## Self-Directed Employment Staff Profile (page 1)

**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.

### Section I. Assessment: Choice Management

<table>
<thead>
<tr>
<th>Have I learned this?</th>
<th>Do I do this?</th>
<th>Is this important to my program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Facilitate job choices</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>2. Discuss choices</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>3. Teach Characteristics I Like forms</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>4. Construct a résumé with an individual</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>5. Determine specific jobsites</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>6. Teach shadowing</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>7. Teach skills matching</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>8. Teach preference matching</td>
<td>0 1 2 3</td>
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</tr>
<tr>
<td>9. Teach jobsite evaluation</td>
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<td>0 1 2 3</td>
</tr>
<tr>
<td>10. Teach job availability</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>11. Teaching Shadowing Summary form</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>12. Develop internships</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>13. Facilitate internships</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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<tr>
<td>14. Teach goal setting and planning on improvement forms</td>
<td>0 1 2 3</td>
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</tr>
<tr>
<td>15. Be an individual’s job coach</td>
<td>0 1 2 3</td>
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<tr>
<td>16. Teach self-evaluation and matching</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>17. Teach adjustment</td>
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<td>0 1 2 3</td>
</tr>
<tr>
<td>18. Teach Job Requirements and Accommodations forms</td>
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<tr>
<td>19. Teach preference matching</td>
<td>0 1 2 3</td>
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</table>
## Section I. Assessment: Choice Management (continued)

<table>
<thead>
<tr>
<th>Final Choices</th>
<th>Have I learned this?</th>
<th>Do I do this?</th>
<th>Is this important to my program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>20. Teach the Job Preferences Summary form</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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</tr>
<tr>
<td>21. Teach the improvement summaries</td>
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<tr>
<td>22. List natural and other supports</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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<tr>
<td>23. Facilitate postassessment staffing</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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</tr>
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</table>

## Section I. Assessment: Choice Management scores

## Section II. Placement: Self-Management

<table>
<thead>
<tr>
<th>Finding a Job</th>
<th>Have I learned this?</th>
<th>Do I do this?</th>
<th>Is this important to my program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>24. Review and discuss assessment results</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>25. Identify jobs</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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<tr>
<td>26. Individualize job development</td>
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<tr>
<td>27. Complete the placement process</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Matching Job to Choices</th>
<th>Have I learned this?</th>
<th>Do I do this?</th>
<th>Is this important to my program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>28. Teach Characteristics I Like versus What Is Here forms</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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<tr>
<td>29. Teach Tasks I Like forms</td>
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<td>0 1 2 3</td>
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<tr>
<td>30. Teach Jobs I Like forms</td>
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</tr>
<tr>
<td>31. Record and analyze data</td>
<td>0 1 2 3</td>
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<tr>
<td>32. Monitor and assist with the plan</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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</table>

<table>
<thead>
<tr>
<th>Matching Job to Skills</th>
<th>Have I learned this?</th>
<th>Do I do this?</th>
<th>Is this important to my program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>33. Collect supervisor feedback</td>
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<td>0 1 2 3</td>
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<tr>
<td>34. Teach Can I Do the Job? forms</td>
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<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>35. Monitor and assist with adjustments</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>Section II. Placement: Self-Management (continued)</td>
<td>Have I learned this?</td>
<td>Do I do this?</td>
<td>Is this important to my program?</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----------------------</td>
<td>---------------</td>
<td>---------------------------------</td>
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<tr>
<td>36. Teach the Initial Support Ratio Graph</td>
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<tr>
<td>37. Facilitate on-the-job supports</td>
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<td>0 1 2 3</td>
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<tr>
<td>38. Facilitate personal supports</td>
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<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>39. Facilitate community supports</td>
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<tr>
<td>40. Facilitate financial supports</td>
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<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>41. Identify and develop learning strategies</td>
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<td>0 1 2 3</td>
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<tr>
<td>42. Teach learning strategies</td>
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<td>43. Teach learning strategy evaluation</td>
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<tr>
<td>44. Teach learning strategy adjustments</td>
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<td>45. Teach performance evaluation</td>
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<tr>
<td>46. Teach a problem-solving system</td>
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<td>0 1 2 3</td>
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</tr>
<tr>
<td>47. Facilitate use of the problem-solving system</td>
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</tr>
<tr>
<td>48. Monitor the problem-solving system</td>
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<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>49. Facilitate modifications and adjustments</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>50. Teach the Job Termination Follow-Up Report form</td>
<td>0 1 2 3</td>
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</tr>
<tr>
<td>51. Assist with planning the next step</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>52. Facilitate implementation of the plan for the next step</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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<tr>
<td>53. Monitor the plan for the next step</td>
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<tr>
<td>54. Facilitate modifications</td>
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</table>

**Self-Directed Employment Staff Profile (page 3)**
### Self-Directed Employment Staff Profile (page 4)

<table>
<thead>
<tr>
<th>Follow Along: Change Management</th>
<th>Have I learned this?</th>
<th>Do I do this?</th>
<th>Is this important to my program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>55. Teach evaluation of problem-solving strategies</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
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</tr>
<tr>
<td>56. Teach a new problem-solving system</td>
<td>0 1 2 3</td>
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<tr>
<td>57. Teach needs, goals, and plans sections in change plans</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>58. Assist with time lines</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>59. Facilitate support analysis</td>
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</tr>
<tr>
<td>60. Monitor the vocational plan</td>
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<td>0 1 2 3</td>
<td>0 1 2 3</td>
</tr>
<tr>
<td>61. Teach results and adjustment sections in change plans</td>
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<td>0 1 2 3</td>
<td>0 1 2 3</td>
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</tbody>
</table>

