**Supporting Meaningful Employment Training & Certification**

**SUMMARY SHEET Job Development**

*Answer each question and sub question..   
If typing, respond under each question. If writing by hand, write out each question and respond.*

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

1. **Preparation**
2. Describe the Job Seeker (disability, attributes, job goal, employment preferences)
3. Where are they in their vocational process: (School Transition, Discovery/Assessment/Exploration, Job Search strategy: Competitive, Supported Employment, or Customized)?
4. Describe your experience facilitating the Disability Disclosure Decision making process.
5. What are your job seeker disability disclosure preferences and why?
6. What Resume style was chosen and why? (Combination, Functional or Representational/Pictorial)
7. What resources did you use to help develop the resume?
8. Describe the process of your **network brainstorming** meeting including your experience as the facilitator?
9. Describe how job leads were prioritized, the criteria, and who decided. What role did warm leads play in decision-making?
10. Why did you choose to meet with this employer, how does it connect with job seekers goals? How did you arrange for the **employer meeting**?
11. What research did you do to learn about the employer before contacting/meeting them?
12. What resources/materials did you reference to complete the **Employer Presentation Plan**?
13. Regarding the employer objections:
    1. Why did you choose the specific employer objections in your plan?
    2. What resources did you reference to craft your response?
14. **Employer Meeting Experience**
15. Did you achieve the outcomes you determined in the **Presentation Plan?** Why or Why not?
16. Were you able to get a tour? If yes, what is something you learned about the workplace?
17. How did the information obtained from your employer meeting support your employer engagement/job development/job matching efforts?
18. What objections did the employer ask during the face-to-face meeting? Were you prepared?
19. Did anything about the meeting with the employer surprise you? Would you do anything differently? Please explain:
20. Write an objective case note about the employer contact. Address purpose, activity, what was learned, and next step.
21. **Implementation to Practice**
22. What is the purpose of an individualized job development approach?
23. What is your opinion of the Job Development process/practices used in this assignment? (strategic job development approach, labor market and employer research, network brainstorming and warm leads, prioritizing leads, employer meeting preparation, including objection preparation)
24. Describe how the tools used supported or detracted from the process. (Disclosure preferences, Resume, Job Leads Networking form, Job Development Log, Business Survey, and Employer Presentation Plan with Objections)
25. What did you learn from this job development experience? Would you do anything differently?
26. From the process outlined in 3c, what will you implement to support the individualized job development approach going forward?