



Remember: All activities are person-centered and aim to build skills and confidence. Member leads or takes on as much responsibility as possible with provider supporting and helping facilitate activity.



Job Finding Plan

Examples of Support & Activities Checklist

If a Job Developer is involved, talk through what support is most needed, ***in addition to what the Job Developer is doing***. Use this list to get ideas about the kind of activities that your residential agency can do and don't duplicate what the Job Developer is doing. Communicate as progress is made and coordinate efforts. **Keep the individual member informed and involved**. In addition to doing things to help the member **find a job**, do things to keep the member **motivated and excited** about getting a job.

<i>Already done</i>	<i>Job Dev doing this</i>	Get Ready to Apply for Jobs & Interview	<i>Already done</i>	<i>Job Dev doing this</i>	Contact Employers & Build Connections
<input type="checkbox"/>	<input type="checkbox"/>	Create a resume with the Member	<input type="checkbox"/>	<input type="checkbox"/>	Schedule an informational interview or a tour
<input type="checkbox"/>	<input type="checkbox"/>	Visit a local Job Center to get resume reviewed and refined	<input type="checkbox"/>	<input type="checkbox"/>	Practice visiting an employer to inquire about job openings (<i>role play at home first!</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Request and obtain a professional reference / personal letter of recommendation	<input type="checkbox"/>	<input type="checkbox"/>	Pick up applications together and then complete them
<input type="checkbox"/>	<input type="checkbox"/>	Get a state ID , if needed	<input type="checkbox"/>	<input type="checkbox"/>	Complete an online application together
<input type="checkbox"/>	<input type="checkbox"/>	Track down the Member's social security card ; obtain a new one, if needed	<input type="checkbox"/>	<input type="checkbox"/>	Attend an interview with member to give them support
<input type="checkbox"/>	<input type="checkbox"/>	Participate in an Interview Skills class together - can be offered at local Job Center or online	<input type="checkbox"/>	<input type="checkbox"/>	Transport member to an interview or orientation day
<input type="checkbox"/>	<input type="checkbox"/>	Prep answers to common interview questions and <i>role play</i>	<input type="checkbox"/>	<input type="checkbox"/>	If member gets a job offer, help facilitate hire – involve coach with SE agency and hand-off support
<input type="checkbox"/>	<input type="checkbox"/>	Go shopping for professional interview clothes			
<input type="checkbox"/>	<input type="checkbox"/>	Get a haircut			
<input type="checkbox"/>	<input type="checkbox"/>	Work on getting grooming and hygiene ready for employment success			



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<i>Already done</i>	<i>Job Dev doing this</i>	Strengthen Confidence & Explore Possibilities	<i>Already done</i>	<i>Job Dev doing this</i>	Get Support from Member's Network
<input type="checkbox"/>	<input type="checkbox"/>	<p>Do some Job Exploration</p> <ul style="list-style-type: none"> Go to the mall, a favorite store, restaurant or other location in the community – complete a job exploration checklist together Do a search online to check out possible employers and get a feel for their environment and culture. See what kind of jobs they have posted to learn more. 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Host a Job Goal planning meeting at the Member's home – invite their "network of support" to get input on the plan, brainstorm leads, and give Member positive encouragement</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Build a Job Goal Plan Portfolio</p> <ul style="list-style-type: none"> Binder or notebook that captures Job Goal activities; include photos, quotes from member. Get creative! This is a great way for the Member to see what they're accomplishing and builds their confidence 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Email "network of support" to share updates and possibly send photo – include message from Member or ask them to type email</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Do some travel training on the bus to get Member ready to get to and from work</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If DVR and Supported Employment not yet involved, determine steps & who will support:</p> <p>Apply to DVR</p> <p>Attend DVR meetings with Member (if appropriate)</p> <p>Provide or help coordinate transportation</p>