

**Tuesdays: March 2-April 27, 6-7 p.m.**



**FIRE** FLEXING  
INDEPENDENCE  
RETAINING  
EMPLOYMENT

**Welcome!**

**Week 1 – First Impressions Matter**



The Intellectual  
and Developmental  
Disabilities Council  
of Tarrant County



**Tuesday,  
March 2, 2021**



Intellectual and  
Developmental  
Disabilities Council  
of Tarrant County

## **PURPOSE**

**To transform the region into an inclusive community where individuals with intellectual and developmental disabilities (IDD) thrive.**

## **MISSION**

**To bring stakeholders together to create an environment for the development of an efficient and accessible system of support for people with intellectual and developmental disabilities.**

## **Tuesday's Caregiver Education ♦ Noon-1 pm**

- **Mar. 16 – Severe Weather/Emergency Planning – Going Beyond the Checklist**
- **Mar. 23 – Human Trafficking: What You Need To Know**
- **Mar. 30 – Autism Awareness Week – a panel prospective**

## **Monthly IDD Council Meeting**

**First Thursday of Each Month, 8:30 a.m. – 10 a.m.**

- **Mar. 4 – Protecting Against Online Abuse for Vulnerable Adults with IDD**
- **Apr. 1 – Autism Awareness Week – Legislative Updates and more**

Follow us on social media for upcoming topics, events and networking opportunities



The Intellectual  
and Developmental  
Disabilities Council  
of Tarrant County

# Egg My House!

Fundraiser supporting The Intellectual & Developmental Disabilities Council of Tarrant County

Let us 'egg' your house

with candy and toy filled plastic eggs or surprise your neighbors and friends with some Easter fun! Eggs will be placed in the yard the evening of your choice Friday or Saturday before Easter. Eggs can be hidden for an additional fee.

Orders due by March 29



## PRICES:

25 EGGS FOR \$30

50 EGGS FOR \$50

100 EGGS FOR \$75 \*

\* Each additional dozen available for \$5

PLACE YOUR ORDERS AT:  
[www.iddcouncil.org/eggs](http://www.iddcouncil.org/eggs)



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of Tarrant County

# Special Thanks!



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# First Impressions Matter!



Lucy Gafford, M.S., CRC, CESP  
February 2021

# Why Do First Impressions Matter?

The importance of making the right impression cannot be overestimated, because first impressions influence later impressions.

First impressions are impactful and can lead to other opportunities in a variety of settings:

- Employment/Volunteer Settings
- Social Settings
- School Settings



“You don’t get a second chance to make a first impression”



# What Happens When You Make A Bad First Impression?

A bad first impression can set a tone for an entire relationship. Think back....



Bad first impressions have a tendency to sink in and can lead to:

- Fewer opportunities
- Limit your income and advancement chances at work
- Create an unfavorable reputation in your community
- Ruin any chance of furthering friendships or relationships
- Feeling undervalued, dismissed or ignored
- Losing a chance for a second interview

# First Impressions via Phone & Email

Many times your initial contact with an interviewer will likely be via phone or email to schedule an interview. Here are some aspects to consider when making a good first impression:

## via Phone

- Be polite and courteous
- Take notes and ask them to repeat and spell if needed
- Exhibit good manners
- Don't curse
- Don't use slang or abbreviations
- Make sure to have an appropriate voicemail



## via Email

- Don't say something on-line you wouldn't want to see printed for all to see
- Make sure to have an appropriate email address
- Don't use online slang or abbreviations
- Double check all spelling and grammar before sending

# How to Dress for First Impressions

What an employee is wearing can be a statement about their aspirations

- This can be different depending on the work environment
- Wear clothing that shows you are ready to work today
- It is better to dress higher than the standard
- Neatly pressed clothing in neutral colors
- You can always ask what the dress code is before meeting



“Dress for the job you want, not the job you have”

# Your Appearance When Making First Impressions

There is much more to making a first impression than just what to wear. You also want to consider various aspects of your appearance like:

- Clean, well groomed hairstyle
- Clean, trimmed fingernails
- Minimal cologne or perfume
- No visible body piercings or tattoos
- No body odors
- Moderate make up
- Clean shaven / trimmed beard & moustache
- No sunglasses
- No smoking, vaping, gum, coffee





# Handshakes

Handling the handshake is another part of making a first impression. Here are some tips to conquer the handshake:



- Always stand when shaking hands
- Give a firm handshake
- Don't have sweaty hands
- Follow the interviewer's lead
- Make eye contact while shaking hands
- Left hand should not touch the person
- Left hand should not be in your pocket
- Shake hands for 2-5 seconds
- Don't shake back and forth or side to side
- Don't pump the shake more than 3 times
- Shake at intro and end of interview

# Alternative Greetings

Living during a pandemic has changed the way we normally greet others since shaking hands can spread germs. Here are some alternative greetings to try:

Namaste



Elbow Bump



Sign Language Wave



Shaka Sign



Raise Brows & Smile



Hand Over Heart



# Body Language

Maintaining proper body language is another important aspect of making a good first impression. Here are some key points to keep in mind regarding body language:

