

Table 3.3. Implementation Reference Guide

Goal	Objectives	Forms	Numbers	Time
<b>Section I. Assessment: Choice Management</b>				
A. Making Choices				
	All objectives	All forms		About 2 weeks 1 to 2 hours
	1. Getting Started	Self-Directed Employment Orientation Matrix	I:A:1:1	
	2. Completing the Jobs I Want to Do: Form A or B	Jobs I Want to Do: Form A or Jobs I Have Done and Jobs I Want to Do: Form B	1:A:2:1 I:A:2:2 I:A:2:3	Three 1.5 hour sessions
	3. Completing the Characteristics I Like: Form A or B	Characteristics I Like: Form A or Characteristics I Like: Form B	I:A:3:1 I:A:3:2	Completed in Objective 2
	4. Summarizing Making Choices	Initial Job Preferences Graph Initial Task Preferences Graph Characteristics Summary Graph Four Most Important Characteristics Graph	I:A:4:1 I:A:4:2 I:A:4:3 I:A:4:4	1 hour
	5. Constructing a Résumé	Application for Employment Sample Résumé 1 Sample Résumé 2 Sample Résumé 3	I:A:5:1 I:A:5:2 I:A:5:3 I:A:5:4	2 hours
B. Exploring Choices	All objectives	All forms		About 1 month
	6. Completing Shadowing Skill and Preference Match	Assessment Event Organizer Questions for Shadowing Shadowing: Form A Shadowing: Form B	I:B:6:1 I:B:6:2 I:B:6:3 I:B:6:4	2.5 hours for each of the 3–4 jobsites shadowed plus jobsite development time
	7. Completing the Characteristics I Like versus What Is Here: Form A or B	Characteristics I Like versus What is Here: Form A or Characteristics I Like versus What is Here: Form B	I:B:7:1 I:B:7:2	Completed in Objective 6
	8. Doing the Situational Interview (optional)	Situational Interview Situational Interview Summary	I:B:8:1 I:B:8:2	2.5 hours
	9. Completing the Shadowing Summary	Shadowing Summary Graph Characteristics Summary Graph Four Most Important Characteristics Graph	I:B:9:1 I:A:4:3 I:A:4:4	2 hours

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Table 3.3. (continued)

Goal	Objectives	Forms	Numbers	Time
C. Testing Choices	All objectives	All forms		
	10. Facilitating Internships	Assessment Event Organizer	I:B:6:1	About 1 month Internship jobsite development time
	11. Completing the Characteristics I Like versus What Is Here: Form A or B	Characteristics I Like versus What is Here: Form A or Characteristics I Like versus What is Here: Form B	I:B:7:1 I:B:7:2	Completed in Objective 12 (30 minutes)
	12. Doing the Improvement Forms	Work Improvement: Form A Social Improvement: Form A Personal Improvement: Form A Task Improvement: Form A or Work Improvement: Form B Social Improvement: Form B Personal Improvement: Form B Task Improvement: Form B or Self-Determined Improvement Form	I:C:12:1 I:C:12:2 I:C:12:3 I:C:12:4 I:C:12:5 I:C:12:6 I:C:12:7 I:C:12:8 I:C:12:9	4–5 hours per internship site  At least 2–3 sites should be developed
D. Final Choices	13. Completing the Job Requirements and Accommodations: Form A or B	Job Requirements and Accommodations: Form A or Job Requirements and Accommodations: Form B	I:C:13:1 I:C:13:2	Completed the last day of each internship (30 minutes)
	14. Completing the Job Internship Summary Graphs	All forms Work Strength Evaluation Graph Social Strength Evaluation Graph Personal Strength Evaluation Graph Task Strength Evaluation Graph Job Requirements and Accommodations Graph	I:D:14:1 I:D:14:2 I:D:14:3 I:D:14:4 I:D:14:5	About 1 week 3–4 hours
	15. Facilitating Postassessment Staffing	Evaluation Across Internships Graph Adaptability Summary Adaptability Graph Internship Preference Graph Initial Support Ratio Graph Self-Determined Job Match Summary	I:D:15:1 I:D:15:2 I:D:15:3 I:D:15:4 I:D:15:5 I:D:15:6	

**Section II. Placement and Follow-Along: Self-Management**

E. Find a Job Matching Skills and Preferences

All objectives	All forms	About 1–2 months
16. Individualizing Job Development	Preplacement Information Job Development Information Job Development Record	II:E:16:1 II:E:16:2 II:E:16:3
17. Collecting and Evaluating Supervisor Feedback	Supervisor Evaluation Cards: Form A or Supervisor Evaluation Cards: Form B Monitor Supervisor Feedback Graph	II:E:17:1 II:E:17:2 II:E:17:3
18. Completing the Do I Have the Job I Like? Forms	Characteristics I Like versus What is Here: Form A or Characteristics I Like versus What is Here: Form B Jobs and Tasks I Like: Form A or Jobs and Tasks I Like: Form B Do I Have the Job I Like? Summary	II:E:18:1 II:E:18:2 II:E:18:3 II:E:18:4 II:E:18:5
19. Completing the Can I Do This Job? Forms	Can I Do This Job? Form A or Can I Do This Job? Form B Can I Do This Job? Summary	II:E:19:1 II:E:19:2 II:E:19:3
20. Completing the My Employment Plan	My Employment Plan: Form A or My Employment Plan: Form B Job Termination Follow-Up Report	II:E:20:1 II:E:20:2 II:E:20:3

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Table 3.3. (continued)

Goal	Objectives	Forms	Numbers	Time
F. Solve On-the-Job Problems	All objectives	All forms		Ongoing: on-the-job
	21. Checking Supervisor Match	Basic Match Contract or Match Contract: Alternate 1 or Match Contract: Alternate 2 Match Data Summary	II:E:21:1 II:E:21:2 II:E:21:3 II:E:21:4	Optional: for as long as needed
	22. Teaching a Problem-Solving System	Problem and Solutions List Basic Improvement Contract or Improvement Contract: Alternate 1 or Improvement Contract: Alternate 2 or Improvement Contract: Alternate 3 or Improvement Contract: Alternate 4	II:E:22:1 II:E:22:2 II:E:22:3 II:E:22:4 II:E:22:5 II:E:22:6 II:E:22:7	Ongoing: on-the-job
	23. Teaching Ongoing Adjustments	Improvement Contract Data Summary Quarterly Placement Summary	II:E:23:1 II:E:23:2	At least monthly
	24. Monitoring Changes and Adjustments	My Change Plan: Form A or My Change Plan: Form B	II:E:24:1 II:E:24:2	Every 3–6 months or as needed