### Assessment: Choice Management

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Choice Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 6 13 20 27 34 41 48 55 62 69</td>
</tr>
</tbody>
</table>

### Placement: Self-Management

<table>
<thead>
<tr>
<th>Placement</th>
<th>Self-Management</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 9 18 27 37 46 55 65 74 83 93</td>
</tr>
</tbody>
</table>

### Follow Along: Change Management scores

<table>
<thead>
<tr>
<th>Follow Along: Change Management scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment: Choice Management</td>
</tr>
<tr>
<td>Placement: Self-Management</td>
</tr>
<tr>
<td>Follow Along: Change Management</td>
</tr>
</tbody>
</table>

Fill in the chart for each section’s score. Visually compare each score to the percentage arrow at the bottom of the chart.
<table>
<thead>
<tr>
<th>Phases</th>
<th>Purpose</th>
<th>Schedule</th>
<th>What happens</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assessment:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choice management</td>
<td>Find a job you like, that you can do, and that is available</td>
<td>1–4 times per week for about 1–3 months</td>
<td><strong>Making Choices:</strong> Choose jobs you want to explore <strong>Exploring Choices:</strong> Learn more about job choices <strong>Testing Choices:</strong> Try out job choices until you find a good match <strong>Final Choices:</strong> Prepare an assessment summary and present this at a postassessment staff meeting</td>
</tr>
<tr>
<td><strong>Placement:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-management</td>
<td>Get a job and learn it Get help and support on the job Learn to self-manage work in order to keep the job Become as independent as possible through self-management</td>
<td>About 2–3 months after starting your job</td>
<td><strong>Finding a Job Matching:</strong> <strong>Skills and Preferences:</strong> Start a job, with support from a job coach <strong>Solving On-the-Job Problems:</strong> Master work demands through learning self-management techniques</td>
</tr>
<tr>
<td><strong>Follow-along:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-management</td>
<td>Receive ongoing support Receive support with job changes Receive support with career</td>
<td>About once per week, for as long as you need or want support</td>
<td><strong>Solving On-the-Job Problems:</strong> 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.</td>
</tr>
</tbody>
</table>

Notes or drawings
# Jobs I Want to Do: Form A

Name: ____________________________  Date: ____________________________

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

<table>
<thead>
<tr>
<th>Rank each job</th>
<th>Job type</th>
<th>Job title</th>
<th>Have I done this job?</th>
<th>Did I like this job?</th>
<th>Job tasks (list four)</th>
<th>Rank best tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

| Name: ___________________________ | Date: __________________________ |

**Jobs I Have Done**

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

Jobs I Want to Do: Form B

Name: ____________________________ Date: ________________

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

<table>
<thead>
<tr>
<th>Store work</th>
<th>Laundry</th>
<th>Food service</th>
<th>Maid service</th>
<th>Child care</th>
<th>Janitorial work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal care</td>
<td>Outdoor maintenance</td>
<td>Warehouse work</td>
<td>Office work</td>
<td>Factory work</td>
<td>Other</td>
</tr>
</tbody>
</table>

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

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

Characteristics I Like: Form A

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.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>★</th>
<th>Top four</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work alone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in a quiet workplace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work part-time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work weekdays only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work at a hard job</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work inside</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have few rules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work standing up</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work mornings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in an attractive place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dress up for work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do physical work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Detail is important</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the same tasks every day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work with people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working fast is important</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work with little supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in the daytime</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work in a small business</td>
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**Characteristics I Like: Form B**

Name: __________________________  Date: __________________________

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<th>★ Top 4</th>
<th>For each pair, circle the one you like best.</th>
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**Four top-ranked jobs**

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Four top-ranked tasks

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### Characteristics Summary Graph

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<td>Work in a small business</td>
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<td>Work in a large business</td>
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</tbody>
</table>

Four Most Important Characteristics Graph

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

Four most important characteristics ________________________________

Application for Employment (page 1)

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

<table>
<thead>
<tr>
<th>Level of education</th>
<th>Name and location of school</th>
<th>Years</th>
<th>Did you graduate?</th>
<th>Subjects studied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar school</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>High school</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade, business, or correspondence school</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: _________

**Former employers**  List at least three employers, starting with the most recent one.

<table>
<thead>
<tr>
<th>Dates of employment</th>
<th>Name and address of employer</th>
<th>Salary</th>
<th>Position</th>
<th>Reason for leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**References**  Give the names of three people who are not related to you who you have known for at least a year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and phone number</th>
<th>Relationship</th>
<th>Number of years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

In case of emergency, call: __________________________

Name __________________________  Address __________________________  Phone number __________________________

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.

Signature: __________________________  Date: __________

Do not write in the shaded box below.

