

# Bundled Job Placement Webinar Handout

Use this handout to complete the Support Needs Assessment Exercise.

## Support Needs Assessment to Determine Appropriate Service

DARS Staff and consumer identify and record the amount of support assistance the consumer will need with each category.

Total all scores to identify what service the consumer will receive.

**Score less than 16 = Job Placement, Score 16 or greater = Enhanced Job Placement**

	<b>Independent—</b> Does not need to be addressed	<b>Independent with minimal support—</b> requires review of skills and/or products produced by the consumer with feedback, and mentoring provided	<b>Hands-on Instruction of skills required,</b> but consumer can transfer learned skills with guidance, mentoring and monitoring	<b>Extensive and comprehensive assistance</b> with continuous on-going supports required to perform skills, or tasks must be completed for the consumer
	<b>Point value 0</b>	<b>Point value 1</b>	<b>Point value 3</b>	<b>Point value 5</b>
<b>Follow-up with Disability Support Needs</b> <ul style="list-style-type: none"> <li>Insight about one's disability</li> <li>Realistic identification of barriers</li> <li>Uses strategies to overcome barriers</li> <li>Self-advocates</li> <li>Knowledge of accommodation(s)</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates independence in disability related issues <u>or</u></li> <li>able to seek guidance when necessary</li> </ul>	Needs guidance and direction related to disability issues, but able to apply appropriately	<ul style="list-style-type: none"> <li>Requires hands on instructions to address disability support needs, but able to transfer skills learned</li> <li>Needs monitoring to ensure success</li> </ul>	<ul style="list-style-type: none"> <li>Needs extensive and comprehensive assistance to address disability support needs <u>or</u></li> <li>consumer needs the provider to advocate on behalf of consumer to address disability support needs</li> </ul>
<b>Score</b>	_____	_____	_____	_____
<b>Pre-employment Needs:</b> <ul style="list-style-type: none"> <li>Personal Data Sheet and Résumé</li> <li>Cover letter and thank you letter</li> <li>References</li> <li>Contact method (email and/or phone)</li> </ul>	Has or can create datasheet and /or résumé, thank you letter, and references, and is able to use tools independently	<ul style="list-style-type: none"> <li>Has datasheet and/or résumé, thank you letter, and references <u>or</u></li> <li>can create the documents above after initial instruction but needs the résumé and/or datasheet reviewed to ensure professional presentation</li> </ul>	Requires hands-on instruction throughout the process of completing datasheet and/or résumé, thank you letter, references but can transfer learned skills with guidance, mentoring and monitoring during job search	Résumé and/or datasheet, thank you letter, and references must be completed and updated for consumer due to disability or learning needs
<b>Score</b>	_____	_____	_____	_____

<b>Job Search Process:</b> <ul style="list-style-type: none"> <li>• Job leads provided electronically</li> <li>• Job leads provided in person and in routine meetings</li> <li>• Side-by-Side job search</li> </ul>	Able to locate job leads on own once provided resource tools	Able to locate job leads on own once provided resources, but requires assistance in managing and organizing job search.	Requires hands on instruction in managing and organizing the job search process but can transfer learned skills with guidance, mentoring and monitoring of skills taught and to manage and organize job search	Needs identification of job leads and provider must organize and manage job search
<b>Score</b>	_____	_____	_____	_____
<b>Job Application:</b> <ul style="list-style-type: none"> <li>• Online applications</li> <li>• Hiring kiosk applications</li> <li>• Company website applications</li> <li>• Paper format applications</li> </ul>	Able to complete application on own once provided resource tools	Able to complete applications on own once provided resources, but may need assistance to ensure professional presentation	Requires hands on instruction throughout the process of completing applications but can transfer learned skills with guidance, mentoring and monitoring of skills taught to ensure professional presentation	Needs applications completed on their behalf.
<b>Score</b>	_____	_____	_____	_____
<b>Interview Process:</b> <ul style="list-style-type: none"> <li>• Interview Preparation (Attire, timeliness, materials, etc.)</li> <li>• Practice and/or mock interviews</li> <li>• Follow-up after interview</li> </ul>	Presents self in a professional manner for their chosen occupation once provided resource tools	Able to present self in a professional manner for chosen occupation but may need occasional reminders or prompts to ensure professional presentation	Requires hands on instruction throughout the interview process to retain the skills taught related to communication and presentation to the employer	<ul style="list-style-type: none"> <li>• Needs pre-prepared questions and the provider may need to accompany the consumer to the interviews</li> </ul> Consumer will need to prepare with the provider prior to each interview
<b>Score</b>	_____	_____	_____	_____
<b>Additional Support Needs:</b> <ul style="list-style-type: none"> <li>• Worksite Accommodation</li> <li>• Pre-employment Testing</li> <li>• Salary and position negotiations</li> <li>• Preparing for first day on job</li> </ul>	Able to represent self once provided resources to address accommodations, pre-employment testing, salary negotiations and preparing for the first day on the job.	<ul style="list-style-type: none"> <li>• Able to represent self after initial instruction with accommodations, pre-employment testing, salary, negotiations and preparing for the first day on the job</li> <li>• Occasional consultation may be required to address specific issues or questions</li> </ul>	Requires hands on instruction to address such support needs as accommodations, pre-employment testing, salary negotiations, and preparing for the first day on the job	<ul style="list-style-type: none"> <li>• Needs assistance to represent self to the employer related to accommodations, pre-employment testing, salary/position negotiations, and</li> <li>• Requires extensive and comprehensive assistance to prepare for the first day on the job</li> </ul>
<b>Score</b>	_____	_____	_____	_____
<b>Total Score:</b>	_____	_____	_____	_____
<b>Grand Total:</b>				
<b>Additional comments, as needed:</b>				