Supported Employment Process

Job Development Philosophy: there is a job for anyone who wants one-- regardless of the nature of their disability, need for workplace accommodation or economic circumstance. Good job development provides service to one person at a time... one job at a time... one employer at a time.

1. GET TO KNOW THE JOB SEEKER

Gather Information: observe skills, abilities, short and long term career goals, desires, amusements, around the home / chores

Interview: customer, parents, siblings, friends, neighbors, teachers, counselors, co-workers, supervisors

Uncover: any enviormental concerns and issues and any barriers to work

THIS PROCESS IS ONGOING

5. INITAL CONTACT WITH POTENTIAL EMPLOYERS

Possible first requests: informational interview, mock interviewm resume critique, invatation to career fair, etc. Use established contacts, cold call, walk in

Be prepared: before initial contact, research and get to know the organization, know your story, use prepared scripts, questions, etc

THINK BUSINESS * DRESS THE PART * USE INDUSTY LINGO

Send a thank you email the day after the meeting with a recap of the meeting



2. BRAINSTORM

Develop ideas with: Customer, parents, business services, colleagues, business acquaintances

Identify potential: jobs, industries, companies, organizations



3. CREATE A PLAN

Consider: interests/preferences, dislikes, desired location, schedule, transportation, potential supports and accommodations

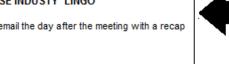


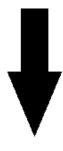
4. RESEARCH OPPORTUNITIES

Considerations (not limited to): customer contacts and places they visit, business services team, known contacts, internet, chamber, newspapers, local labor market information, local TV, radio and

Network game: who do you know who knows someone who knows someone









Before moving forward, be sure you are clear about the most appropriate type of job match for the job seeker:

- (1) Match to a well-defined position description
- (2) Customized job match
- (3) Match to a modified job description
- (4) Other

6. FACILITATE PRE- AND POST- HIRE SUPPORTS

Set the stage with good customer service:

Offer potential resources to "sweeten the deal" (negotiated with employer): work trial / work experience, on-the-job training, job coaching, follow up, etc

Pre-hire considerations and success strategies:

Identif the individual's support needs long before the job starts (i.e., job

Have a plan of action for "disclosure"- with the job seeker making and informed decision

Post-hire support considerations:

Become familiar with the methods used to supervise, evaluate and promote workers in the company

Make accommodations and other support strategies as non-obtrusive as

Seek continueous feedback from employer and employee