



**JUNE 23, 2009**

*A great resource for individuals 55 or older is Experience Works.*

*Experience Works is set up for low-income seniors with multiple barriers to employment. It provides training and placement assistance. You can contact Experience Works at 475-7554 or online at [www.experienceworks.org](http://www.experienceworks.org)*

For many reasons individuals may continue to work after the age of 65. One of the most frequently asked questions I get is how to prevent age discrimination, whether it is on an employment application, résumé or during an interview. Employment laws protect older workers from discrimination, including: The Civil Rights Act of 1964, the Older Americans Act of 1965 (OAA), the Age Discrimination in Employment Act (ADEA) of 1967, and the Americans with Disabilities Act of 1990 (ADA), which requires employers to provide accommodations for older workers with disabilities.

Accommodations will vary based on the individual, but the most common concerns as reported to the Job Accommodation Network involve fine and gross motor skills. Sample accommodations include:

- Implement ergonomic workstation design
- Provide an accessible restroom and break room
- Provide an accessible route of travel to other work areas
- Implement ergonomic workstation design
- Adjust desk height if wheelchair or scooter is used
- Make sure materials and equipment are within reach range
- Provide lifting devices and carts
- Reduce repetitive tasks or interrupt the tasks with other duties
- Modify work-site temperature and/or dress code
- Use fan/air-conditioner or heater at the workstation
- Allow work from home during extremely hot or cold weather
- Use a workstation to alternate between sitting and standing

Pre-Employment Considerations for Customers:

- Is it time to upgrade your skills
- What are your current networking opportunities
- Volunteering may lead to paid positions or provide skill development and the opportunity for feedback
- Prepare a résumé that highlights accomplishments that is relevant to the positions you seek

Prepare for Interview Questions:

*Samples Provided by AARP- Job Hunting Guide*

- Tell me about yourself- Even if you have an extensive work history respond by using the experiences and goals that most directly relate to the job you are applying for.
- How would you describe yourself- Employers may have concerns about how you will fit in. Highlight examples of your flexibility, technology skills and willingness to learn new things. Talk about your positive work related attitude.
- Overqualified- Emphasize you attitudes, abilities and interest that led you to apply for this particular job. Stress your skills and enthusiasm, and the opportunity to learn.