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***Missouri Division of Developmental Disabilities***

***Employment Services Toolkit***

**Tool # 5 – *Career Planning:* Personal Employment Profile**

### **JOB SEEKER:**

### **DMH ID**:

### **EMPLOYMENT SUPPORT STAFF:**

### **AGENCY**:

### **DATE:**

1. **Dreams and Goals:**
2. **Interests:**
3. **Talents:**
4. **Skills and knowledge:**
5. **Learning styles (check all that apply):**

 [ ]  Visual [ ]  Auditory [ ]  Verbal [ ]  Physical [ ]  Logical [ ]  Social [ ]  Solitary

1. **Values:** What’s important to the person? How is this applicable? Wants to be appreciated? Motivations to work, self-advocacy and ability to take breaks when needed, wants to feel trusted and not have to ask permission, agency
2. **Positive Personality Traits (check all that apply):**

[ ]  Approachable [ ]  Cheerful [ ]  Confident [ ]  Cooperative [ ]  Courteous
[ ]  Creative [ ]  Dedicated [ ]  Empathetic [ ]  Detail-oriented

[ ]  Determined [ ]  Efficient [ ]  Enthusiastic [ ]  Fast worker [ ]  Flexible

[ ]  Focused [ ]  Follower [ ]  Friendly [ ]  Honest [ ]  Humorous [ ]  Initiative [ ]  Integrity [ ]  Independent [ ]  Leader [ ]  Methodical

[ ]  Open-Minded [ ]  Organized [ ]  Patient [ ]  Persistent [ ]  Punctual

[ ]  Reliable [ ]  Resourceful [ ]  Responsible [ ]  Sympathetic [ ]  Technological

[ ]  Trustworthy [ ]  Versatile

Other/Notes:

1. **Preferred method(s) of communication**

[ ]  Verbal [ ]  Written [ ]  Sign Language [ ]  Use of technology device

[ ]  Pictures [ ]  Non-English (specify language):

[ ]  No preference

Other/Notes:

1. **Temperament (check all that apply):**

 [ ]  Analytical [ ]  Anxious [ ]  Annoyed easily [ ]  Boisterous

[ ]  Calm [ ]  Carefree [ ]  Energetic [ ]  Easily bored/loses interest

[ ]  Enthusiastic [ ]  Extrovert [ ]  Easy-going [ ]  Easily flustered

[ ]  Fun-loving [ ]  Impulsive [ ]  Intense [ ]  Introvert
[ ]  Moody [ ]  Optimistic [ ]  Pessimistic [ ]  Quiet [ ]  Rigid/inflexible [ ]  Risk-taker [ ]  Routine-oriented [ ]  Schedule-orientated [ ]  Self-controlled [ ]  Short-tempered

[ ]  Shy [ ]  Social [ ]  Talkative [ ]  Thoughtful [ ]  Sensitive/feelings easily hurt

Note whether temperament varies depending on environment, medication, external issues, sleep management, hunger, time of day, etc.:

Other/Notes:

*Note whether temperament characteristics are always present or not, and whether they are impacted by new environments, changes due to medication, externals issues, etc.*

1. **Environmental preferences (indicate all areas where there is a preference):**
2. [ ]  Indoor [ ]  Outdoor
3. [ ]  Warm [ ]  Cold
4. [ ]  Quiet [ ]  Noisy
5. [ ]  No or low social interactions [ ]  Moderate social interactions [ ]  High social interactions
6. [ ]  Work independently [ ]  Work on a team [ ]  Assistance readily available as needed
7. [ ]  Calm [ ]  Chaotic/Busy
8. [ ]  Slow paced [ ]  Moderate paced [ ]  Fast paced
9. [ ]  Small employer [ ]  Moderate sized employer [ ]  Large employer
10. [ ]  Same routine [ ]  Variety of tasks

Other/Notes:

1. **Conditions of employment:**

Hours & Schedule

Hours per day:

Hours per week:

[ ]  Monday to Friday only. [ ]  Weekends okay [ ]  Holidays okay

[ ]  On-call okay [ ]  Same schedule every week [ ]  Flexible schedule

Time of day (check all that apply):

 [ ]  Daytime [ ]  Evenings okay [ ]  Overnight okay

Specific time individual prefers to work:

Seasonal preferences:

Time off preferences

Schedule notes:

Wages & Benefits

*Wage requirements* - What wage rate does the person desire/require?

*Benefit requirements* – What benefits does the person desire/require? (health insurance, vacation, paid holidays, etc.)

Other Conditions of Employment

Dress code preferences:

Geographic preferences:

Length of commute:

Other:

1. **Dislikes and environments to avoid:**
2. **Life and work experience:**
3. **Specific challenges:**
4. **Support system (family, friends, professionals, co-workers, etc.):**
5. **Support needs:**[ ]  Job coaching [ ]  Benefits assistance [ ]  Technology [ ]  Personal care

[ ]  Orientation/mobility training [ ]  Communication assistance [ ]  Medication assistance [ ]  Onboarding support
Other/Notes:

1. **Transportation Options/Preferences**

 [ ]  Family [ ]  Residential [ ]  Mass Transit [ ]  Paratransit [ ]  Other:

 Notes:

1. **Creative solutions and accommodations:**

**Employment Themes**

Identify **3** specific areas of interest in terms of **job/career ideas** that are reflective of the information in this Personal Employment Profile, and reflective of the job seeker’s talents, skills, and preferences. This could range from 3 general fields/themes to 3 job titles within a single field. Within development of the themes, give consideration to the local labor market.

**Business/Employer Contacts**

Working with the individual and fellow team members, list at least **10** businesses/employers to outreach to regarding potential opportunities, and connections via personal/professional networks with those businesses. (Note: In rural areas, this list may be more limited.)

Business Connection