Interviewed by: __________________________  Date: __________

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  

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1990</td>
<td>Graduated from Fountain-Fort Carson High School</td>
</tr>
</tbody>
</table>

Work Experience  

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1987–1990 (Summers)</td>
<td>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.</td>
</tr>
</tbody>
</table>

Volunteer Experience  

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1990</td>
<td>Consumer-directed supported employment. Participated in a program to determine my skills and preferences as a worker.</td>
</tr>
<tr>
<td>1989–1990</td>
<td>Teacher’s aide at Jefferson Elementary School. Duties included copying instructional materials; filing completed work; and tutoring math, spelling, and reading.</td>
</tr>
<tr>
<td>September – November 1989</td>
<td>Mushroom Monday. Washed silk-screens and scrubbers.</td>
</tr>
</tbody>
</table>

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

■ 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

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Welding</td>
<td>• Played football</td>
</tr>
<tr>
<td>• Light plumbing</td>
<td>• Ran track</td>
</tr>
<tr>
<td>• Mowing</td>
<td>• Wrestled</td>
</tr>
<tr>
<td>• Furniture repairs</td>
<td>• Studied physical education on the college level</td>
</tr>
<tr>
<td>• Use of power tools</td>
<td></td>
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<tr>
<td>• Sprinkler system repair</td>
<td></td>
</tr>
<tr>
<td>• Janitorial duties</td>
<td></td>
</tr>
<tr>
<td>• Delivery and warehouse duties</td>
<td></td>
</tr>
<tr>
<td>• Painting</td>
<td></td>
</tr>
</tbody>
</table>

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.
## Assessment Event Organizer

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

**Week:**

<table>
<thead>
<tr>
<th>Individual’s name</th>
<th>Assessment events to do</th>
<th>When</th>
<th>Done</th>
<th>Staff responsible</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Questions for Shadowing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main factors describing this job (Required work skills)</strong></td>
</tr>
</tbody>
</table>

| **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?** |

### Shadowing: Form A

**Exploring Choices**

Name: ___________________________ Jobsite: ______________ Date: _____________

**Part 1: What I can do**

<table>
<thead>
<tr>
<th>Skills I need for this job (Get the answers from the Questions for Shadowing Form)</th>
<th>Skills I have (write the number of each)</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job experiences, licenses, and education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[
\frac{\text{Skills I have}}{\text{Skills I need}} = \frac{x}{100} = \% \text{ Percentage of average skill match}
\]

**Part 2: What I like**

<table>
<thead>
<tr>
<th>Two jobs I like most</th>
<th>Is this job one of my top choices?</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two tasks I like most</th>
<th>Is this task performed here?</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

\[
\frac{\text{Site match} + \text{Task match} + \text{Characteristics match}^*}{3} = \frac{x}{100} = \% \text{ Percentage of average preference match}
\]

*From the Characteristics I Like versus What Is Here Form*

---

<table>
<thead>
<tr>
<th>Row</th>
<th>Jobs I like (Before): Circle two.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Tasks I like (Before): Circle two.</td>
</tr>
<tr>
<td>3</td>
<td>The job here: Circle one.</td>
</tr>
<tr>
<td>4</td>
<td>Tasks here: Circle all the tasks that are here.</td>
</tr>
<tr>
<td>5</td>
<td>Tasks here I can do: Circle all the tasks you can do.</td>
</tr>
<tr>
<td>6</td>
<td>Tasks here I have done: Circle all the tasks you have done.</td>
</tr>
<tr>
<td>7</td>
<td>Tasks here I like: Circle all the tasks you like.</td>
</tr>
<tr>
<td>8</td>
<td>Jobs I like (After): Circle two.</td>
</tr>
</tbody>
</table>

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) = 

\[
\frac{\text{Sum of 1–4:}}{4} = \text{ } \times 100 = \text{ } \% \text{ Percentage of preference match}
\]

5. Items circled in Row 5 divided by total of Row 4 = 
6. Items circled in Row 6 divided by total of Row 4 = 

\[
\frac{\text{Sum of 5 and 6:}}{2} = \text{ } \times 100 = \text{ } \% \text{ Percentage of skill match}
\]
### Characteristics I Like versus What Is Here: Form A

**Exploring Choices**

**Testing Choices**

<table>
<thead>
<tr>
<th>What I like (Before)</th>
<th></th>
<th></th>
<th>What is here (After)</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work alone</td>
<td>★</td>
<td>✓</td>
<td>Work alone</td>
<td>Yes No</td>
</tr>
<tr>
<td>With others</td>
<td></td>
<td></td>
<td>With others</td>
<td></td>
</tr>
<tr>
<td>Quiet workplace</td>
<td></td>
<td></td>
<td>Quiet workplace</td>
<td>Yes No</td>
</tr>
<tr>
<td>Noisy workplace</td>
<td></td>
<td></td>
<td>Noisy workplace</td>
<td></td>
</tr>
<tr>
<td>Part-time</td>
<td></td>
<td></td>
<td>Part-time</td>
<td>Yes No</td>
</tr>
<tr>
<td>Full-time</td>
<td></td>
<td></td>
<td>Full-time</td>
<td></td>
</tr>
<tr>
<td>Weekdays only</td>
<td></td>
<td></td>
<td>Weekdays only</td>
<td>Yes No</td>
</tr>
<tr>
<td>Too</td>
<td></td>
<td></td>
<td>Too</td>
<td></td>
</tr>
<tr>
<td>Hard job</td>
<td></td>
<td></td>
<td>Hard job</td>
<td>Yes No</td>
</tr>
<tr>
<td>Easy job</td>
<td></td>
<td></td>
<td>Easy job</td>
<td></td>
</tr>
<tr>
<td>Work inside</td>
<td></td>
<td></td>
<td>Work inside</td>
<td>Yes No</td>
</tr>
<tr>
<td>Work outside</td>
<td></td>
<td></td>
<td>Work outside</td>
<td></td>
</tr>
<tr>
<td>Few rules</td>
<td></td>
<td></td>
<td>Few rules</td>
<td>Yes No</td>
</tr>
<tr>
<td>Defined rules</td>
<td></td>
<td></td>
<td>Defined rules</td>
<td></td>
</tr>
<tr>
<td>Work standing up</td>
<td></td>
<td></td>
<td>Work standing up</td>
<td>Yes No</td>
</tr>
<tr>
<td>Standing down</td>
<td></td>
<td></td>
<td>Standing down</td>
<td></td>
</tr>
<tr>
<td>Mornings</td>
<td></td>
<td></td>
<td>Mornings</td>
<td>Yes No</td>
</tr>
<tr>
<td>Evenings</td>
<td></td>
<td></td>
<td>Evenings</td>
<td></td>
</tr>
<tr>
<td>Attractive place</td>
<td></td>
<td></td>
<td>Attractive place</td>
<td>Yes No</td>
</tr>
<tr>
<td>Looks of place</td>
<td></td>
<td></td>
<td>Looks of place</td>
<td></td>
</tr>
<tr>
<td>Do not matter</td>
<td></td>
<td></td>
<td>Do not matter</td>
<td></td>
</tr>
<tr>
<td>Detail is important</td>
<td></td>
<td></td>
<td>Detail is important</td>
<td>Yes No</td>
</tr>
<tr>
<td>Detail is not</td>
<td></td>
<td></td>
<td>Detail is not</td>
<td></td>
</tr>
<tr>
<td>Important</td>
<td></td>
<td></td>
<td>Important</td>
<td></td>
</tr>
<tr>
<td>Speed is unimportant</td>
<td></td>
<td></td>
<td>Speed is unimportant</td>
<td>Yes No</td>
</tr>
<tr>
<td>Same tasks</td>
<td></td>
<td></td>
<td>Same tasks</td>
<td>Yes No</td>
</tr>
<tr>
<td>Every day</td>
<td></td>
<td></td>
<td>Every day</td>
<td></td>
</tr>
<tr>
<td>Different tasks</td>
<td></td>
<td></td>
<td>Different tasks</td>
<td></td>
</tr>
<tr>
<td>Every day</td>
<td></td>
<td></td>
<td>Every day</td>
<td></td>
</tr>
<tr>
<td>Work with people</td>
<td></td>
<td></td>
<td>Work with people</td>
<td>Yes No</td>
</tr>
<tr>
<td>Work with things</td>
<td></td>
<td></td>
<td>Work with things</td>
<td></td>
</tr>
<tr>
<td>Little supervision</td>
<td></td>
<td></td>
<td>Little supervision</td>
<td>Yes No</td>
</tr>
<tr>
<td>A lot of supervision</td>
<td></td>
<td></td>
<td>A lot of supervision</td>
<td></td>
</tr>
<tr>
<td>Daytime work</td>
<td></td>
<td></td>
<td>Daytime work</td>
<td>Yes No</td>
</tr>
<tr>
<td>Nighttime work</td>
<td></td>
<td></td>
<td>Nighttime work</td>
<td></td>
</tr>
<tr>
<td>Small business</td>
<td></td>
<td></td>
<td>Small business</td>
<td>Yes No</td>
</tr>
<tr>
<td>Large business</td>
<td></td>
<td></td>
<td>Large business</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td>Other:</td>
<td>Yes No</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td>Other:</td>
<td>Yes No</td>
</tr>
</tbody>
</table>

**Number of matches:**

**Available matches:**

\[
\text{Characteristics match} \times 100 = \frac{\text{Number of okays}}{4} \times 100 = \%\]

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

\[
\frac{\text{Number of okays}}{4} \times 100 = \%\]

Percentage of most important characteristics match

---

### Characteristics I Like versus What Is Here: Form B

#### (page 1)

<table>
<thead>
<tr>
<th>What I like (Before)</th>
<th>Star</th>
<th>What is here (After)</th>
<th>Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work alone</td>
<td></td>
<td>Work alone</td>
<td>Yes</td>
</tr>
<tr>
<td>Work with others</td>
<td></td>
<td>Work with others</td>
<td>No</td>
</tr>
<tr>
<td>Work in a quiet place</td>
<td></td>
<td>Work in a quiet place</td>
<td>Yes</td>
</tr>
<tr>
<td>Work in a loud place</td>
<td></td>
<td>Work in a loud place</td>
<td>No</td>
</tr>
<tr>
<td>Work part-time</td>
<td></td>
<td>Work part-time</td>
<td>Yes</td>
</tr>
<tr>
<td>Work full-time</td>
<td></td>
<td>Work full-time</td>
<td>No</td>
</tr>
<tr>
<td>Work weekdays only</td>
<td></td>
<td>Work weekdays only</td>
<td>Yes</td>
</tr>
<tr>
<td>Work weekends, too</td>
<td></td>
<td>Work weekends, too</td>
<td>No</td>
</tr>
<tr>
<td>Work a hard job</td>
<td></td>
<td>Work a hard job</td>
<td>Yes</td>
</tr>
<tr>
<td>Work an easy job</td>
<td></td>
<td>Work an easy job</td>
<td>Yes</td>
</tr>
<tr>
<td>Work inside</td>
<td></td>
<td>Work inside</td>
<td>Yes</td>
</tr>
<tr>
<td>Work outside</td>
<td></td>
<td>Work outside</td>
<td>No</td>
</tr>
<tr>
<td>Have few rules</td>
<td></td>
<td>Have few rules</td>
<td>Yes</td>
</tr>
<tr>
<td>Have lots of rules</td>
<td></td>
<td>Have lots of rules</td>
<td>No</td>
</tr>
<tr>
<td>Work standing up</td>
<td></td>
<td>Work standing up</td>
<td>Yes</td>
</tr>
<tr>
<td>Work sitting down</td>
<td></td>
<td>Work sitting down</td>
<td>No</td>
</tr>
<tr>
<td>Work mornings</td>
<td></td>
<td>Work mornings</td>
<td>Yes</td>
</tr>
<tr>
<td>Work afternoons</td>
<td></td>
<td>Work afternoons</td>
<td>No</td>
</tr>
<tr>
<td>Attractive place</td>
<td></td>
<td>Attractive place</td>
<td>Yes</td>
</tr>
<tr>
<td>Looks of place do not matter</td>
<td></td>
<td>Looks of place do not matter</td>
<td>Yes</td>
</tr>
<tr>
<td>Detail important</td>
<td></td>
<td>Detail important</td>
<td>Yes</td>
</tr>
<tr>
<td>Detail not important</td>
<td></td>
<td>Detail not important</td>
<td>No</td>
</tr>
<tr>
<td>What I like (Before)</td>
<td>⭐</td>
<td>What is here (After)</td>
<td>Matches</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---</td>
<td>---------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Dress up for work</td>
<td></td>
<td>Dress up for work</td>
<td>Yes</td>
</tr>
<tr>
<td>Do not dress up</td>
<td></td>
<td>Do not dress up</td>
<td>No</td>
</tr>
<tr>
<td>Physical work</td>
<td></td>
<td>Physical work</td>
<td>Yes</td>
</tr>
<tr>
<td>Thinking work</td>
<td></td>
<td>Thinking work</td>
<td>No</td>
</tr>
<tr>
<td>Important to work fast</td>
<td></td>
<td>Important to work fast</td>
<td>Yes</td>
</tr>
<tr>
<td>Speed is not important</td>
<td></td>
<td>Speed is not important</td>
<td>No</td>
</tr>
<tr>
<td>Same job every day</td>
<td></td>
<td>Same job every day</td>
<td>Yes</td>
</tr>
<tr>
<td>Different job every day</td>
<td></td>
<td>Different job every day</td>
<td>No</td>
</tr>
<tr>
<td>Work with people</td>
<td></td>
<td>Work with people</td>
<td>Yes</td>
</tr>
<tr>
<td>Work with things</td>
<td></td>
<td>Work with things</td>
<td>No</td>
</tr>
<tr>
<td>A little supervision</td>
<td></td>
<td>A little supervision</td>
<td>Yes</td>
</tr>
<tr>
<td>A lot of supervision</td>
<td></td>
<td>A lot of supervision</td>
<td>No</td>
</tr>
<tr>
<td>Daytime work</td>
<td></td>
<td>Daytime work</td>
<td>Yes</td>
</tr>
<tr>
<td>Nighttime work</td>
<td></td>
<td>Nighttime work</td>
<td>No</td>
</tr>
<tr>
<td>Small business</td>
<td></td>
<td>Small business</td>
<td>Yes</td>
</tr>
<tr>
<td>Large business</td>
<td></td>
<td>Large business</td>
<td>No</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Other</td>
<td>Yes</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Other</td>
<td>No</td>
</tr>
</tbody>
</table>

Number of matches: \( \frac{4}{4} \times 100 = 100\% \) Percentage of characteristics match

Matches available: \( \frac{4}{4} \times 100 = 100\% \) Percentage of characteristics match

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.

