentor is doing what they do best, but also try things on your own. Mentors are more than happy to give you constructive feedback. That's what they're there for!
- **Be Open to Doing Things Differently** - Sometimes schools do things a little differently than what's taught in universities. Evaluation procedures are a great idea in theory, but the testing and diagnostic hands-on are different depending on the schools. Walk in with an open mind and try to do the assessments as required by the district.
- **Introduce Yourself to Everyone in the School** - You want to be able to work as a team with school employees, and their input is going to be valuable while trying to achieve greater results with students.
- **Soak It All Up** - There are so many great resources for therapists. So try to follow as many blogs and current publications as possible.

"Make sure that you speak to your Clinical Fellowship supervisor prior to accepting the position. You need to make sure you are comfortable with your supervisor so that you are able to ask them questions and lean on them for support when needed."

-Stacey Hett, Invo Regional Vice President

MYTH BUSTERS AND BENEFITS

Invo Healthcare asked members of our school-based services team to bust some myths about providing services in the school-based setting.

MYTH: Some families and advocates can be scary and intimidating.

BUST: You will be part of a team dedicated to helping your students make progress. Parents and advocates are an essential part of that team and there to partner with you in helping the student reach their goals. As the expert in your discipline you are also an advocate for your students. Like any good relationship, building trust and mutual respect are essential. Like any setting or field, you may face a challenge or two, but keeping the best interest of the student as the priority will ensure success.

MYTH: There is limited flexibility in a school setting.

BUST: This is a total misconception. While you will work certain hours in a day, many of our therapists create their own daily schedules with the caseload they are given. Additionally, there is security and consistency in school services not always offered in other settings.

MYTH: School-based therapists do not receive competitive pay or great benefits.

BUST: Most school-based therapists are paid hourly wages, however they are competitive and oftentimes better than other settings. Additionally, you get summers and school holidays off with the ability to take on per diem work or you can spread your pay out throughout the year, but only work the school year. So your benefits are more than competitive with medical, dental, vision, disability and liability coverage all available.

INSIDER SCOOP: Many of our therapists choose to work in the summer either through the school or in other settings and have flexible pay options. Other perks include professional development, 401k, medical and dental benefits, and professional organization dues.

MYTH: There is less stability in schools.

BUST: We have been serving school districts for more than 30 years and the need for school-based services has only grown stronger. Each year, our school-based team grows significantly to meet the needs of our school partners. During the pandemic, schools were the first adaptors of online services, ensuring continuity of education, care and compensation for school-based team members.

FUN FACT: Invo Healthcare has relationships with districts across the country, so should you decide to make a location change, we will work with you to find exactly what you're looking for while remaining an Invo employee! How's that for stability?!

MYTH: There aren't many opportunities for advancement in school-based therapy.

BUST: Schools provide a tremendous foundation for growth and advancement. Mentees quickly become mentors and emerging leaders take on new challenges and opportunities to make a difference in the lives of children. At Invo, we are proud to have a robust team of clinical leaders throughout the country, comprised of SLPs, OTs, BCBA's, Social Workers, Psychologists and more. We welcome you to ask our clinical leaders about opportunities for advancement! Plus, growth isn't only about advancement...it's about continued learning. And there are numerous ways for you to grow professionally.

FUN FACT: CEUs aren't just to maintain licensure, but to build expertise in key areas of your career. Our annual Professional Development stipend ensures that you continue learning throughout your career.



"Working in a school setting provides a very flexible schedule and a community of support. Collaboration is necessary for success. Seeing students make progress toward goals is extremely rewarding!"

-Jenn Consorti, SLP, Regional Director



NAVIGATING THE HALLS

Starting your first day working in a school setting doesn't have to bring back memories of starting your first day of school! Sure, you may have some butterflies but that's a good thing, right? A few of our veteran therapists have helped give us the 411 on how to navigate the halls and the people you'll get to know along the way.

THE TEAM - As a school-based therapy provider, you are already a part of a very special group right off the bat. You will be part of a team that consists of other clinicians of varying disciplines, teachers, principals, and program managers. You may work independently much of the time, but that doesn't mean you're alone. In the beginning of the year, a principal will sign off on your caseload but it is typical for therapists to dictate their own scheduling.

THE PARENTS - In addition to your team, you will be working closely with your students and their parents. The way you communicate with them is key. The IEP kicks off the new relationship between you and the family you serve. In addition to this initial meeting that outlines the individualized education plan, Invo recommends you send an introductory letter at the beginning of the year to introduce yourself and lay out your thoughts for the upcoming school year. Invo suggests sending monthly tips to the families to help them reinforce the therapy in the homes.

Some parents may need additional support. Invite families to reach out to you if this is true for them and encourage them to email you, schedule in-person conferences and help them find and use additional resources you think may help. In a circumstance where parents need further understanding, invite them to observe a session and review what they saw. Another option would be to have a team meeting to address any parental concerns and present data on the child's progress to help alleviate the concern.

