



Appendix

Self-Directed Employment Staff Profile (page 1)					First score: _____	Second score: _____
Name: _____ Title: _____ Program: _____		Date: _____				
<p>Instructions: Respond to each item by circling a number from 0 to 3 in each of the three answer columns. A rating of 0 indicates "Not at all." A rating of 3 in the first answer column indicates "Very well"; in the second answer column, it indicates "Frequently"; and in the third answer column, it indicates "Very important. Add the number of points at the end of each section for the "Have I learned this?" "Do I do this?" and "Is this important to my program?" categories. Complete the profile by following the instructions for calculating your score on the last page.</p>						
Section I. Assessment: Choice Management		Have I learned this?	Do I do this?	Is this important to my program?		
Making Choices	1. Facilitate job choices	0 1 2 3	0 1 2 3	0 1 2 3		
	2. Discuss choices	0 1 2 3	0 1 2 3	0 1 2 3		
	3. Teach Characteristics I Like forms	0 1 2 3	0 1 2 3	0 1 2 3		
	4. Construct a résumé with an individual	0 1 2 3	0 1 2 3	0 1 2 3		
	5. Determine specific jobsites	0 1 2 3	0 1 2 3	0 1 2 3		
Exploring Choices	6. Teach shadowing	0 1 2 3	0 1 2 3	0 1 2 3		
	7. Teach skills matching	0 1 2 3	0 1 2 3	0 1 2 3		
	8. Teach preference matching	0 1 2 3	0 1 2 3	0 1 2 3		
	9. Teach jobsite evaluation	0 1 2 3	0 1 2 3	0 1 2 3		
	10. Teach job availability	0 1 2 3	0 1 2 3	0 1 2 3		
	11. Teaching Shadowing Summary form	0 1 2 3	0 1 2 3	0 1 2 3		
	12. Develop internships	0 1 2 3	0 1 2 3	0 1 2 3		
Testing Choices	13. Facilitate internships	0 1 2 3	0 1 2 3	0 1 2 3		
	14. Teach goal setting and planning on improvement forms	0 1 2 3	0 1 2 3	0 1 2 3		
	15. Be an individual's job coach	0 1 2 3	0 1 2 3	0 1 2 3		
	16. Teach self-evaluation and matching	0 1 2 3	0 1 2 3	0 1 2 3		
	17. Teach adjustment	0 1 2 3	0 1 2 3	0 1 2 3		
	18. Teach Job Requirements and Accommodations forms	0 1 2 3	0 1 2 3	0 1 2 3		
	19. Teach preference matching	0 1 2 3	0 1 2 3	0 1 2 3		

Self-Directed Employment Staff Profile (page 2)				
Section I. Assessment: Choice Management (continued)		Have I learned this?	Do I do this?	Is this important to my program?
Final Choices	20. Teach the Job Preferences Summary form	0 1 2 3	0 1 2 3	0 1 2 3
	21. Teach the improvement summaries	0 1 2 3	0 1 2 3	0 1 2 3
	22. List natural and other supports	0 1 2 3	0 1 2 3	0 1 2 3
	23. Facilitate postassessment staffing	0 1 2 3	0 1 2 3	0 1 2 3
Section I. Assessment: Choice Management scores				
Section II. Placement: Self-Management				
Finding a Job	24. Review and discuss assessment results	0 1 2 3	0 1 2 3	0 1 2 3
	25. Identify jobs	0 1 2 3	0 1 2 3	0 1 2 3
	26. Individualize job development	0 1 2 3	0 1 2 3	0 1 2 3
	27. Complete the placement process	0 1 2 3	0 1 2 3	0 1 2 3
Matching Job to Choices	28. Teach Characteristics I Like versus What Is Here forms	0 1 2 3	0 1 2 3	0 1 2 3
	29. Teach Tasks I Like forms	0 1 2 3	0 1 2 3	0 1 2 3
	30. Teach Jobs I Like forms	0 1 2 3	0 1 2 3	0 1 2 3
	31. Record and analyze data	0 1 2 3	0 1 2 3	0 1 2 3
Matching Job to Skills	32. Monitor and assist with the plan	0 1 2 3	0 1 2 3	0 1 2 3
	33. Collect supervisor feedback	0 1 2 3	0 1 2 3	0 1 2 3
	34. Teach Can I Do the Job? forms	0 1 2 3	0 1 2 3	0 1 2 3
	35. Monitor and assist with adjustments	0 1 2 3	0 1 2 3	0 1 2 3

Self-Directed Employment Staff Profile (page 3)				
Section II. Placement: Self-Management (continued)		Have I learned this?	Do I do this?	Is this important to my program?
Identify and Use Supports	36. Teach the Initial Support Ratio Graph	0 1 2 3	0 1 2 3	0 1 2 3
	37. Facilitate on-the-job supports	0 1 2 3	0 1 2 3	0 1 2 3
	38. Facilitate personal supports	0 1 2 3	0 1 2 3	0 1 2 3
	39. Facilitate community supports	0 1 2 3	0 1 2 3	0 1 2 3
	40. Facilitate financial supports	0 1 2 3	0 1 2 3	0 1 2 3
Use Learning Strategies	41. Identify and develop learning strategies	0 1 2 3	0 1 2 3	0 1 2 3
	42. Teach learning strategies	0 1 2 3	0 1 2 3	0 1 2 3
	43. Teach learning strategy evaluation	0 1 2 3	0 1 2 3	0 1 2 3
	44. Teach learning strategy adjustments	0 1 2 3	0 1 2 3	0 1 2 3
Problem Solve	45. Teach performance evaluation	0 1 2 3	0 1 2 3	0 1 2 3
	46. Teach a problem-solving system	0 1 2 3	0 1 2 3	0 1 2 3
	47. Facilitate use of the problem-solving system	0 1 2 3	0 1 2 3	0 1 2 3
	48. Monitor the problem-solving system	0 1 2 3	0 1 2 3	0 1 2 3
	49. Facilitate modifications and adjustments	0 1 2 3	0 1 2 3	0 1 2 3
When a Job Ends	50. Teach the Job Termination Follow-Up Report form	0 1 2 3	0 1 2 3	0 1 2 3
	51. Assist with planning the next step	0 1 2 3	0 1 2 3	0 1 2 3
	52. Facilitate implementation of the plan for the next step	0 1 2 3	0 1 2 3	0 1 2 3
	53. Monitor the plan for the next step	0 1 2 3	0 1 2 3	0 1 2 3
	54. Facilitate modifications	0 1 2 3	0 1 2 3	0 1 2 3
Section II. Placement: Self-Management scores				

Self-Directed Employment Staff Profile (page 4)									
Follow Along: Change Management		Have I learned this?		Do I do this?		Is this important to my program?			
Review Problem Solving	55. Teach evaluation of problem-solving strategies	0	1	2	3	0	1	2	3
	56. Teach a new problem-solving system	0	1	2	3	0	1	2	3
Review the vocational plan	57. Teach needs, goals, and plans sections in change plans	0	1	2	3	0	1	2	3
	58. Assist with time lines	0	1	2	3	0	1	2	3
	59. Facilitate support analysis	0	1	2	3	0	1	2	3
	60. Monitor the vocational plan	0	1	2	3	0	1	2	3
	61. Teach results and adjustment sections in change plans	0	1	2	3	0	1	2	3
Follow Along: Change Management scores									

Fill in the chart for each section's score. Visually compare each score to the percentage arrow at the bottom of the chart.

