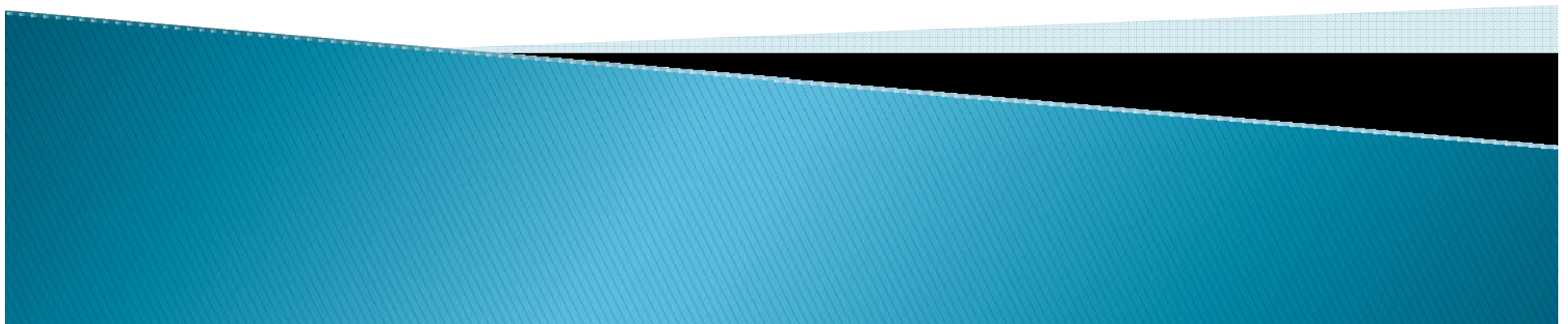




Career Options Round Table



COVERED TOPICS

❖ SITUATIONAL ASSESSMENT

❖ JOB SHADOWING

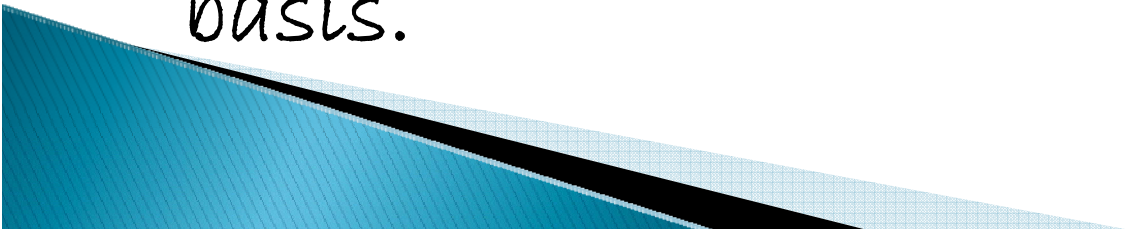
❖ JOB COACHING

❖ SAVING THE EMPLOYER MONEY

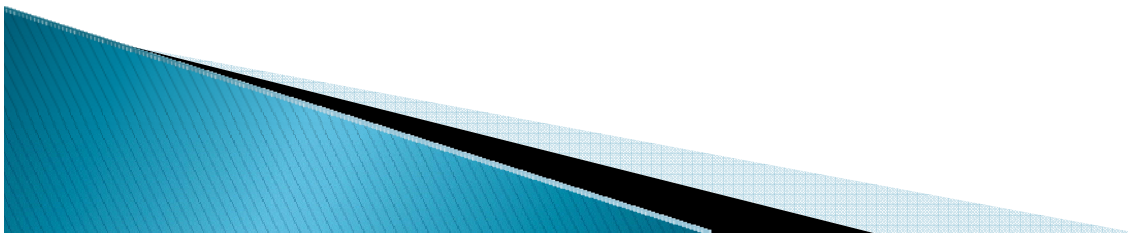


WHAT IS A SITUATIONAL ASSESSMENT?

Many job seekers with limited work experience simply do not know what kind of job might suit them or what kind of on-the-job support they might need. A situational assessment is an opportunity to perform real work in a real work environment on a short-term basis.



An Employment Specialist Works With A Job Seeker For A Few Hours Or Days On A Job Site That Matches The Job Seeker's Career Goals. A Situational Assessment Is An Assessment That Uses Actual Employment And Community Settings.

