

Employment Phases and Suggested Activities

Phase 1: Pre Discovery Meetings and Discovery Planning Meeting

- Meeting with the individual, family, and other team members
- Explain the Customized Employment Process
- Begin Discovery Profile (SFN 1081)
- Complete Initial Discovery Action Plan Power Point

Phase 2 & 3: Discovery and Customized Employment Planning

- Identify job interests
- Skills inventory
- Spot potential obstacles and probable remedies (transportation, behaviors, etc.)
- Develop plan including discussions regarding fading supports
- Observations of typical life activities and novel community experiences
- Participation in familiar activities outside the home
- Environmental Analysis
- Informational Interviews
- Community Mapping
- Sample various work sites-tours
- Situational Job Assessment
- Job Shadow
- Volunteer position
- Assistive Technology planning
- Customized Employment Job Development Plan (10-20 local businesses for each vocational theme)
- Customized Employment Planning Meeting
- Complete Discovery Profile

Phase 4: CE Job Development and Negotiation

- Job Analysis
- Task Analysis
- Network and develop relationships with employers
- Educate employers-benefits to employee, clarify roles, outline expectation, etc.
- Evaluate employment site
- Provide proposal to employer and secure commitment

Phase 5: CE Job Supports (Job Coaching)

- Provide Systematic Instruction and develop supports to maintain independence (checklists, assistive technology, visual schedule, etc.)
- Implement job coach fading schedule
- Coordinate transportation and home/site schedule
- New hire orientation/testing/required trainings
- Implement natural supports
- Continuous evaluation-modifying job site, tasks, and supports as necessary
- Advocating and problem solving
- Continuous communication with VR and the employer

*This list is a guide and is not an all-inclusive list.