Assessment: Choice Management	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
	0	6	13	20	27	34	41	48	55	62	69
Placement: Self-Management	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
	0	9	18	27	37	46	55	65	74	83	93
Follow-Along: Change Management	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
	0	2	4	6	8	10	12	14	16	18	21
Percentages	<div style="position: relative; height: 20px;"> <div style="position: absolute; left: 0; top: 0; bottom: 0; background: linear-gradient(to right, black 49%, transparent 49%, transparent 51%, black 51%);"></div> <div style="position: absolute; right: 0; top: 0; bottom: 0; background: linear-gradient(to left, black 49%, transparent 49%, transparent 51%, black 51%);"></div> </div>										
	0	10	20	30	40	50	60	70	80	90	100

Phases	Purpose	Schedule	What happens
Assessment: Choice management	Find a job you like, that you can do, and that is available	1–4 times per week for about 1–3 months	<p><i>Making Choices:</i> Choose jobs you want to explore</p> <p><i>Exploring Choices:</i> Learn more about job choices</p> <p><i>Testing Choices:</i> Try out job choices until you find a good match</p> <p><i>Final Choices:</i> Prepare an assessment summary and present this at a postassessment staff meeting</p>
Placement: Self-management	<p>Get a job and learn it</p> <p>Get help and support on the job</p> <p>Learn to self-manage work in order to keep the job</p> <p>Become as independent as possible through self-management</p>	About 2–3 months after starting your job	<p><i>Finding a Job Matching Skills and Preferences:</i> Start a job, with support from a job coach</p> <p><i>Solving On-the-Job Problems:</i> Master work demands through learning self-management techniques</p>
Follow-along: Self-management	<p>Receive ongoing support</p> <p>Receive support with job changes</p> <p>Receive support with career</p>	About once per week, for as long as you need or want support	<p><i>Solving On-the-Job Problems:</i> Work with your job coach, case manager, or another person who provides support occasionally (about once per week). Continue doing your job using self-management procedures. Determine any new changes and begin long-term career planning.</p>
Notes or drawings			

Name: _____

Date: _____

For the first and last columns, rank the jobs 1–4, with 4 indicating the job or task you like most.

Rank each job	Job type	Job title	Have I done this job?	Did I like this job?	Job tasks (list four)	Rank best tasks
			Yes	Yes	_____	_____
			No	No	_____	_____
					_____	_____
					_____	_____
			Yes	Yes	_____	_____
			No	No	_____	_____
					_____	_____
					_____	_____
			Yes	Yes	_____	_____
			No	No	_____	_____
					_____	_____
					_____	_____
			Yes	Yes	_____	_____
			No	No	_____	_____
					_____	_____
					_____	_____

Can't think of choices? Here are some examples:

Some job types	Some job tasks		
Store work	Stocking and pricing items	Working on an assembly line	Emptying trash
Laundry work	Bringing carts inside	Bussing tables	Typing
Food service (restaurant) work	Running a cash register	Cooking or baking	Mailing
Maid service work	Folding laundry	Cleaning bathrooms	Filing
Janitorial work	Pressing laundry	Vacuuming	Answering phones
Factory work	Wiping tables	Making beds	Playing with children
Office work	Serving food	Dusting	Talking with children
Child care work	Washing dishes	Washing windows	Disciplining children
Animal care work	Cleaning a kitchen	Mopping floors	Watching children
			Cleaning animal cages

Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.

I:A:2:2












Jobs I Have Done

Making Choices


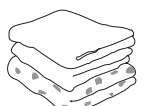













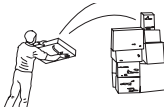


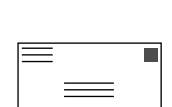
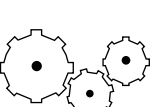










Name: _____

Date: _____

Circle jobs you have done.

 Store work	 Laundry	 Food service	 Maid service	 Child care	 Janitorial work
 Animal care	 Outdoor maintenance	 Warehouse work	 Office work	 Factory work	Other

Circle tasks you have done.












 Pricing	 Folding	 Ironing	 Wiping tables	 Serving food	 Vacuuming
 Cooking/baking	 Washing dishes	 Washing cars	 Making beds	 Dusting	 Mowing lawns
 Sanding	 Taking out trash	 Dusting videos	 Carrying boxes	 Weedeating	 Gathering carts
 Mailing	 Working with machines	 Washing windows	 Watching children	 Mopping/sweeping	 Cleaning bathrooms
 Disciplining children	 Bagging groceries	 Filling condiments	 Straightening books	 Playing with children	 Stocking
Other	Other	Other	Other	Other	Other

Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.


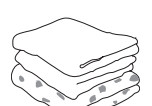












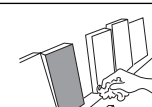



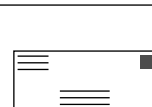
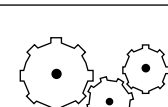










Name: _____

Date: _____

Circle at least four jobs you like. Rate them 1–4. A rank of 4 shows the job you like best.

 Store work	 Laundry	 Food service	 Maid service	 Child care	 Janitorial work
 Animal care	 Outdoor maintenance	 Warehouse work	 Office work	 Factory work	Other

Circle tasks you like. Rate them 1–4. A rank of 4 shows the task you like best.

