Supporting Meaningful Employment Training & Certification

Retention Plan Fieldwork 3, Summary Sheet 3B

(Use back of form, or additional pages, if needed.)

Name: Date:

**Preparation:**

1. Briefly describe your client that is starting the job (age/disability/gender/job goal, etc. ).
2. Briefly describe the employer and position the person was hired for.
3. Briefly describe, why this is a good job match? Skills/accommodation/natural support/ workplace culture/ other factors preferences/needs.
4. What information gathering did you do to determine support needs

(Job Analysis, JAN, Good Fit Model, etc.)

**Experience:**

1. What is the purpose of facilitating Job Analysis and review of job tasks to determine support needs (Good Fit Model)?
2. How did information gained about the job duties and review of the workplace influence the job retention plan?
3. What is the purpose of the Job Retention Support Plan and Action Steps?
4. How did addressing retention support contribute to the success of starting the job?
5. When did you address fading?
6. What did you learn from the retention planning experience? How did the process benefit your client? Would you do anything differently? Please explain:

**Implementation to Practice:**   
How will you use the process of the good fit model to support job retention and fading in your practice? (job seeker preferences/needs, workplace requirements/culture (job analysis) and Job Retention planning, including addressing onsite and off-site support fading process)