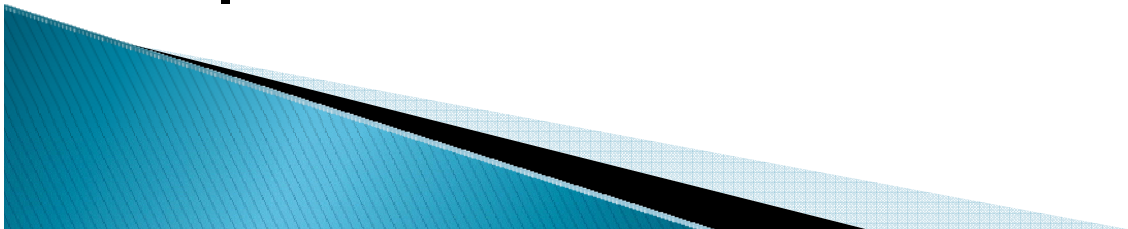


USED TO DETERMINE:

- Work preferences
- Social skills and abilities

CAN BE USED TWO WAYS:

- As a major component of the assessment process prior to job development
- As a job "tryout" prior to the hiring process



SITUATIONAL ASSESSMENTS

A KEY COMPONENT IN SUPPORTED EMPLOYMENT

PLACES A CONSUMER IN ONE OR MORE WORK SITUATIONS AND ENABLES THE JOB COACH TO OBSERVE, RECORD AND INTERPRET THE INDIVIDUAL'S PERFORMANCE ON A VARIETY OF WORK TASKS IN A REAL WORK SETTING.

A SITUATIONAL ASSESSMENT

- THE FEASIBILITY OF THE GOAL OF SUPPORTED EMPLOYMENT
- NATURE AND INTENSITY OF SUPPORT SERVICES NEEDED
- JOB DUTY RESTRICTIONS
- JOB MODIFICATIONS NEEDED
- POST EMPLOYMENT TRAINING NEEDS
- LEAST RESTRICTIVE ENVIRONMENT FOR THAT INDIVIDUAL
- ANTICIPATED LEVEL OF INTERVENTION
- THE BEST JOB MATCH.

DURING A SITUATIONAL ASSESSMENT, A STAFF MEMBER WORKS SIDE BY SIDE WITH AN INDIVIDUAL TO HELP HIM OR HER LEARN THE JOB AND TO DETERMINE IF IT IS A GOOD JOB MATCH.

When the assessment results in a competitive placement, we provide follow-up and support services to the individual.

If no match exists job carving and job creation strategies become necessary.



Staff will research the information needed to effectively match an individual with a severe disability to a job in the community.


- ❑ Includes assessing the unique characteristics of each individual in the “job pool” identifying and analyzing the jobs that exist in the desired community.
- ❑ Comparing the requirements of the jobs and the workplaces with the assets of the individuals



Job Shadow Program

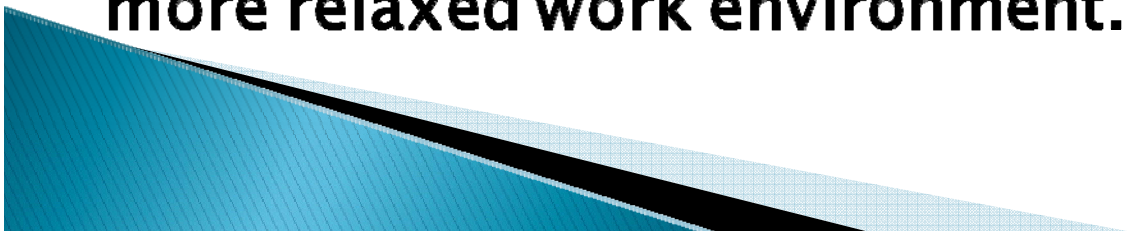
What Career
Exploration
Should Be!!

WHAT IS JOB SHADOWING?