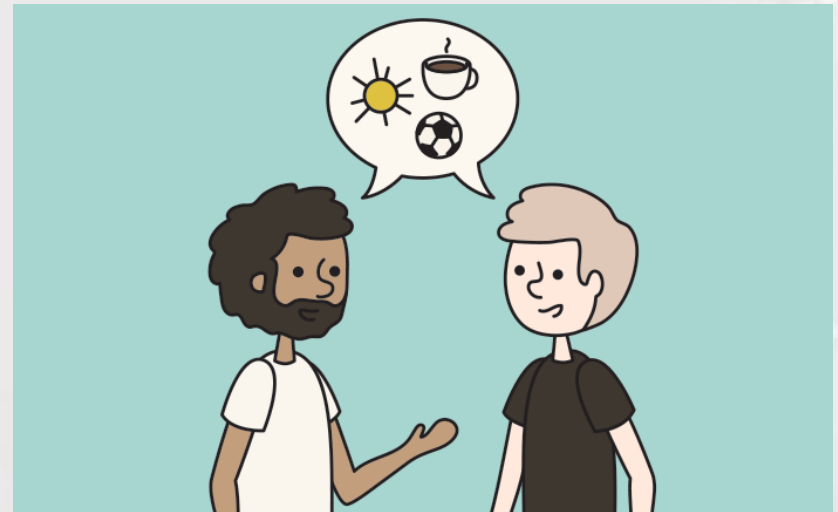
- Don't fidget or slouch
- Keep your hands in your lap
- Keep your bottom against the back of your seat and your back sitting up straight
- Maintain eye contact throughout the interview
- Smile and nod your head as you're listening
- Avoid touching your face
- Avoid crossing your arms



# Small Talk

Another aspect of making a good first impression is being able to carry on small talk during the interview. Here are some tips:

- Be friendly to everyone you encounter
- Make sure to learn the other person's name
- Don't talk about politics or religion!
- Don't discuss money
- Don't say anything negative about yourself or others
- Don't discuss personal issues or problems
- Don't ask personal questions
- Talk about sports, weather, or common hobbies





# Common Interview Questions

## Tell me about yourself.

- Avoid discussing information about your personal life
- Talk about your past experiences volunteering, working, or at school
- Discuss why you would be a good fit for the job

## What are your greatest strengths?

- Discuss what traits and attributes you are good at
- Give specific examples that demonstrate each strength

## Tell me about a difficult situation and how you dealt with it?

- Give a specific example of a difficult situation and how you dealt with it
- Use examples from:
  - work experience
  - volunteer experience
  - experiences from school

# How to Leave a Lasting Impression

These are some of the ways that you can leave a lasting impression:

“ALMOST EVERYONE  
WILL MAKE A GOOD  
FIRST IMPRESSION,  
BUT ONLY A FEW  
WILL MAKE A GOOD  
LASTING IMPRESSION.”

Sonya Parker

- Display a good attitude
- Show confidence
- Be brief and don't over explain
- Avoid negative talk
- Be intentional with your responses
- Show attentiveness
- Be alert and aware
- Respond to questions ethically
- Have prepared questions, if asked
- Be friendly not witty

# Resources

1. 10 Modern Manner Mistakes: <https://www.youtube.com/watch?v=44QeZUIol0I>
2. Best way to answer questions about yourself: <https://www.youtube.com/watch?v=HD33YQMyhts>
3. Body Language Etiquette <https://www.thespruce.com/body-language-etiquette-1216665>
4. Cell phone etiquette: <https://www.youtube.com/watch?v=nLrKoqHCStU>
5. Cheatsheet tips for job interviews: <https://www.cheatsheet.com/money-career/interview-cheat-sheet-tips-to-nail-your-next-interview.html/>
6. Everyday Interview Tips: <https://everydayinterviewtips.com/how-to-create-a-digital-portfolio-for-your-job-interview/>
7. Handshake Etiquette <https://www.thespruce.com/handshake-etiquette-p2-1216847>
8. How to answer “What is your weakness?” job interview question: [https://www.youtube.com/watch?v=d1xb0\\_tT5SQ](https://www.youtube.com/watch?v=d1xb0_tT5SQ)
9. How to handle small talk as an introvert: <https://www.youtube.com/watch?v=kFsgTa17Xwo>
10. Making a Special First Impression [https://www.pdkmembers.org/members\\_online/publications/archive/pdf/PDK\\_98\\_3/55pdk\\_98\\_3.pdf](https://www.pdkmembers.org/members_online/publications/archive/pdf/PDK_98_3/55pdk_98_3.pdf)
11. Questions to ask at the end of the interview: <https://www.youtube.com/watch?v=EbA5rzpSWLM>
12. Seven seconds to make a good 1st Impression [www.forbes.com/sites/carolkinseygoman/2011/02/13/seven-seconds-to-make-afirst-impresion](http://www.forbes.com/sites/carolkinseygoman/2011/02/13/seven-seconds-to-make-afirst-impresion)

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# Thank you!

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**For more activities, events and resources:**

[www.IDDCouncil.org](http://www.IDDCouncil.org)