 Pricing	 Folding	 Ironing	 Wiping tables	 Serving food	 Vacuuming
 Cooking/baking	 Washing dishes	 Washing cars	 Making beds	 Dusting	 Mowing lawns
 Sanding	 Taking out trash	 Dusting videos	 Carrying boxes	 Weedeating	 Gathering carts
 Mailing	 Working with machines	 Washing windows	 Watching children	 Mopping/sweeping	 Cleaning bathrooms
 Disciplining children	 Bagging groceries	 Filling condiments	 Straightening books	 Playing with children	 Stocking
Other	Other	Other	Other	Other	Other

Name: _____

Date: _____









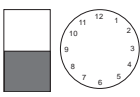
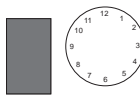








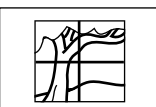



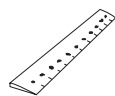
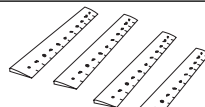












First, circle the preferred item in each pair. Second, draw a star in the ★ column for the 10 characteristics that are most important to you. Third, check your four most preferred characteristics in the "Top Four" column.

Characteristics		★	Top four
Work alone	Work with others		
Work in a quiet workplace	Work in a noisy workplace		
Work part-time	Work full-time		
Work weekdays only	Works weekends, too		
Work at a hard job	Work at an easy job		
Work inside	Work outside		
Have few rules	Have well-defined rules		
Work standing up	Work sitting down		
Work mornings	Work evenings		
Work in an attractive place	Looks of place do not matter		
Dress up for work	Do not dress up		
Do physical work	Do thinking work		
Detail is important	Detail is not important		
Do the same tasks every day	Do different tasks every day		
Work with people	Work with things		
Working fast is important	Speed does not matter		
Work with little supervision	Work with a lot of supervision		
Work in the daytime	Work at night		
Work in a small business	Work in a large business		
Other:			
Other:			
Other:			
Other:			

Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.

Name: _____

Date: _____

For each pair, circle the one you like best.	★	Top 4	For each pair, circle the one you like best.	★	Top 4																												
 Work alone  Work with others			 Dress up for work  Do not dress up																														
 Work in a quiet place  Work in a loud place			 Physical work  Thinking work																														
 Work part-time  Work full-time			 Important to work fast  Speed is not important																														
<table border="1" data-bbox="267 787 470 871"> <tr><td>S</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>X</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>X</td></tr> </table> Work weekdays only <table border="1" data-bbox="503 787 706 871"> <tr><td>S</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> </table> Work weekends, too	S	M	Tu	W	Th	F	S	X	✓	✓	✓	✓	✓	X	S	M	Tu	W	Th	F	S	✓	✓	✓	✓	✓	✓	✓			 Same job every day  Different job every day		
S	M	Tu	W	Th	F	S																											
X	✓	✓	✓	✓	✓	X																											
S	M	Tu	W	Th	F	S																											
✓	✓	✓	✓	✓	✓	✓																											
 Work a hard job  Work an easy job			 Work with people  Work with things																														
 Work inside  Work outside			 A little supervision  A lot of supervision																														
 Have few rules  Have lots of rules			 Daytime work  Nighttime work																														
 Work standing up  Work sitting down			 Small business  Large business																														
 Work mornings  Work afternoons			 Other Other																														
 Attractive place  Looks of place do not matter			 Other Other																														
 Detail important  Detail not important			 Other Other																														

Initial Job Preferences Graph

Making Choices
Final Choices

Name: _____ Date: _____

Job	Rank			Check if done	Job preference graph											
	Day 1	Day 2	Day 3		1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12
					1	2	3	4	5	6	7	8	9	10	11	12

Four top-ranked jobs

Have I done this job?

Do I need to shadow this job?

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

I:A:4:2

Initial Task Preferences GraphMaking Choices
Final Choices

Name: _____

Date: _____

Task	Rank			Check if done	Task preference graph
	Day 1	Day 2	Day 3		
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12
					1 2 3 4 5 6 7 8 9 10 11 12

Four top-ranked tasks

Have I done this task?

Do I need to shadow this task?

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

1:A:4:3

Characteristics Summary Graph

Making Choices
Exploring Choices
Testing Choices
Final Choices

Name: _____

Date: _____

Work alone	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with others	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in a quiet workplace	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in a noisy workplace	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work part-time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work full-time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work weekdays only	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Works weekends, too	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work at a hard job	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work at an easy job	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work inside	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work outside	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Have few rules	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Have well-defined rules	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work standing up	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work sitting down	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work mornings	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work evenings	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in an attractive place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Looks of place do not matter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Dress up for work	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do not dress up	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do physical work	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do thinking work	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Detail is important	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Detail is not important	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do the same tasks every day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do different tasks every day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with people	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with things	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Working fast is important	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Speed does not matter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with little supervision	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with a lot of supervision	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in the daytime	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work at night	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in a small business	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in a large business	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Other:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Other:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Other:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Other:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.

I:A:4:4

Four Most Important Characteristics Graph

Making Choices
Exploring Choices
Testing Choices
Final Choices

Name: _____ Date: _____

Work alone	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with others	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in a quiet workplace	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in a noisy workplace	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work part-time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work full-time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work weekdays only	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Works weekends, too	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work at a hard job	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work at an easy job	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work inside	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work outside	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Have few rules	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Have well-defined rules	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work standing up	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work sitting down	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work mornings	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work evenings	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in an attractive place	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Looks of place do not matter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Dress up for work	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do not dress up	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do physical work	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do thinking work	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Detail is important	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Detail is not important	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do the same tasks every day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Do different tasks every day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with people	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with things	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Working fast is important	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Speed does not matter	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with little supervision	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work with a lot of supervision	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in the daytime	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work at night	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in a small business	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Work in a large business	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Other:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Other:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Four most important characteristics _____

Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.

Personal information

Name: _____ Phone number: _____

 Last First Middle

Current address: _____

Street City State Zip code

Permanent address: _____

Street	City	State	Zip code

Social security number: _____ Are you 18 or older? Yes No

Are you a U.S. citizen? Yes No If not, are you authorized to work in the U.S.? Yes No

Employment goals

Position: _____ Date you can start: _____ Requested salary: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Have you applied to this company before? Yes No When? _____

Who referred you to this company? _____

Education

Level of education	Name and location of school	Years	Did you graduate?	Subjects studied
Grammar school				
High school				
College				
Trade, business, or correspondence school				

General information

Subjects of special study or research work: _____

Special skills: _____

Activities (e.g., volunteer work, sports): _____

U.S. military service: _____ Rank: _____ National Guard or Reserves: _____

Dates of employment	Name and address of employer	Salary	Position	Reason for leaving

Name	Address and phone number	Relationship	Number of years

I certify the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements in the application, including the references listed, to obtain any information concerning my previous employment and any other pertinent information.

