**SUPPORTING MEANINGFUL EMPLOYMENT TRAINING & CERTIFICATION**

**Cover Sheet – Fieldwork Assignments Job Development**

1. Begin this assignment upon completion of SME modules 1, 6,7,8,9. Submit within 1-3 months of attending modules.
2. Supervisor, with the student review the fieldwork requirements and develop a plan to meet submission guidelines. Follow required fieldwork skills on supervisor/student sign off on page 2. Review progress regularly.
3. A complete Job Development Fieldwork Packet includes 8 documents in total.
4. For support contact SME Fieldwork Mentor Vicki Ferrara (456-8092, [vferrara@ric.edu](mailto:vferrara@ric.edu)).

SME Student Name: Agency:

Mailing Address:

Phone: Email:

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| --- | --- | --- | --- |
| **To be completed by Sherlock Center SME Fieldwork Evaluator** | | | **Sherlock Center SME Evaluator Comments** |
|  | | **Job Development Skills Assessment** |  |
| **Yes** | **No** |
|  |  | 1. Developed a job development strategy, approved by the job seeker, based on the individual’s employment goal and support needs. Completed **disclosure preference** & **created a resume** appropriate to the job development strategy. |
|  |  | 1. Facilitated a **network brainstorming session, with the extended team, guided by the job leads form,** Clear goal, mini profile, minimum of 20 ideas. |
|  |  | 1. Prioritized job leads, from the Job leads network brainstorming list, based on job seeker preferences on the **Job Development Log (JDL).** Documented employer outreach and follow-up on the on the **JDL.** |
|  |  | 1. Scheduled an in-person meeting with a priority employer noted on JD Log.  Before the meeting developed a written **Employer Presentation Plan** and took into consideration the job seekers disclosure preferences   -Stated the purpose and outcome of meeting  - 5 questions, support meeting purpose and outcome.  -Talking points JD/agency role, credibility, services and supports offered.  -Talking points about job seeker, skills, qualifications, support needs, traits  -Marketing Materials support meeting goal. |
|  |  | 1. Prior to meeting with the employer, followed format provided, Projected **two** potential employer **objections**. The response included a statement of understanding, person 1st, business-friendly language, relevant facts and information to address the question/concern |
|  |  | 1. Completed a **Business Survey** included employer information obtained through research, interview, and workplace observation, thorough contact notes |
|  |  | 1. Completed **Job Development** **Summary Sheet.** Summarized experience, answering all questions with sufficient detail. |
|  |  | 1. Signed /initialed **Supervisor/SME Student Sign off Sheet.** (see reverse side) |

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| **SC SME Reviewer: Mark Status** | **Yes** | The Fieldwork Assignment was completed and documented with sufficient detail. Demonstrates competency knowledge and skill. |
| **No** | The activity was not completed and/or documentation lacks detail, structure or required information is missing. Does not meet competency knowledge and skill expectations. **Contact SME reviewer to discuss resubmission.** |

**Sherlock Center Evaluator’s Name: Date**

Evaluator Contact Information:

**Supported Meaningful Employment Training & Certification**

**Instructions and Student/Supervisor Sign-Off Sheet – Job Development**

**Fieldwork Activity: Implement strategies that support individualized job development, prepare for and meet with an employer, document outcomes.** Choose a job seeker that will participate with you to complete all aspects of this assignment listed below. All work should be new and not a reflection on something you did in the past.

|  |  |  |
| --- | --- | --- |
| Student Initials | Supervisor Initials | **Assignment Activity Requirement** |
|  |  | 1. Confirmed job seeker employment goal and preferences. Developed an employer outreach strategy approved by the job seeker, including disclosure decision, job development approach, and created an appropriate Resume.   (Submit resume and Disclosure Decision to Get the Job) |
|  |  | 1. Developed Job lead ideas based on job goal through facilitating a job leads networking brainstorming and research (near home/ transportation/employri, etc.) and identify warm contacts. Captured all job lead ideas and warm contacts on the Job Leads Brainstorming Form. (Submit Job Leads Brainstorming Form) |
|  |  | 1. Reviewed the job leads with the job seeker and team to decide priority employers based on their employment goal and preferences. List priority employers on the Job Development log and track employer outreach. (Submit Job Development Log) |
|  |  | 1. Choose a priority employer, prior to meeting with the employer, researched company and completed a written Employer Presentation Plan.   (Submit Employer Presentation Plan) |
|  |  | 1. Prior to meeting with the employer, developed 2 responses to projected employer objections. Followed the format provided including the inclusive response technique   (Submit 2 objections as part of the Employer Presentation Plan). |
|  |  | 1. Met the priority employer in person, used the employer presentation plan as a guide for your meeting. *Tracked all contact/ outcomes on the Job Development Log.* |
|  |  | 1. Gathered Company/workplace information through research and interview. Documented relevant information on the Business Survey. (Submit Business Survey) |
|  |  | 1. Thoroughly answered all questions on the Job Development Summary Sheet.   (Submit Summary Sheet) |

***SME Student Sign off:*** I attest that all aspects of the assignment are my own current work and not a report on a past experience. Please initial each step of the fieldwork above and sign below.

***Print SME Student Name:***   
***Student Signature:***   ***Date:***   
  
***Supervisor Signoff:*** *I attest that I supervised the completion of this fieldwork, reviewed the required documents, and that all aspects of the fieldwork are current work of the student. Please initial above and sign below.*

***Supervisor’s Name****:*

***Signature****:* ***Date:***

***Email:*** ***Phone #:***

**FIELDWORK SUBMISSION DIRECTIONS:**

**Upload at:** <http://www.ric.edu/sherlockcenter/smetraining.html>, follow the links for SME Fieldwork Assignments.

**Mail to: (Save a Copy)** SME, Sherlock Center/RI College, 600 Mt. Pleasant Avenue, Providence, RI 02908