Number of okays: \( \frac{4}{4} \times 100 = 100\% \) Percentage of most important characteristics match
## Situational Interview (page 1)

### Exploring Choices

#### Work characteristics questions

<table>
<thead>
<tr>
<th>What I like (Before)</th>
<th>Matches</th>
<th>What is here (After)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work alone</td>
<td>Yes</td>
<td>Work alone</td>
</tr>
<tr>
<td>Quiet workplace</td>
<td>No</td>
<td>Quiet workplace</td>
</tr>
<tr>
<td>Part-time</td>
<td>Yes</td>
<td>Part-time</td>
</tr>
<tr>
<td>Weekdays only</td>
<td>No</td>
<td>Weekdays only</td>
</tr>
<tr>
<td>Hard job</td>
<td>Yes</td>
<td>Hard job</td>
</tr>
<tr>
<td>Work inside</td>
<td>No</td>
<td>Work inside</td>
</tr>
<tr>
<td>Few rules</td>
<td>Yes</td>
<td>Few rules</td>
</tr>
<tr>
<td>Work standing up</td>
<td>No</td>
<td>Work standing up</td>
</tr>
<tr>
<td>Mornings</td>
<td>Yes</td>
<td>Mornings</td>
</tr>
<tr>
<td>Attractive place</td>
<td>Yes</td>
<td>Attractive place</td>
</tr>
<tr>
<td>Dress up for work</td>
<td>No</td>
<td>Dress up for work</td>
</tr>
<tr>
<td>Physical work</td>
<td>Yes</td>
<td>Physical work</td>
</tr>
<tr>
<td>Detail is important</td>
<td>No</td>
<td>Detail is important</td>
</tr>
<tr>
<td>Same tasks every day</td>
<td>No</td>
<td>Same tasks every day</td>
</tr>
<tr>
<td>Work with people</td>
<td>Yes</td>
<td>Work with people</td>
</tr>
<tr>
<td>Important to work fast</td>
<td>Yes</td>
<td>Important to work fast</td>
</tr>
<tr>
<td>Little supervision</td>
<td>No</td>
<td>Little supervision</td>
</tr>
<tr>
<td>Daytime work</td>
<td>No</td>
<td>Daytime work</td>
</tr>
<tr>
<td>Small business</td>
<td>Yes</td>
<td>Small business</td>
</tr>
</tbody>
</table>

Number of characteristics match: \[ \frac{10}{10} \times 100 = 100\% \]

#### Company culture questions

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

Number of culture items okay: \[ \frac{7}{7} \times 100 = 100\% \]

### 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?
### Part 1: What I can do

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

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

### Part 2: What I like

<table>
<thead>
<tr>
<th>The job I like most</th>
<th>Is this job one of my top choices?</th>
<th>Site match</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

---

\(^{a}\text{From the Situational Interview (page 1)}\)

\(^{b}\text{From the Characteristics I Like versus What Is Here Form (page 1)}\)

### Shadowing Summary Graph

**Name:** ____________________________  **Date:** ____________________________

<table>
<thead>
<tr>
<th>Shadowed site 1</th>
<th>Shadowed site 2</th>
<th>Shadowed site 3</th>
<th>Shadowed site 4</th>
<th>Shadowed site 5</th>
<th>Shadowed site 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good match</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Okay match</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poor match</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not a match</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Percentage match for category**

<table>
<thead>
<tr>
<th>Skill match</th>
<th>Preference match</th>
<th>Culture match</th>
<th>Skill match</th>
<th>Preference match</th>
<th>Culture match</th>
<th>Skill match</th>
<th>Preference match</th>
<th>Culture match</th>
<th>Skill match</th>
<th>Preference match</th>
<th>Culture match</th>
</tr>
</thead>
</table>

**Three internship sites:**

---

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

Number of matches with job coach: \( \frac{\text{Available matches}}{} \times 100 = \text{Percentage of work matches} \)

Number of positive job coach answers: \( \frac{\text{Available answers}}{} \times 100 = \text{Percentage of positive job coach work answers} \)

Note: Positive scores match as do negative scores.

Note: Score any evaluation of 1 or .67 as positive.
### Social Improvement: Form A

**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.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Plan (How will I do this?)</th>
<th>My evaluation</th>
<th>Job coach evaluation</th>
<th>Comments</th>
<th>Match</th>
<th>Improve next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talk the right amount</td>
<td>1</td>
<td>.67</td>
<td>.67</td>
<td>1</td>
<td>Yes</td>
<td>Talk the right amount</td>
</tr>
<tr>
<td></td>
<td>.33</td>
<td>.33</td>
<td>.33</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behave appropriately</td>
<td>1</td>
<td>.67</td>
<td>.67</td>
<td>1</td>
<td>Yes</td>
<td>Behave appropriately</td>
</tr>
<tr>
<td></td>
<td>.33</td>
<td>.33</td>
<td>.33</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
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</tbody>
</table>

**Number of matches with job coach:**

\[
\text{Available matches:} \times 100 = \frac{\text{Number of matches with job coach}}{\text{Available matches}} \times 100
\]

Percentage of social matches

**Number of positive job coach answers:**

\[
\text{Available answers:} \times 100 = \frac{\text{Number of positive job coach answers}}{\text{Available answers}} \times 100
\]

Percentage of positive job coach social answers

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

---

### Personal Improvement: Form A

<table>
<thead>
<tr>
<th>Goal</th>
<th>Plan (How will I do this?)</th>
<th>My evaluation</th>
<th>Job coach evaluation</th>
<th>Comments</th>
<th>Match</th>
<th>Improve next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use good grooming skills</td>
<td></td>
<td>1 .67</td>
<td>1 .67</td>
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<td>No</td>
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<td>Have a positive attitude</td>
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<td>No</td>
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<td>Show good hygiene</td>
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<td>No</td>
</tr>
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<td>.33</td>
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<td>Wear clean clothes</td>
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<td>No</td>
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<tr>
<td>Wear clothes that match</td>
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<td>1 .67</td>
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<td>No</td>
</tr>
<tr>
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<tr>
<td>Have the things I need</td>
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<td>No</td>
</tr>
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</tbody>
</table>