Do not write in the shaded box below.

Remarks: _____

Hired? Yes No Date: _____ Position: _____ Salary: _____

Kelly Sample

29 Red Horse Road
Fountain, Colorado 80917
(719) 555-9987

Career Objective

An entry-level position in an office, copy store, or mail room, which takes advantage of my attention to detail and good organizational skills.

Education

1990	Graduated from Fountain-Fort Carson High School
1990–1992	Attended Pikes Peak Community College. Took graphic arts and printing courses.

Work Experience

1987–1990 (Summers)	Camp counselor at Otis Park. Aide at a day camp for children with disabilities. Supervised children on field trips; helped with arts and crafts, physical education, music, and drama activities.
---------------------	---

Volunteer Experience

1990	Consumer-directed supported employment. Participated in a program to determine my skills and preferences as a worker.
1989–1990	Teacher's aide at Jefferson Elementary School. Duties included copying instructional materials; filing completed work; and tutoring math, spelling, and reading.
September – November 1989	Mushroom Monday. Washed silk-screens and scrubbers.

References furnished on request.

Pat Sample

1536 Perry Drive ■ Miller's Creek, Mississippi 38655 ■ (601) 555-5548

■ Career Objective

To obtain a long-term position that allows me to apply and expand my skills and interests in cooking or working with cars

■ Education

1990 Graduated from Harrison High School

1990-1992 Attended Anderson College. Earned a certificate in the Food Service Program.

■ Work Experience

Food Service **Peterson Air Force Base**, assistant cook and meal preparer

Louie's Pizza, pizza maker and delivery driver

Subway Sandwich Shop, sandwich maker and delivery driver

Little Caesar's Pizza, delivery driver

Mechanical **United States Navy**, Gas Turbine Systems Technician, served in the Persian Gulf
 Fort Carson, military pool civilian overhaul division, mechanic assistant

Conoco Gas Station, station attendant

References furnished on request.

Aaron Sample

23244 North Albert Street, Apartment 4
Boston, Massachusetts 02114
(617) 555-1212

Career Objective

A position that allows me to use my skills and interest in the areas of maintenance work or fitness

Qualifications

Maintenance

- Welding
- Light plumbing
- Mowing
- Furniture repairs
- Use of power tools
- Sprinkler system repair
- Janitorial duties
- Delivery and warehouse duties
- Painting

Fitness

- Played football
- Ran track
- Wrestled
- Studied physical education on the college level

Education

Widefield High School, High School Diploma
Jones Junior College, Physical Education

Work Experience

TRW—10 years as a maintenance man
Apollo Park Apartments—3 years as a maintenance man
Ingalls Ship Building—4 years as a welder/shipfitter, welder/tacker

References furnished on request.

Use this form to keep track of shadowing, internships, summaries, telephone calls, appointments, résumés, staffings, and any other important events.

Week: _____

Individual's name	Assessment events to do	When	Done	Staff responsible

Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.

Name: _____ Date: _____

Jobsite: _____ Interviewee: _____

Main factors describing this job (Required work skills)

Characteristics of a person who is good at this job (Required social and personal skills)

Duties of this job (Required task skills)

Daily routines






Experience, licenses, and education required for this job

How often do you hire for this position? Other positions?

How much does a person doing this job get paid?



Name: _____ Jobsite: _____ Date: _____

Part 1: What I can do

Skills I need for this job (Get the answers from the Questions for Shadowing Form)	Skills I have (write the number of each)	Matches
Work skills		
Social skills		
Personal skills		
Task skills		
Job experiences, licenses, and education		

$$\frac{\text{Skills I have: } \underline{\hspace{2cm}}}{\text{Skills I need: } \underline{\hspace{2cm}}} = \underline{\hspace{1cm}} \times 100 = \underline{\hspace{1cm}} \% \text{ Percentage of average skill match}$$

Part 2: What I like

Two jobs I like most	Is this job one of my top choices?	Matches
	Yes No Yes No	 Site match =
Two tasks I like most	Is this task performed here?	Matches
	Yes No Yes No	 Task match =

$$\frac{\text{Site match} + \text{Task match} + \text{Characteristics match*}}{3} = \underline{\hspace{1cm}} \times 100 = \underline{\hspace{1cm}} \% \text{ Percentage of average preference match}$$

*From the Characteristics I Like versus What Is Here Form

Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.

Name: _____ Jobsite: _____ Date: _____

Row	Jobs I like (Before): Circle two.
1	
	Tasks I like (Before): Circle two.
2	
	The job here: Circle one.
3	
	Tasks here: Circle all the tasks that are here.
4	
	Tasks here I can do: Circle all the tasks you can do.
5	
	Tasks here I have done: Circle all the tasks you have done.
6	
	Tasks here I like: Circle all the tasks you like.
7	
	Jobs I like (After): Circle two.
8	

1. Matches for Rows 1 and 3 =
2. Matches for Rows 1 and 8 =
3. Items circled in Row 2 divided by total of Row 7 =
4. Characteristics match (from I.B.7.2) =
Sum of 1-4: _____ = . _____ x 100 = _____ %
4
Percentage of preference match

5. Items circled in Row 5 divided by total of Row 4 =
6. Items circled in Row 6 divided by total of Row 4 =
Sum of 5 and 6: _____ = . _____ x 100 = _____ %
2
Percentage of skill match

Name: _____ Jobsite: _____ Date: _____

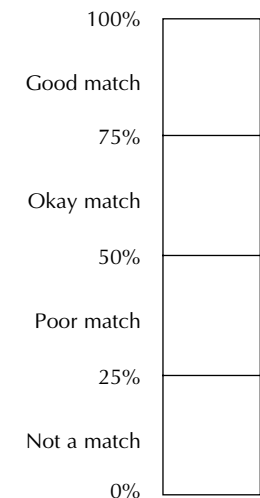
What I like (Before)		★	✓	What is here (After)		Matches	
Work alone	Work with others			Work alone	Work with others	Yes	No
Quiet workplace	Noisy workplace			Quiet workplace	Noisy workplace	Yes	No
Part-time	Full-time			Part-time	Full-time	Yes	No
Weekdays only	Weekends, too			Weekdays only	Weekends, too	Yes	No
Hard job	Easy job			Hard job	Easy job	Yes	No
Work inside	Work outside			Work inside	Work outside	Yes	No
Few rules	Defined rules			Few rules	Defined rules	Yes	No
Work standing up	Work sitting down			Work standing up	Work sitting down	Yes	No
Mornings	Evenings			Mornings	Evenings	Yes	No
Attractive place	Looks of place do not matter			Attractive place	Looks of place do not matter	Yes	No
Detail is important	Detail is not important			Detail is important	Detail is not important	Yes	No
Dress up for work	Do not dress up			Dress up for work	Do not dress up	Yes	No
Physical work	Thinking work			Physical work	Thinking work	Yes	No
Important to work fast	Speed is unimportant			Important to work fast	Speed is unimportant	Yes	No
Same tasks every day	Different tasks every day			Same tasks every day	Different tasks every day	Yes	No
Work with people	Work with things			Work with people	Work with things	Yes	No
Little supervision	A lot of supervision			Little supervision	A lot of supervision	Yes	No
Daytime work	Nighttime work			Daytime work	Nighttime work	Yes	No
Small business	Large business			Small business	Large business	Yes	No
Other:	Other:			Other:	Other:	Yes	No
Other:	Other:			Other:	Other:	Yes	No