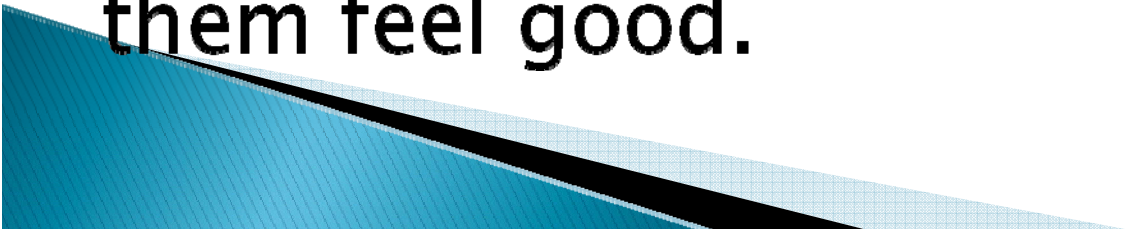
- ❑ An opportunity for one to connect or “Shadow” with a business professional (job shadowing mentor) who has specific knowledge about an occupation or career in which they have interest in
 - ❑ Observe the responsibilities and tasks associated with the mentor’s career
 - ❑ Have the opportunity to ask questions about the knowledge, skills, talents, and level of education required for the job.
- 

Why Participate in a Job Shadowing Program?

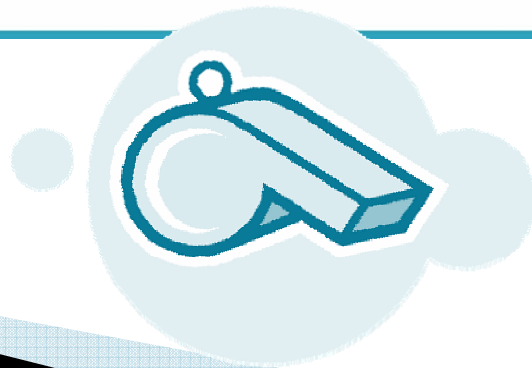
- ❑ Present up-to-date facts about an occupation that can assist in your decision making.
- ❑ Inform you about the skills required for certain jobs so you can match them with your skills.
- ❑ Provide valuable networking contacts to utilize when conducting your actual job search.
- ❑ Assist in developing communication skills and self-confidence in talking with professional people in a more relaxed work environment.



JOB SHADOWING WORKS BECAUSE MOST PEOPLE:

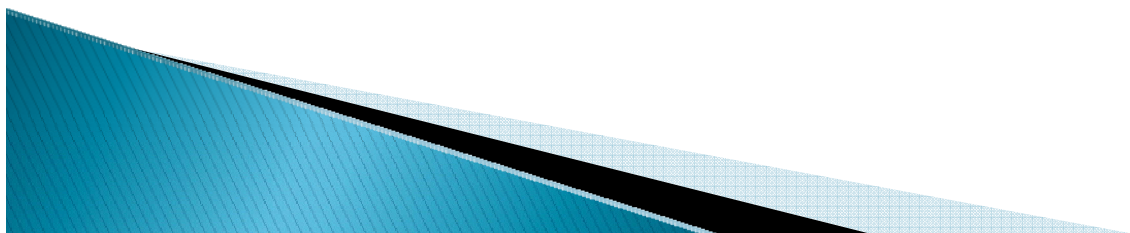
- Enjoy talking about their jobs and career fields.
 - Are flattered that you ask their advice to assist with your career and future.
 - Are empathetic about career transitions because they have experienced them.
 - Like to assist others because it makes them feel good.
- 

THE BENEFITS OF JOB COACHING



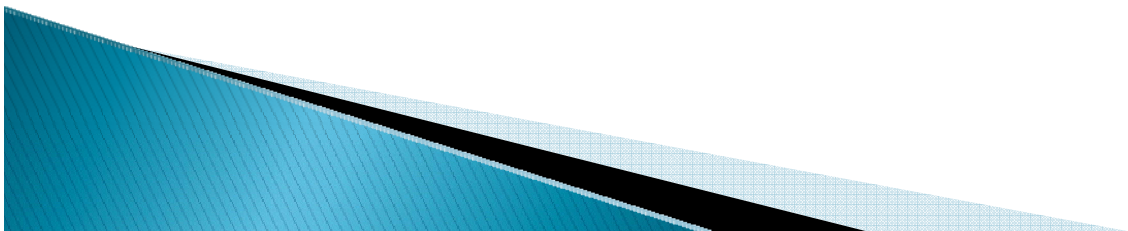



These two roles require unique and different skills. A job coach must have the ability to represent the job seeker as a valuable asset to businesses while also being able to identify and facilitate the necessary supports for the individual to become a successful employee.



A JOB COACH

- ❑ CONCENTRATES ON WHERE CLIENTS ARE NOW AND HELPS THEM DEVELOP GOALS, PLANS, AND ACTION STEPS TOWARD SOME FUTURE EMPLOYMENT
- ❑ PROVIDES EXPERT ADVICE, GUIDANCE, AND SUPPORT TO THOSE WHO ARE SEEKING CAREER SUCCESS
- ❑ IS AN OBJECTIVE OBSERVER AND LISTENER WHO CAN OFTEN SEE SITUATIONS MORE CLEARLY THAN THE CLIENT.

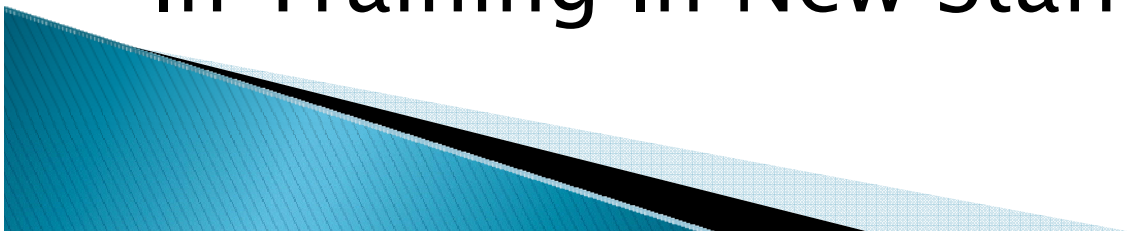


- Finds employment opportunities that match a job seeker's interests, skills and personality*
 - Develops positions that will maximize abilities and minimize disabilities*
 - Has an in-depth understanding of both the job seeker and how a business works*
 - Offers employers something they value*
- 



EMPLOYEE TURNOVER CAN COST AN EMPLOYER AS MUCH AS 25 TO 30 PERCENT OF A NEW HIRE'S ANNUAL SALARY

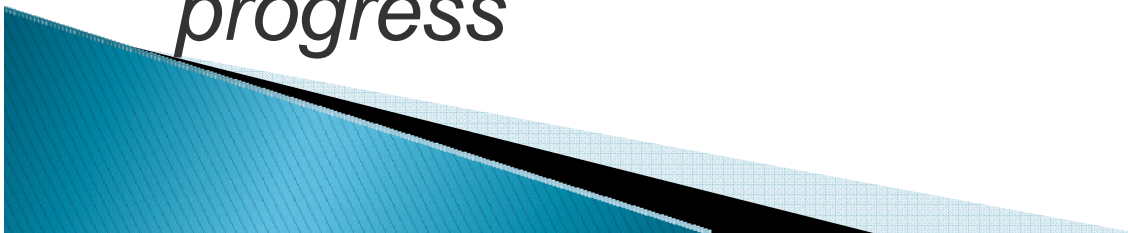
- ❑ Time, Fees, And Materials Associated With Losing An Employee
- ❑ Time For The New Employee And Lost Productivity From Peers As They Assist In Training In New Staff



❑ *Saves employers time and money in the hiring process by identifying suitable candidates for the job and pre-screening eligible participants*

❑ *Assists the employer with the development of a training plan*

❑ *Supports the employer through monitoring the participant's on-the-job progress*



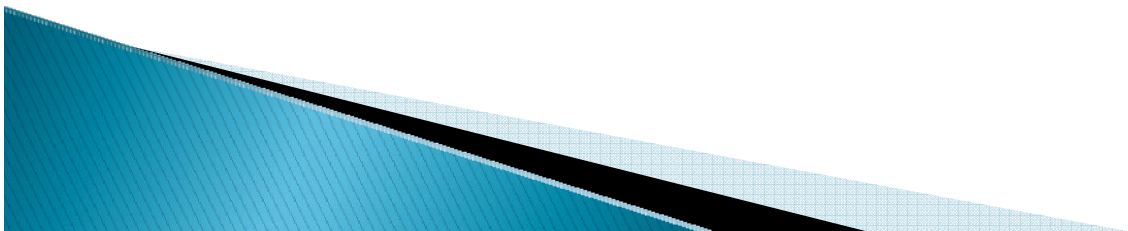
FOR THE EMPLOYER, SOME OF THE BENEFITS OF JOB CREATION INCLUDE:

- ❑ *Increasing current workforce effectiveness and efficiency*

Example: A law firm hires someone to take care of the conference rooms so the paralegals can spend more of their time working on cases.