**Number of matches with job coach:** \( \text{Available matches} \times 100 \% \)  
**Number of positive job coach answers:** \( \text{Available answers} \times 100 \% \)

**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.

**Note:** Score any evaluation of 1 or .67 as positive.
### Task Improvement: Form A

<table>
<thead>
<tr>
<th>Task</th>
<th>Goal</th>
<th>Concern</th>
<th>Plan</th>
<th>Tried to improve</th>
<th>My evaluation</th>
<th>Job coach evaluation</th>
<th>My performance was</th>
<th>Matches</th>
<th>Improve next</th>
<th>Like this task?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task 1</td>
<td>Independence</td>
<td>by:</td>
<td>Independence</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Great</td>
<td>Yes No</td>
<td>Independence</td>
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<td>Speed</td>
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<td>Speed</td>
<td>No</td>
<td></td>
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<td></td>
<td>Quality</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Not good</td>
<td>Yes No</td>
<td>Quality</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Task 2</td>
<td>Independence</td>
<td>by:</td>
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<td>Yes No</td>
<td>Great</td>
<td>Yes No</td>
<td>Independence</td>
<td>Yes</td>
<td></td>
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<td>Quality</td>
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<td>Quality</td>
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<td>Yes No</td>
<td>Not good</td>
<td>Yes No</td>
<td>Quality</td>
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<td>Great</td>
<td>Yes No</td>
<td>Independence</td>
<td>Yes</td>
<td></td>
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<td>Yes No</td>
<td>Okay</td>
<td>Yes No</td>
<td>Speed</td>
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<td>Yes No</td>
<td>Not good</td>
<td>Yes No</td>
<td>Quality</td>
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<td>Independence</td>
<td>by:</td>
<td>Independence</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Great</td>
<td>Yes No</td>
<td>Independence</td>
<td>Yes</td>
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<td>Speed</td>
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<td>Quality</td>
<td></td>
<td>Quality</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Not good</td>
<td>Yes No</td>
<td>Quality</td>
<td>No</td>
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</tbody>
</table>

**Calculations:***

\[
\text{Tasks I like:} = \text{Tasks I did} \times 100 = \% \\
\text{Percentage of task preference matches (TP)}
\]

\[
\text{Matches made:} = \text{Tasks I did} \times 100 = \% \\
\text{Percentage of task matches (TM)}
\]

\[
\text{Positive job coach answers:} = \text{Tasks I did} \times 100 = \% \\
\text{Percentage of positive job coach task answers (PA)}
\]
## Work Improvement: Form B

**Name:** ____________________  **Jobsite:** ____________________  **Date:** ______  **Session:** ______

<table>
<thead>
<tr>
<th>Goal</th>
<th>Plan</th>
<th>Evaluation</th>
<th>Great</th>
<th>Match</th>
<th>Next</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Follow company rules" /></td>
<td>I think Job coach thinks</td>
<td>Follow company rules</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><strong>M Tu W Th F</strong></td>
<td><strong>M Tu W Th F</strong></td>
<td>Break company rules</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Come to work" /></td>
<td>I think Job coach thinks</td>
<td>Come to work</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><strong>X X X X X</strong></td>
<td><strong>X X X X X</strong></td>
<td>Miss work</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Come to work on time" /></td>
<td>I think Job coach thinks</td>
<td>Come to work on time</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><strong>X X X X X</strong></td>
<td><strong>X X X X X</strong></td>
<td>Miss work without calling</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Call if you miss work" /></td>
<td>I think Job coach thinks</td>
<td>Call if you miss work</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><strong>X X X X X</strong></td>
<td><strong>X X X X X</strong></td>
<td>Work accurately</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Work accurately" /></td>
<td>I think Job coach thinks</td>
<td>Work accurately</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Pay attention to work" /></td>
<td>I think Job coach thinks</td>
<td>Pay attention to work</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Work at the right pace" /></td>
<td>I think Job coach thinks</td>
<td>Work at the right pace</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Work safely" /></td>
<td>I think Job coach thinks</td>
<td>Work safely</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Take specified breaks" /></td>
<td>I think Job coach thinks</td>
<td>Take specified breaks</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Listen and use feedback" /></td>
<td>I think Job coach thinks</td>
<td>Listen and use feedback</td>
<td>Yes</td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

Number of matches: \( \frac{ \text{Number of positive job coach answers} }{ \text{Available answers} } \times 100 = \% \)

Number of positive job coach answers: \( \frac{ \text{Number of matches} }{ \text{Available matches} } \times 100 = \% \)
### Social Improvement: Form B