Number
of matches: _____Available
matches: _____

= _____

Characteristics match

x 100

= %Percentage of
characteristics match

After determining the four top-ranked characteristics and checking them, write "okay" beside each checked item that matches the characteristic circled in the "What is here" column.

Number of okays: _____

4









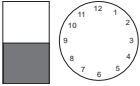
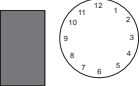
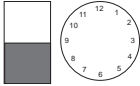
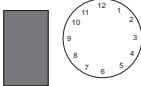




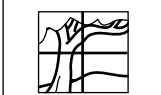

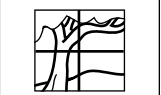

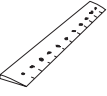
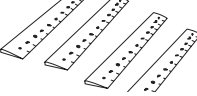
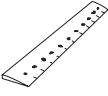
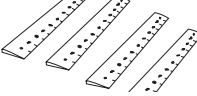
















x 100 = %Percentage of
most important
characteristics match

Characteristics I Like versus What Is Here: Form B

































(page 1)

Name: _____

Jobsite: _____

What I like (Before)	★	✓	What is here (After)	Matches																																																								
 Work alone  Work with others			 Work alone  Work with others	Yes No																																																								
 Work in a quiet place  Work in a loud place			 Work in a quiet place  Work in a loud place	Yes No																																																								
 Work part-time  Work full-time			 Work part-time  Work full-time	Yes No																																																								
<table border="1" data-bbox="167 789 375 863"> <tr><td>S</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>X</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>X</td></tr> </table> Work weekdays only <table border="1" data-bbox="407 789 615 863"> <tr><td>S</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> </table> Work weekends, too	S	M	Tu	W	Th	F	S	X	✓	✓	✓	✓	✓	X	S	M	Tu	W	Th	F	S	✓	✓	✓	✓	✓	✓	✓			<table border="1" data-bbox="760 789 967 863"> <tr><td>S</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>X</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>X</td></tr> </table> Work weekdays only <table border="1" data-bbox="1000 789 1208 863"> <tr><td>S</td><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> </table> Work weekends, too	S	M	Tu	W	Th	F	S	X	✓	✓	✓	✓	✓	X	S	M	Tu	W	Th	F	S	✓	✓	✓	✓	✓	✓	✓	Yes No
S	M	Tu	W	Th	F	S																																																						
X	✓	✓	✓	✓	✓	X																																																						
S	M	Tu	W	Th	F	S																																																						
✓	✓	✓	✓	✓	✓	✓																																																						
S	M	Tu	W	Th	F	S																																																						
X	✓	✓	✓	✓	✓	X																																																						
S	M	Tu	W	Th	F	S																																																						
✓	✓	✓	✓	✓	✓	✓																																																						
 Work a hard job  Work an easy job			 Work a hard job  Work an easy job	Yes No																																																								
 Work inside  Work outside			 Work inside  Work outside	Yes No																																																								
 Have few rules  Have lots of rules			 Have few rules  Have lots of rules	Yes No																																																								
 Work standing up  Work sitting down			 Work standing up  Work sitting down	Yes No																																																								
 Work mornings  Work afternoons			 Work mornings  Work afternoons	Yes No																																																								
 Attractive place  Looks of place do not matter			 Attractive place  Looks of place do not matter	Yes No																																																								
 Detail important  Detail not important			 Detail important  Detail not important	Yes No																																																								

Characteristics I Like versus What Is Here: Form B (page 2)

What I like (Before)		★	✓	What is here (After)		Matches	
 Dress up for work	 Do not dress up			 Dress up for work	 Do not dress up	Yes	No
 Physical work	 Thinking work			 Physical work	 Thinking work	Yes	No
 Important to work fast	 Speed is not important			 Important to work fast	 Speed is not important	Yes	No
 Same job every day	 Different job every day			 Same job every day	 Different job every day	Yes	No
 Work with people	 Work with things			 Work with people	 Work with things	Yes	No
 A little supervision	 A lot of supervision			 A little supervision	 A lot of supervision	Yes	No
 Daytime work	 Nighttime work			 Daytime work	 Nighttime work	Yes	No
 Small business	 Large business			 Small business	 Large business	Yes	No
Other	Other			Other	Other	Yes	No
<p>Number of matches: _____ = _____ x 100 = _____ % Percentage of characteristics match</p> <p>Matches available: _____</p> <p>After determining the four top-ranked characteristics and ranking them, write "okay" beside each ranked item that matches the same characteristic circled in the "What is here" column.</p> <p>Number of okays: _____ = _____ x 100 = _____ % Percentage of most important characteristics match</p> <p>4</p>							
						100%	
						Good match	
						75%	
						Okay match	
						50%	
						Poor match	
						25%	
						Not a match	
						0%	

Name: _____ Jobsite: _____ Date: _____

Work characteristics questions

What I like (Before)		Matches	What is here (After)	
Work alone	Work with others	Yes No	Work alone	Work with others
Quiet workplace	Noisy workplace	Yes No	Quiet workplace	Noisy workplace
Part-time	Full-time	Yes No	Part-time	Full-time
Weekdays only	Weekends, too	Yes No	Weekdays only	Weekends, too
Hard job	Easy job	Yes No	Hard job	Easy job
Work inside	Work outside	Yes No	Work inside	Work outside
Few rules	Defined rules	Yes No	Few rules	Defined rules
Work standing up	Work sitting down	Yes No	Work standing up	Work sitting down
Mornings	Evenings	Yes No	Mornings	Evenings
Attractive place	Looks of place do not matter	Yes No	Attractive place	Looks of place do not matter
Dress up for work	Do not dress up	Yes No	Dress up for work	Do not dress up
Physical work	Thinking work	Yes No	Physical work	Thinking work
Detail is important	Detail is not important	Yes No	Detail is important	Detail is not important
Same tasks every day	Different tasks every day	Yes No	Same tasks every day	Different tasks every day
Work with people	Work with things	Yes No	Work with people	Work with things
Important to work fast	Speed is unimportant	Yes No	Important to work fast	Speed is unimportant
Little supervision	A lot of supervision	Yes No	Little supervision	A lot of supervision
Daytime work	Nighttime work	Yes No	Daytime work	Nighttime work
Small business	Large business	Yes No	Small business	Large business

Number of characteristics match: _____ = _____ x 100 = _____ % Percentage of characteristics match
 Number of available matches:

Company culture questions

Is the answer okay?

