**Supporting Meaningful Employment Training & Certification**

**SUMMARY SHEET Job Development**

*(****Answer all parts*** *to each question. Use back of form, or additional pages, if needed.)*

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Preparation**
2. Describe Job Seeker and where they are in the vocational process (Discovery/Assessment, Job Search Competitive, Supported Employment or Customized) and their disclosure preferences?
3. What Resume style was chosen and why? (Combination, Functional or Representational/Pictorial)
4. What research did you do to identify potential job leads? Describe the **network brainstorming** process, meeting and who contributed?
5. Describe how job leads were prioritized, criteria, who decided?
6. Why did you choose this employer and How did you arrange for the **employer meeting**?
7. What research did you do before meeting the employer?
8. What resources/materials did you reference to complete the **Employer Presentation Plan**?
9. Regarding the employer objections- describe why you choose to prepare for the specific employer questions in your plan? What resources did you reference to craft your response?
10. **Employer Meeting Experience**
11. Did you achieve the outcomes you determined in the **Presentation Plan?** Why or Why not?
12. Were you able to get a tour?
13. How did the information obtained from your employer meeting support your job development/job matching efforts?
14. What objections did the employer ask during the face to face meeting? Were you prepared?
15. Did anything in the process surprise you? Would you do anything differently? Please explain:
16. **Implementation to Practice**
17. What is the purpose of an individualized job development approach?
18. What is your opinion of the Job Development process/practices used in this assignment? (job development approach, research and network brainstorming, prioritizing leads, employer meeting preparation)
19. How did the tools used support or detract from the process? (**Resume, Job Leads Networking form, Job Development Log, Business Survey and Employer Presentation Plan with Objections**)
20. What are your take-aways from this experience? Would you do anything differently?
21. What will you implement to support the individualized job development process going forward?