THE STUDENTS - As a school-based therapist you will sometimes find that you will need to use several strategies to engage a student in therapy. Collaborating with other professionals such as an ABA coach, social worker, special education teacher, and general ed teacher, may be helpful as well. Parents need to be aware of any situation where a child may not be participating in therapy and help to implement a behavior program.

THE TEACHERS - Working with teachers and encouraging them to incorporate or reinforce therapy lessons into the classroom is helpful. School-based therapists work closely and frequently with other special education teachers. It is important to exchange strategies and suggestions of activities to support the student's academic goals. Invo says it's helpful to check in with general education teachers monthly if not weekly to exchange information on the progress regarding the student's classroom performance and provide tools like hand-outs and visual supports to assist them in the classroom setting.



SOUND ADVICE

- Work to develop relationships with the teachers and school administration. As a school-based therapist, you are part of an interdisciplinary team that will collaborate with other professionals such as teachers, SLPs, OTs, PTs, Psychologists, Guidance Counselors, SPED Coordinators, Paraprofessionals, etc.
- Build rapport with the teachers by inquiring about lesson plans that you can incorporate into therapy.
- Mentors can be a big help with transitioning into the school environment. Programs like Invo Healthcare's Career Launch pair a new school-based therapist with one who has had years of experience.
- Since teachers are often the ones making the referrals for the therapy services, developing a pre-process with them can be very helpful in accurately identifying students who may or may not be eligible for services.
- Get to know what motivates kids! Relate to them by watching what they watch, knowing the "it" toys, games and fashion. Changing the names of areas in an obstacle course to landmarks in the Mine Craft game can make all the difference! A Sponge Bob sticker here and there can go a long way!
- Create your therapy schedule by doing group sessions with kids whose goals are similar, bearing in mind the personalities of the students. Teachers can be very helpful in suggesting which children would be great motivators for others in group therapy or perhaps a big distraction.
- The school is different from the clinical setting so things change, vary and shift. Be flexible and creative.
- Find multiple uses for the same object across age levels. For example stringing multicolored beads may be enough for one age group but counting them, distinguishing color groups, or identifying patterns may be useful for others.

"Children are unpredictable so you will need to use your bag of tricks to engage and work with them- it takes time for you to build trust with a child so being consistent and showing up is huge. You will learn how to motivate and modify activities to get the students to engage and learn. It is fun to engage with the students and play is part of the therapy."

— Jennifer Carothers-Liske, SLP, Invo Program Manager

BAG OF TRICKS

Whether you're a newbie or veteran clinician, having a bag of tricks is key to getting you through the day. Check out these "must have" items as recommended by fellow clinicians. Some pertaining to language and articulation, others for fine and gross motor skills, and some can be used for both! Be creative, this is the fun part!

| | |
|-----------------------------|--------------------------------|
| Bubbles | Play-doh |
| Blocks | Pipe cleaners |
| Crayons | String and colored beads |
| Shaving cream | Hand held bean bags |
| Masking tape | Stickers |
| Tongs | Cookie sheet for magnet pieces |
| Balls | Clorox wipes for cleaning toys |
| Lift-the-flap picture books | Hand sanitizer |
| Articulation cards | Toy cars |
| Musical instruments | Scooter board |
| Puzzles | Wind-up action toys |
| Pens | COFFEE! |

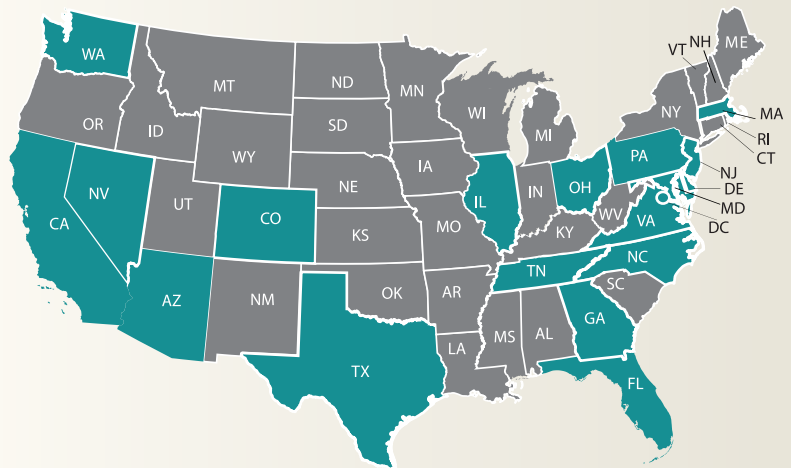
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NEXT BIG STEP WITH



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- Social Workers
- Guidance Counselors
- Teachers



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Questions? Contact us at 800-892-0640 or
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