1. If you need help, who do you go to?	Okay	Not okay
2. How do you ask for help on this job?	Okay	Not okay
3. How do you make friends on this job?	Okay	Not okay
4. If you had an idea about how to do your job better, who would you go to?	Okay	Not okay
5. What motivates you to work hard?	Okay	Not okay
6. What kind of training do workers receive?	Okay	Not okay
7. How do people get promoted?	Okay	Not okay

Number of culture items okay: _____ = _____ x 100 = _____ % Percentage of culture match
 Number of available answers:

Work skills questions

1. What are the responsibilities of this job?
2. How fast do people need to work here?
3. How do workers maintain quality on this job?
4. How do workers address safety?
5. What is the typical daily routine of this job?
6. What experience must individuals have to start work here?

Social skills questions

1. What is the best way to interact with co-workers on this job?
2. How do workers make sure that they respond properly to the supervisor's demands and feedback?
3. How should workers treat customers at this job?

Personal skills questions

1. What is the dress code here?
2. What kind of attitude should workers have here?
3. What items must workers bring to work (e.g., uniform, work shoes, lunch)?

Task skills questions

1. What are the tasks that workers must learn and know to do this job?

Requirements questions

1. What are the hours of this job?
2. What are the physical demands here?
3. What kind of machines do workers operate?
4. Do workers need a license or take a special test to do this job?
5. How often do you hire for this job?
6. What is the entry-level wage?
7. What benefits can workers receive here?

Name: _____ Jobsite: _____ Date: _____

Part 1: What I can do

Skills I need for this job (Get the answers from the Situational Interview Form)	Skills I have (write the number of each)	Matches
Work skills		/
Social skills		/
Personal skills		/
Task skills		/
Job needs, requirements, and conditions		/

$$\frac{\text{Skills I have:}}{\text{Skills I need:}} = \frac{\quad}{\quad} \times 100 = \frac{\quad}{\quad} \% \text{ Percentage of average skill match}$$

Part 2: What I like

The job I like most	Is this job one of my top choices?	Site match
	Yes No	/ 1 =

$$\frac{\text{Site match} + \text{Culture match}^a + \text{Characteristics match}^b}{3} = \frac{\quad}{\quad} \times 100 = \frac{\quad}{\quad} \% \text{ Percentage of average preference match}$$

^aFrom the Situational Interview (page 1)^bFrom the Characteristics I Like versus What Is Here Form (page 1)

I:B:9:1

Exploring Choices

Testing Choices

Shadowing Summary Graph

Name: _____

Date: _____

	Shadowed site 1	Shadowed site 2	Shadowed site 3	Shadowed site 4	Shadowed site 5	Shadowed site 6
100%						
Good match						
80%						
Okay match						
60%						
Poor match						
20%						
Not a match						
Percentage match for category	Skill match	Skill match	Skill match	Skill match	Skill match	Skill match
	Preference match	Preference match	Preference match	Preference match	Preference match	Preference match
	Culture match	Culture match	Culture match	Culture match	Culture match	Culture match
Three internship sites:						

Work Improvement: Form A

Testing Choices

Name: _____ Jobsite: _____ Date: _____ Session: _____

Key: Score a "1" for "great!" ".67" for "okay," ".33" for "needs improvement," and "0" for "poor." 1 and .67 are positive scores. .33 and 0 are negative.

Goal	Plan (How will I do this?)	My evaluation	Job coach evaluation	Comments	Match	Improve next
Follow company rules		1 .67 .33 0	1 .67 .33 0		Yes No	Follow company rules
Come to work		1 .67 .33 0	1 .67 .33 0		Yes No	Come to work
Come to work on time		1 .67 .33 0	1 .67 .33 0		Yes No	Come to work on time
Call if you miss work		1 .67 .33 0	1 .67 .33 0		Yes No	Call if you miss work
Work accurately		1 .67 .33 0	1 .67 .33 0		Yes No	Work accurately
Pay attention to work		1 .67 .33 0	1 .67 .33 0		Yes No	Pay attention to work
Work at the right pace		1 .67 .33 0	1 .67 .33 0		Yes No	Work at the right pace
Work safely		1 .67 .33 0	1 .67 .33 0		Yes No	Work safely
Take specified breaks		1 .67 .33 0	1 .67 .33 0		Yes No	Take specified breaks
Listen and use feedback		1 .67 .33 0	1 .67 .33 0		Yes No	Listen and use feedback

Number of matches with job coach: _____ x 100 = _____

Available matches: _____

% Percentage of work matches

Note: Positive scores match as do negative scores.

Number of positive job coach answers: _____ x 100 = _____

Available answers: _____

% Percentage of positive job coach work answers

Note: Score any evaluation of 1 or .67 as positive.

I:C:12:2	Social Improvement: Form A				Testing Choices	
Name: _____ Jobsite: _____ Date: _____ Session: _____						
Key: Score a "1" for "great!" ".67" for "okay," ".33" for "needs improvement," and "0" for "poor." 1 and .67 are positive scores. .33 and 0 are negative.						
Goal	Plan (How will I do this?)	My evaluation	Job coach evaluation	Comments	Match	Improve next
Talk the right amount		1 .67 .33 0	1 .67 .33 0		Yes No	Talk the right amount
Behave appropriately		1 .67 .33 0	1 .67 .33 0		Yes No	Behave appropriately
Ask when I need help		1 .67 .33 0	1 .67 .33 0		Yes No	Ask when I need help
Follow directions		1 .67 .33 0	1 .67 .33 0		Yes No	Follow directions
Work independently		1 .67 .33 0	1 .67 .33 0		Yes No	Work independently
Express my needs and feelings		1 .67 .33 0	1 .67 .33 0		Yes No	Express my needs and feelings
Talk about the right things		1 .67 .33 0	1 .67 .33 0		Yes No	Talk about the right things
Feel comfortable talking		1 .67 .33 0	1 .67 .33 0		Yes No	Feel comfortable talking
Other:		1 .67 .33 0	1 .67 .33 0		Yes No	Other:
Number of matches with job coach: _____ x 100 = _____ Available matches: _____ <div style="border: 1px solid black; border-radius: 10px; width: 40px; text-align: center; margin: 5px auto;">%</div> Percentage of social matches				Number of positive job coach answers: _____ x 100 = _____ Available answers: _____ <div style="border: 1px solid black; border-radius: 10px; width: 40px; text-align: center; margin: 5px auto;">%</div> Percentage of positive job coach social answers		
<i>Note: Positive scores match as do negative scores.</i>				<i>Note: Score any evaluation of 1 or .67 as positive.</i>		

Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.