- ❑ *Filling gaps in the current workforce*

Example: A biochemical company hires someone to recycle samples from the chemicals that were not getting recycled before



ADDITIONAL BENEFITS OF JOB CREATION

- ❑ *Reducing costly or inefficient temporary help and overtime wages*

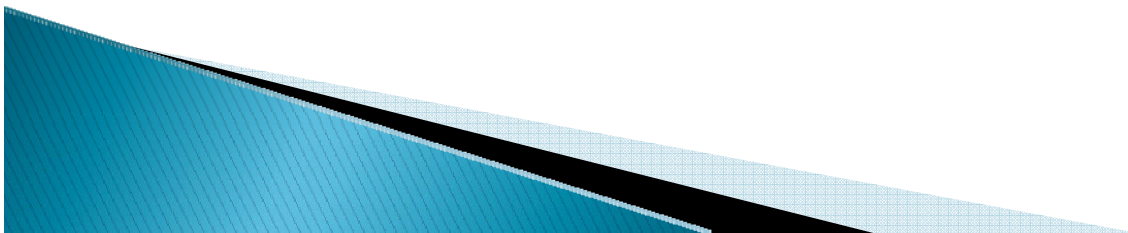
Example: A car dealership hires a person to mail out reminders to customers for oil changes and other scheduled maintenance instead of paying the office staff overtime to do it.

- ❑ *Increasing customer satisfaction*

Example: An amusement park hires someone to sit by the entrance handing out maps of the park and directing visitors to the ride they want to go on first.

It is more effective to find out what customers need and want and match it to what you have to offer...

...than it is to get them to buy what you are selling.



Feeling stuck in a dead end job, you may find that you will start to lose interest fast. The reason might be that you are pursuing something



*There are many
career assessments
where you can figure
out different career
paths that match with
your personality.*

Finding the job that



Negotiate With The Employer

THE NEGOTIATING PROCESS,
USING THE FOLLOWING TOOLS:

Situational

Assessment

Short-term

Job

Tryout

Temporary

Employment

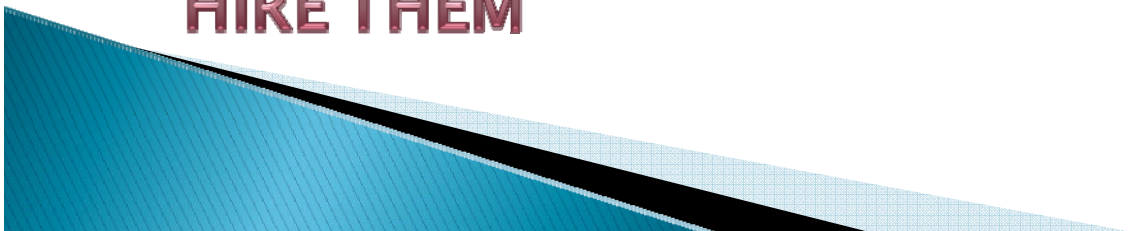
Each Time You Negotiate A Created Job With An Employer You May Need To Use A Different Approach.

Some employers may require a formal, written proposal which includes:

□ WHAT THE JOB SEEKER WILL BE DOING

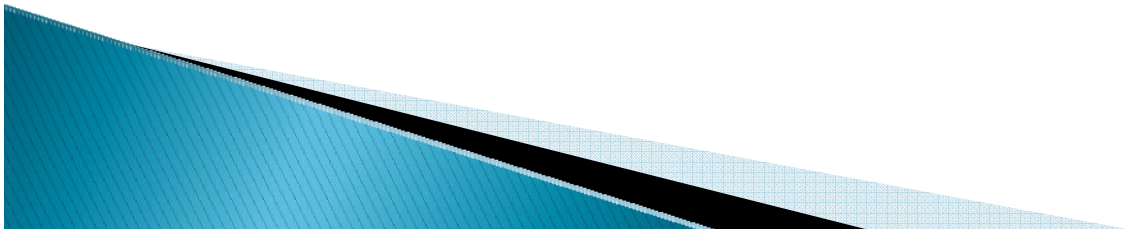
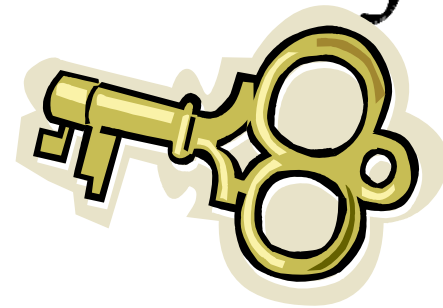
□ THE PAY AND THE HOURS IN WHICH THE CLIENT WILL BE INVOLVED

