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***Missouri Division of Developmental Disabilities***

***Employment Services Toolkit***

**Tool #4: *Career Planning:* Discovery Experience Summary**

### **JOB SEEKER:**

### **DMH ID**:

### **EMPLOYMENT SUPPORT STAFF:**

### **AGENCY**:

**Type of experience:**

[ ]  Community exploration

[ ]  Job tour

[ ]  Job shadow

[ ]  Informational interview

[ ]  Volunteer activities

[ ]  Community-based work experience

* Theme(s) explored (from *Tool# 3 – Career Planning: Job Exploration Interview/Profile)*:

### Community experience date:

* Location/site:
* Type of environment:
* Duties/areas observed:
* Length of experience (hours):

***Site Considerations***

**Special clothing, uniforms, safety equipment needed:**

**Tools used:**

**Equipment operated:**

**Materials handled:**

**Special terms used at work/community site:**

***Areas of Performance***

Use the following section to document various performance elements. Depending on the nature of the experience, not all will be applicable.

|  |  |
| --- | --- |
| **Performance Element** | **Notes*** Strengths
* Supports provided or potentially needed
 |
| ***Appearance*** *(clothing & grooming based on setting):** Dressed & groomed appropriately, without assistance/prompting
* Requires guidance/prompts for appropriate dress & grooming
 |  |
| ***Communication:**** Able to communicate with others as needed for site
* Note mode(s) of communication used: verbal, writing, gestures, etc.
* Note whether accommodations or assistive technology could potentially support communication
 |  |
| ***Social Interaction*** *(based on setting)****:**** Independently acts appropriately
* Requires guidance/prompts regarding appropriate social interactions
 |  |
| ***Endurance*** (ability to maintain physical effort/attention to overall activity)***:**** Strong
* Moderate
* Limited
 |  |
| ***Physical Mobility:**** Meets physical mobility requirements of task/job/site
* Physical mobility impacts performance
 |  |
| ***Work Rate*** *(based on requirements for activity)****:**** Steady/average Pace
* Above average Pace
* Slow pace
 |  |
| ***Attention to Tasks:**** Works independently
* Initial prompts/reminders only
* Intermittent prompts/reminders needed
* Frequent prompts/reminders needed
 |  |
| ***Reinforcement:**** Self-motivated
* Requires intermittent reinforcement
* Requires frequent reinforcement
 |  |
| ***Adaptation to Change:**** Adapts to changes with no difficulty
* Difficulty with change, but some allowed
 |  |
| ***Interest:**** Appears interested in environment/work performed
* Performs tasks, but with minimal enthusiasm
* Expresses dislike for tasks assigned
 |  |
| ***Learning Style:**** Visual
* Auditory
* Verbal
* Physical
* Logical
* Social
* Solitary
* Uses variety of styles
 |  |
| ***Transportation:**** Used staff for transportation
* Assisted by family/friends
* Utilized public transportation/self-transported
 |  |

**Summary of Experience**

Base the following summary on reflection by individual and observation during the experience, and as appropriate, feedback from staff at a volunteer site, or community-based work experience. Depending on nature of experience, all items may not be applicable.

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1. Previously identified interests and talents confirmed:
2. New interests and talents revealed:
3. Fit/comfort with site culture:
4. Summary of tasks individual performed:
5. Tasks individual performed well:
6. Job skills/task skills of individual identified:
7. Challenges experienced:
8. Accommodation/support needs:
9. Potential technology supports:
10. Feedback from supervisor/other individuals on site:
11. Preferences and deal breakers identified (work environment, types of tasks, dress requirements, time of day, etc.):
12. Emerging themes from experience that meld interest, talents, skills:
13. Potential types of jobs (not necessarily at this site) identified:
14. Overall satisfaction, enjoyment of experience/tasks by individual:
15. Places, skills, experiences needing further exploration:

1. Are there potential employment opportunities at this site? [ ]  Yes [ ] No

If yes, note contact information and potential opportunities:

If there is an impromptu job offer, note next steps:

1. Summary of preferences identified and deal breakers (dress for work, uniform, work environment factors, time of day, etc.)
2. Does the staff at the site know of other businesses or other sites that can be used for exploration? [ ]  Yes [ ] No

If yes, note site name and contact information:

Amount of time spent providing this service (including preparation, coordination, meetings, service delivery, and documentation):

Hours: Minutes: