

Process and Timeframes for Customized Employment Activities

CE Activities	Steps	Purpose	Time Frame	hours	Documentation	Person Responsible
Discovery of the job seeker	1.	To learn about the student with a vocational focus, initial description of the student leading to pattern identification and reflections by the facilitator; conditions of employment, areas of interest, contributions to employers	4-6 weeks	5 to 16 hours	Discovery Log	
Profile of the job seeker	2.	Narrative or visual profile of a student facilitated by someone and developed from the activities completed during discovery; Profile is the documentation of the information discovered by the student	2 weeks	4-6 hours	Profile completed to capture discovered info	
Employment Plan	3.	An employment plan is developed in a planning meeting with the job seeker and their connections in the community, both paid and unpaid, to confirm the ideal characteristics of the work situation, task offered and potential employers targeted by the job seeker	2 weeks	4 hours	Employment Plan, log	
Representation Portfolio	4.	A portfolio is a visual approach to introducing the job seeker to the employer with a focus on contributions and tasks offered. The portfolio is retained in a sales presentation folio.	1 week	3 hours	Portfolio, log	
Job Development	5.	Job development is a set of strategies to negotiate the job for a specific job seeker/targeted job site.	2-8 weeks	8.5 hours – 40 hours	Job Negotiator Contact sheet	

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			Total	Total		
<i>Job Development Components cont.</i>						
<i>Research</i>	5.a	<i>Research is needed to confirm the best person for an interview, to establish a linkage to the job seeker, to learn about the company for unmet needs and match to the job seeker.</i>	1 week	2 -5 hours	Job negotiated contact sheet	
<i>Make an apt</i>	5.b	<i>This is establishing a 25 minute appointment with the business on the job seeker's plan</i>	1 week	2 – 6 hours	Job negotiation contact sheet	
<i>Initial presentation</i>	5.c	<i>The initial presentation to the business has two focuses; giving examples of people working in customized jobs and requesting a tour in area o the job seeker's potential job tasks offered. This also introduces the job seeker through a representational portfolio.</i>	1 week	25 minutes	Representation Portfolio, job negotiation contact sheet	
<i>Tour</i>	5.d	<i>There may be multiple tours to identify the unmet needs to match the job seeker.</i>	2 weeks	2-5 hours	Job negotiation contact sheet	
<i>Negotiate</i>	5.e	<i>Negotiation makes a proposal to the business of a job description that meets the employer needs and matches what the job seeker has to offer. This also entails hours worked, wage, tasks, supervisor, and supports needed.</i>	1 week	2 – 6 hours	Job Summary, Characteristics of Job	
Job Analysis	6.	Job analysis occurs after the job is defined. It is an in-depth review of the way the “business does business” specifically around the identified job tasks such as fatigue points of the shift, mobility requirements, social expectations.	2 days/2 shifts	Varies based on hours worked	Job Analysis Form, log	
Job Support	7.	Job support is a negotiated process between the employer, new employee, and the supporting agency. It can vary from a one on one teaching with the job	Reviewed monthly	Varies based on hours	Support log, employer directed support plan, worksheet	

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		seeker to consulting weekly with the supervisor.		worked		