I:C:12:3

Personal Improvement: Form A

Testing Choices

Name: _____ Jobsite: _____ Date: _____ Session: _____

Key: Score a "1" for "great!" ".67" for "okay," ".33" for "needs improvement," and "0" for "poor." 1 and .67 are positive scores. .33 and 0 are negative.

Goal	Plan (How will I do this?)	My evaluation	Job coach evaluation	Comments	Match	Improve next
Use good grooming skills		1 .67 .33 0	1 .67 .33 0		Yes No	Use good grooming skills
Have a positive attitude		1 .67 .33 0	1 .67 .33 0		Yes No	Have a positive attitude
Show good hygiene		1 .67 .33 0	1 .67 .33 0		Yes No	Show good hygiene
Wear clean clothes		1 .67 .33 0	1 .67 .33 0		Yes No	Wear clean clothes
Wear clothes that match		1 .67 .33 0	1 .67 .33 0		Yes No	Wear clothes that match
Have the things I need		1 .67 .33 0	1 .67 .33 0		Yes No	Have the things I need
Other:		1 .67 .33 0	1 .67 .33 0		Yes No	Other:
Other:		1 .67 .33 0	1 .67 .33 0		Yes No	Other:
Other:		1 .67 .33 0	1 .67 .33 0		Yes No	Other:

Number of matches with job coach: _____ x 100 =

Available matches:

%

Percentage of personal matches

Note: Positive scores match as do negative scores.

Number of positive job coach answers: _____ x 100 =

Available answers:

%

Percentage of positive
job coach personal answers*Note: Score any evaluation of 1 or .67 as positive.**Self-Directed Employment: A Handbook for Transition Teachers and Employment Specialists by James Martin et al. © 2002 Paul H. Brookes Publishing Co.*

I:C:12:4

Task Improvement: Form A

Testing Choices

Name: _____
Jobsite: _____
Date: _____
Session: _____

Goal	Concern	Plan	Tried to improve	My evaluation	Job coach evaluation	My performance was	Matches	Improve next	Like this task?
Task 1	Independence	by:	Independence	Yes No	Yes No	Great	Yes No	Independence	Yes
	Speed			Yes No	Yes No	Okay	Yes No	Speed	No
	Quality			Yes No	Yes No	Not good	Yes No	Quality	No
Task 2	Independence	by:	Independence	Yes No	Yes No	Great	Yes No	Independence	Yes
	Speed			Yes No	Yes No	Okay	Yes No	Speed	No
	Quality			Yes No	Yes No	Not good	Yes No	Quality	No
Task 3	Independence	by:	Independence	Yes No	Yes No	Great	Yes No	Independence	Yes
	Speed			Yes No	Yes No	Okay	Yes No	Speed	No
	Quality			Yes No	Yes No	Not good	Yes No	Quality	No
Task 4	Independence	by:	Independence	Yes No	Yes No	Great	Yes No	Independence	Yes
	Speed			Yes No	Yes No	Okay	Yes No	Speed	No
	Quality			Yes No	Yes No	Not good	Yes No	Quality	No

Tasks I like: _____ = . _____ x 100 = _____ %

Tasks I did: _____

Matches made: _____ = . _____ x 100 = _____ %

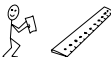















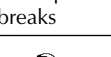
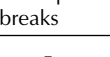
Available matches: _____

Positive job coach answers: _____ = . _____ x 100 = _____ %

Tasks I did: _____

100%	Good match
75%	Okay match
50%	Poor match
25%	Not a match
0%	











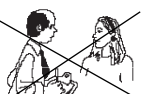












Name: _____ Jobsite: _____ Date: _____ Session: _____

Goal	Plan	Evaluation	Great	Match	Next																				
 Follow company rules		I think <input type="checkbox"/>  Follow company rules Job coach thinks <input type="checkbox"/> Break company rules	<input type="checkbox"/>	Yes No																					
<table border="1" data-bbox="168 491 310 569"> <tr><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td></tr> <tr><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> </table> Come to work	M	Tu	W	Th	F	✓	✓	✓	✓	✓		I think <input type="checkbox"/> <table border="1" data-bbox="688 491 829 569"> <tr><td>M</td><td>Tu</td><td>W</td><td>Th</td><td>F</td></tr> <tr><td>✓</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr> </table> Come to work Job coach thinks <input type="checkbox"/> Miss work	M	Tu	W	Th	F	✓	✓	✓	✓	✓	<input type="checkbox"/>	Yes No	
M	Tu	W	Th	F																					
✓	✓	✓	✓	✓																					
M	Tu	W	Th	F																					
✓	✓	✓	✓	✓																					
 Come to work on time		I think <input type="checkbox"/>  Come to work on time Job coach thinks <input type="checkbox"/> Come to work late	<input type="checkbox"/>	Yes No																					
 Call if you miss work		I think <input type="checkbox"/>  Call if you miss work Job coach thinks <input type="checkbox"/> Miss work without calling	<input type="checkbox"/>	Yes No																					
 Work accurately		I think <input type="checkbox"/>  Work accurately Job coach thinks <input type="checkbox"/> Make mistakes	<input type="checkbox"/>	Yes No																					
 Pay attention to work		I think <input type="checkbox"/>  Pay attention to work Job coach thinks <input type="checkbox"/> Pay little attention	<input type="checkbox"/>	Yes No																					
 Work at the right pace		I think <input type="checkbox"/>  Work at the right pace Job coach thinks <input type="checkbox"/> Work too fast or too slow	<input type="checkbox"/>	Yes No																					
 Work safely		I think <input type="checkbox"/>  Work safely Job coach thinks <input type="checkbox"/> Work unsafely	<input type="checkbox"/>	Yes No																					
 Take specified breaks		I think <input type="checkbox"/>  Take specified breaks Job coach thinks <input type="checkbox"/> Take too many breaks	<input type="checkbox"/>	Yes No																					
 Listen and use feedback		I think <input type="checkbox"/>  Listen and use feedback Job coach thinks <input type="checkbox"/> Reject feedback	<input type="checkbox"/>	Yes No																					










