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Description automatically generated**

***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