□ WHY IT IS A GOOD IDEA FOR THE EMPLOYER TO HIRE THEM



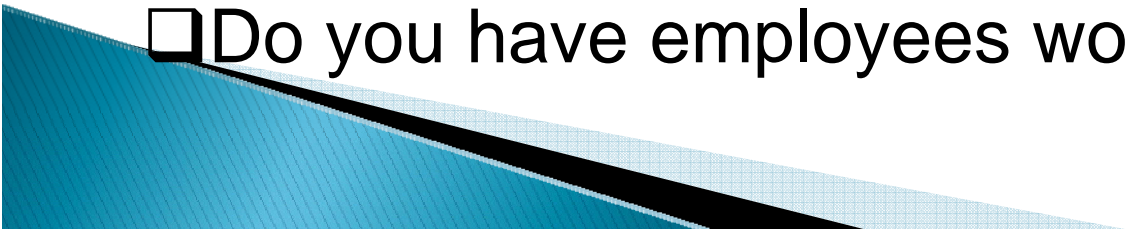
THE KEY TO NEGOTIATING WITH THE EMPLOYER IS MUTUAL BENEFIT.

The modified or created job must be able to be done successfully by the worker (with support) and must meet an employment need of the company.

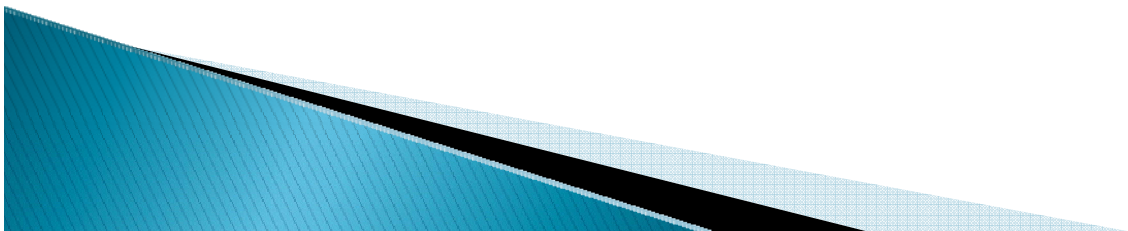


PRODUCTIVE QUESTIONS TO ASK THE EMPLOYER



- What are the variety of tasks that are necessary for your business to operate?
 - When is the company busiest: each day, during the week, during the year?
 - Are there tasks that could be done more efficiently or more often?
 - Are there tasks not getting done because no one has the time?
 - Do you have employees working overtime?
- 

- Are there tasks that take employees away from their more critical job duties? (their areas of expertise or "real" jobs)
- Are there tasks that you typically use temporary or student employees for?
- If you could have help with anything, what would it be?
- What is the biggest challenge the business faces in its day-to-day operations?

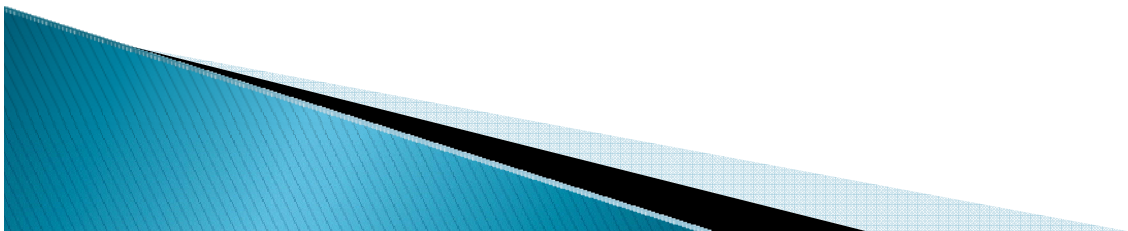


If your employees could have help with anything, what do you think it would be?

What is the biggest challenge the business faces in its day-to-day operations?


What are the areas for growth or potential growth for the business?

Where would you like to see the business in five years? Ten years?



The person who assists individuals with disabilities to find and maintain employment using supported employment services has been referred to by a number of different titles.

This includes such titles as employment specialist, employment consultant, personal representative, job developer, job-site trainer, and job coach.



Regardless of the title, a job coach wears many different hats when supporting an individual in finding and maintaining employment.

