**SUPPORTING MEANINGFUL EMPLOYMENT TRAINING & CERTIFICATION**

**Cover Sheet – Fieldwork Assignments Job Development**

1. Complete and submit this fieldwork no later than 1 year of the start of your course. (Suggest set goal of 3-6mos.)
2. Supervisor, support student to develop a plan to complete and submit fieldwork. Follow Required Assignments on supervisor/student sign off, cover sheet page 2.
3. A complete Fieldwork Packet includes: *Cover Sheet with SME Student/Supervisor Sign off*, Jobseeker Resume, Network Job Leads Brainstorming Form, *Job Development Log, Employer Presentation Plan (pages 1-2), Business Survey, and Job Development Summary Sheet,* (6 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by Sherlock Center SME Fieldwork Evaluator** | | | **Sherlock Center SME Evaluator Comments** |
|  | | **Required Assignments and Documentation** |  |
| **Yes** | **No** |
|  |  | 1. Confirmed job seeker employment goal and preferences. **Developed an employer outreach strategy,** including disclosure, job development approach, approved by the job seeker. **Developed appropriate Resume.** |
|  |  | 1. Completed a **network brainstorming session and job leads form** based on the job seeker’s employment goal. |
|  |  | 1. Prioritized job leads based on job seeker preferences and documented on **Job Development Log (JDL).** Track ALL employer contact using the **JDL.** |
|  |  | 1. Scheduled a time to meet with a priority employer – noted on JDL. |
|  |  | 1. Scheduled a time to meet with a priority employer. Prior to the meeting completed a written **Employer Presentation Plan.**   -Stated the goal/outcome of meeting  - 5 questions were relevant to achieve your goal  -Talking points about job seeker are appropriate to goal and preferences  -Talking points for employer support goal, services and supports offered.  –Marketing Materials support meeting goal. |
|  |  | 1. Prior to meeting, Project **two** **objections** this employer may ask and wrote a response using person 1st, business friendly language and an inclusive reply. Page 2 of the **Employer Presentation Plan.** |
|  |  | 1. Completed a **Business Survey** to record employer information obtained through research and meeting/s. |
|  |  | 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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| --- | --- | --- |
| **Sherlock Center SME Reviewer: Mark Assignment 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:**

**Signature Date**

Evaluator Contact Information:

**Supported Meaningful Employment Training & Certification**

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

**Assignment Activity: Implement strategies that support individualized job development, prepare for and meet with an employer, document outcomes.** Choose a job seeker that will work 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** |
|  |  | Confirmed job seeker employment goal and preferences. **Developed an employer outreach strategy** approved by the job seeker**,**  including disclosure, job development approach, **Create Appropriate Resume.** (submit resume) |
|  |  | Developed Job lead ideas and identify warm contacts through research (near home/ transportation/employri, Networkri etc.) and with team/others as appropriate through a **network** **brainstorming session.** |
|  |  | Captured all job lead ideas and warm contacts on the **Job Leads Brainstorming Form**.  (Submit Job Leads brainstorming Form) |
|  |  | Reviewed ideas, based on employment goal and preferences, with job seeker/team and listed **priority employers on the Job Development Log**. (submit Job Development log) |
|  |  | Choose a priority employer, researched and **prior to meeting completed a written Employer Presentation Plan** (Submit Employer Presentation Plan) |
|  |  | **2 responses to projected employer objections** (Submit page 2 objections of the Employer Presentation Plan). |
|  |  | Meet with a priority employer, using the employer presentation plan as your guide.  **Track all contact/ outcomes on the Job Development Log.** |
|  |  | Documented relevant information on the **Business Survey. (**submit Business Survey) |
|  |  | Answer all Questions on the **Job Development Summary Sheet. (**Submit Summary Sheet) |

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

***Print SME Student Name:***

***Student Signature:* *Date:*** ***Supervisor Signoff:*** *I confirm that I supervised the completion of this fieldwork, reviewed the required documents and that all aspects of the assignment 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:** SME, Sherlock Center/RI College, 600 Mt. Pleasant Avenue, Providence, RI 02908

Allow 4-6 weeks to process. Assignments will be graded and returned.

It is the responsibility of the student to follow-up with FW mentor if further work is required.

**Student is responsible for requesting certificate of completion.**

**Requirements for receiving the SME Certificate are Module Attendance and Satisfactory Fieldwork.**