

Career Planning Checklist TRN-STORE.COM

Facilitator: Location: Date:

ob Seeker ID/Name:					
V	Partially Completed: (Explain	n) STEPS	Comments		
	Fartially Completed. (Explain	1. INITIAL MEETING	Comments		
		Team assembled.			
		Meetings are scheduled to occur in locations that are connected to the job seeker's life.			
		An initial meeting has been scheduled at the job seeker's home or preferred location.			
		At the meeting, individualized supported employment and the Discovery process were explained to the job seeker and team.			
		Expectations of the process were clarified.			
		The roles and responsibilities of the facilitator, the job seeker, and team members were discussed.			
		Consent to share information and imagery was obtained.			
		Part one of the Profile Form (identification information) was completed.			
		The family has confirmed that the personal information is complete and accurate.			
		Areas of connection (common interests, activities) noted.			
		Determined whether the job seeker receives Social Security benefits and scheduled a benefits analysis (if needed).			
INITIA	L MEETING NOTES				
		2. HOME VISIT/NEIGHBORHOOD TOUR			
		The job seeker and family were asked about (check all completed):			
		Weekday Routines Weekend Routines Responsibilities/Chores Community Activities Vacations/Celebrations Hobbies Pivotal Events in Life Where the Job Seeker at Bes Where/When Support Neede			
		Toured the neighborhood and observed surroundings, safety, businesses, culture, transportation, and services.			
		Made a list of businesses near the home.			



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3. INTERVIEWS AND SURVEYS					
		Identified people (personal and professional) who know the job seeker best.			
		Interviewed and/or surveyed teachers, agency staff, counselors, friends, co-workers, neighbors, and others who know the job seeker to obtain more information about interests, support needs, successful strategies, and performance in various activities.			
		Followed up with the job seeker and his/her family to confirm and clarify any confusing aspects of the interview and/or survey responses.	1		
		4. COMMUNITY ACTIVITIES/SETTINGS			
		Identified activities the job seeker participates in successfully.			
		Observed the job seeker engaging in typical life activities to determine his/her performance, interests, connections, etc.			
		Identified a context/activity outside the home in which the job seeker is most familiar/competent and accompanied the job seeker as s/he participated in this activity to determine skills, relationships, supports, etc. NOTE: This activity must be within the community – not in a segregated setting.			
		For each activity the following was noted: Motivation (self-motivated, prompted) Supports offered/used General performance Specific tasks performed Concerns			
		5. JOB EXPLORATION			
		Set up appropriate career exploration opportunities through job shadowing, tours, etc. Note interests, reactions, dislikes, etc.			
		Conducted appropriate number of situational assessments and collected information. Note interests, accommodations needs, performance, social preferences, etc.			
		6. RECORD REVIEWS			
		Reviewed files, records, memorabilia and past and current activities and services. Focused on files that reflect an optimistic yet realistic, success-based perspective and avoided those that dwelled on negatives. Included both professional and personal information.			
		Obtained information on school experiences (if appropriate).			
		Gathered information on previous work-related experiences.			
		Gathered all information (notes from interviews, survey data, observations, interactions and records) prior to writing the vocational profile.			
		Shared notes with the job seeker and obtained agreement with what was written.			

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	7. VOCATIONAL PROFILE					
		Utilized the Vocational Profile t of the job seeker.	o develop a narrative snapshot			
		Avoided evaluative/opinion-based statements, focused on strengths, used descriptive language and action verbs in present tense, and avoided adverbs.				
		Included the goal of the profile (e.g.: job, work experience)				
		Included necessary conditions (e.g.: social, environmental) for work.				
		Included information on: ResidenceExtended Family (in local area)Persons Living in Same HomeResidential HistoryEducation HistoryWork History and Situational Work Experience	Important Events (vacations, traditions) Services/Supports Family and Personal Responsibilities Physical/ Health Related Issues Friends and Social Groups Neighborhood and Community Transportation			
		Included information on poten	tial funding sources.			
		Included sensitive information only when necessary and relevant to developing or negotiating a job.				
		Described areas of concern rela employment outcome and stra concern/impact on outcome.				
		Provided a copy of the draft Vo seeker/family for review, sugge				
		8. EMPLOYN	MENT PLANNING			
		Conducted a team meeting wit completion of the vocational p				
		Reviewed the Vocational Profile to ensure that the content meets specified standards (e.g.: descriptive, non-evaluative or comparative).				
		Developed an action plan and assigned tasks to specific team members.				
		Translated skills/talents/strengths into potential employment opportunities.				
		Developed a list of potential employers.				
		Verified all information (e.g.: pr job seeker for accuracy and ago	rofile, goals, next steps) with the reement.			

Job Seeker:		
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