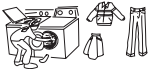








Number of matches: _____ = _____ x 100 = _____ %
 Available matches: _____
 Percentage of work matches

Number of positive job coach answers: _____ = _____ x 100 = _____ %
 Available answers: _____
 Percentage of positive job coach work answers

Name: _____ Jobsite: _____ Date: _____ Session: _____

Goal	Plan	Evaluation	Great	Match	Next
 Talk the right amount		I think <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Talk the right amount <input type="checkbox"/> Talk too much or too little <input type="checkbox"/>		Yes No	
 Behave appropriately		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Behave appropriately <input type="checkbox"/> Behave inappropriately <input type="checkbox"/>		Yes No	
 Ask when I need help		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Ask when I need help <input type="checkbox"/> Not ask for needed help <input type="checkbox"/>		Yes No	
 Follow directions		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Follow directions <input type="checkbox"/> Not follow directions <input type="checkbox"/>		Yes No	
 Work independently		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Work independently <input type="checkbox"/> Need lots of supervision <input type="checkbox"/>		Yes No	
 Express my needs and feelings		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Express my needs and feelings <input type="checkbox"/> Repress my needs and feelings <input type="checkbox"/>		Yes No	
 Talk about the right things		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Talk about the right things <input type="checkbox"/> Talk about the wrong things <input type="checkbox"/>		Yes No	
 Feel comfortable talking		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Feel comfortable talking <input type="checkbox"/> Feel uncomfortable talking <input type="checkbox"/>		Yes No	
Number of matches: _____ = _____ x 100 = _____ % Available matches: _____ Percentage of social matches			Number of positive job coach answers: _____ = _____ x 100 = _____ % Available answers: _____ Percentage of positive job coach social answers		

Name: _____ Jobsite: _____ Date: _____ Session: _____

Goal	Plan	Evaluation	Great	Match	Next
 Use good grooming skills		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Use good grooming skills <input type="checkbox"/> Use poor grooming skills <input type="checkbox"/>		Yes No	
 Have a positive attitude		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Have a positive attitude <input type="checkbox"/> Have a bad attitude <input type="checkbox"/>		Yes No	
 Show good hygiene		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Show good hygiene <input type="checkbox"/> Show poor hygiene <input type="checkbox"/>		Yes No	
 Wear clean clothes		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Wear clean clothes <input type="checkbox"/> Wear dirty clothes <input type="checkbox"/>		Yes No	
 Wear clothes that match		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Wear clothes that match <input type="checkbox"/> Wear clothes that clash <input type="checkbox"/>		Yes No	
 Have the things I need		I think <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> Job coach thinks <input type="checkbox"/> Have the things I need <input type="checkbox"/> Need things I don't have <input type="checkbox"/>		Yes No	
Number of matches: _____ = . _____ x 100 = _____ % Available matches: _____ Percentage of personal matches			Number of positive job coach answers: _____ = . _____ x 100 = _____ % Available answers: _____ Percentage of positive job coach personal answers		

Task Improvement: Form B									
I:C:12:8		Testing Choices							
Name: _____		Jobsite: _____		Date: _____		Session: _____			
Task	Concern	Plan	Tried to improve	My evaluation	Job coach evaluation	Matches	Improve next	Like this task?	
	Speed Independence Quality		Speed Independence	Yes No	Yes No	Yes No	Speed Independence	Yes No	
			Independence	Yes No	Yes No	Yes No	Independence Quality	Yes No	
			Quality	Yes No	Yes No	Yes No	Quality	Yes No	
	Speed Independence Quality		Speed Independence	Yes No	Yes No	Yes No	Speed Independence	Yes No	
			Independence	Yes No	Yes No	Yes No	Independence Quality	Yes No	
			Quality	Yes No	Yes No	Yes No	Quality	Yes No	

Tasks I like: _____ = . _____ x 100 = _____ %

Tasks I did: _____ = . _____ x 100 = _____ %

Matches made: _____ = . _____ x 100 = _____ %

Available matches: _____ = . _____ x 100 = _____ %

Positive job coach answers: _____ = . _____ x 100 = _____ %

Available answers: _____ = . _____ x 100 = _____ %

Percentage of task preference matches (TP) _____ %

Percentage of task matches (TM) _____ %

Percentage of positive job coach task answers (PA) _____ %

	100%	Good match	
	75%	Okay match	
	50%	Poor match	
	25%	Not a match	
	0%		

Self-Determined Improvement Form					
I:C:12:9	Testing Choices				
Name: _____		Jobsite: _____		Date: _____	
Session: _____					
Goal: List the behaviors you want to improve	Plan	My evaluation	Job coach evaluation	Matches	Improve next
Work behavior		Great 1 Okay .50 Not at all 0	Great 1 Okay .50 Not at all 0	Yes No	
Work behavior		Great 1 Okay .50 Not at all 0	Great 1 Okay .50 Not at all 0	Yes No	
Social behavior		Great 1 Okay .50 Not at all 0	Great 1 Okay .50 Not at all 0	Yes No	
Social behavior		Great 1 Okay .50 Not at all 0	Great 1 Okay .50 Not at all 0	Yes No	
Personal behavior		Great 1 Okay .50 Not at all 0	Great 1 Okay .50 Not at all 0	Yes No	
Personal behavior		Great 1 Okay .50 Not at all 0	Great 1 Okay .50 Not at all 0	Yes No	
Task-related behavior		Great 1 Okay .50 Not at all 0	Great 1 Okay .50 Not at all 0	Yes No	
Task-related behavior		Great 1 Okay .50 Not at all 0	Great 1 Okay .50 Not at all 0	Yes No	
<div style="display: flex; justify-content: space-between;"> <div> <p>Matches made: _____ = _____ x 100 = _____ %</p> <p>Available matches:</p> </div> <div> <p>Percentage of task matches (TM)</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>Positive job coach answers: _____ = _____ x 100 = _____ %</p> <p>Available answers:</p> </div> <div> <p>Percentage of positive job coach task answers (PA)</p> </div> </div>					