<table>
<thead>
<tr>
<th>Goal</th>
<th>Plan</th>
<th>Evaluation</th>
<th>Great</th>
<th>Match</th>
<th>Next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talk the right amount</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>Great</td>
</tr>
<tr>
<td></td>
<td>Talk the right amount</td>
<td>Talk too much or too little</td>
<td></td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>Behave appropriately</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>Great</td>
</tr>
<tr>
<td></td>
<td>Behave appropriately</td>
<td>Behave inappropriately</td>
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<td>Yes No</td>
</tr>
<tr>
<td>Ask when I need help</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>Great</td>
</tr>
<tr>
<td></td>
<td>Ask when I need help</td>
<td>Not ask for needed help</td>
<td></td>
<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>Follow directions</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>Great</td>
</tr>
<tr>
<td></td>
<td>Follow directions</td>
<td>Not follow directions</td>
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<td></td>
<td>Yes No</td>
</tr>
<tr>
<td>Work independently</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>Great</td>
</tr>
<tr>
<td></td>
<td>Work independently</td>
<td>Need lots of supervision</td>
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<td></td>
<td>Yes No</td>
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<tr>
<td>Express my needs and feelings</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>I think</td>
<td>Job coach thinks</td>
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<td>Express my needs and feelings</td>
<td>Repress my needs and feelings</td>
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<td>Talk about the right things</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>Great</td>
</tr>
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<td></td>
<td>Talk about the right things</td>
<td>Talk about the wrong things</td>
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<td>Feel comfortable talking</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>Great</td>
</tr>
<tr>
<td></td>
<td>Feel comfortable talking</td>
<td>Feel uncomfortable talking</td>
<td></td>
<td></td>
<td>Yes No</td>
</tr>
</tbody>
</table>

Number of matches: $\text{Number of matches} = \text{Available matches} \times 100 = \text{Percentage of social matches}$

Number of positive job coach answers: $\text{Number of positive job coach answers} = \text{Available answers} \times 100 = \text{Percentage of positive job coach social answers}$
**Personal Improvement: Form B**

<table>
<thead>
<tr>
<th>Goal</th>
<th>Plan</th>
<th>Evaluation</th>
<th>Great</th>
<th>Match</th>
<th>Next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use good grooming skills</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>☐</td>
<td>☐</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Use good grooming skills</td>
<td>Use poor grooming skills</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Have a positive attitude</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>☐</td>
<td>☐</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Have a positive attitude</td>
<td>Have a bad attitude</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Show good hygiene</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>☐</td>
<td>☐</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Show good hygiene</td>
<td>Show poor hygiene</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Wear clean clothes</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>☐</td>
<td>☐</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Wear clean clothes</td>
<td>Wear dirty clothes</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Wear clothes that match</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>☐</td>
<td>☐</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Wear clothes that match</td>
<td>Wear clothes that clash</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Have the things I need</td>
<td>I think</td>
<td>Job coach thinks</td>
<td>☐</td>
<td>☐</td>
<td>Yes No</td>
</tr>
<tr>
<td></td>
<td>Have the things I need</td>
<td>Need things I don’t have</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

**Number of matches:**
\[
\text{Number of matches} = \frac{\text{Available matches}}{\text{Available answers}} \times 100 = \text{Percentage of personal matches}
\]

**Number of positive job coach answers:**
\[
\text{Number of positive job coach personal answers} = \frac{\text{Available answers}}{\text{Available answers}} \times 100 = \text{Percentage of positive job coach personal answers}
\]
### Task Improvement: Form B

<table>
<thead>
<tr>
<th>Task</th>
<th>Concern</th>
<th>Plan</th>
<th>Tried to improve</th>
<th>My evaluation</th>
<th>Job coach evaluation</th>
<th>Matches</th>
<th>Improve next</th>
<th>Like this task?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed</td>
<td></td>
<td></td>
<td>Speed</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Independence</td>
<td></td>
<td></td>
<td>Independence</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Quality</td>
<td></td>
<td></td>
<td>Quality</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Speed</td>
<td></td>
<td></td>
<td>Speed</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Independence</td>
<td></td>
<td></td>
<td>Independence</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Quality</td>
<td></td>
<td></td>
<td>Quality</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Calculations

- **Tasks I like:**
  
  \[
  \text{Tasks I like} = \frac{n_{like}}{} \times 100 = \% \]

- **Tasks I did:**
  
  \[
  \text{Tasks I did} = \frac{n_{did}}{} \times 100 = \% \]

- **Matches made:**
  
  \[
  \text{Matches made} = \frac{n_{matches}}{} \times 100 = \% \]

- **Available matches:**
  
  \[
  \text{Available matches} = \frac{n_{available}}{} \times 100 = \% \]

- **Positive job coach answers:**
  
  \[
  \text{Positive job coach answers} = \frac{n_{positive}}{} \times 100 = \% \]

- **Available answers:**
  
  \[
  \text{Available answers} = \frac{n_{available}}{} \times 100 = \% \]

**Percentage Calculations:**

- **Task preference matches (TP):**
  
  \[
  \text{TP} = \frac{n_{like}}{n_{available}} \times 100 = \% \]

- **Task matches (TM):**
  
  \[
  \text{TM} = \frac{n_{matches}}{n_{available}} \times 100 = \% \]

- **Positive job coach task answers (PA):**
  
  \[
  \text{PA} = \frac{n_{positive}}{n_{available}} \times 100 = \% \]

**Quality Levels:**

- 100% Good match
- 75% Okay match
- 50% Poor match
- 25% Not a match
- 0% Not a match
## Self-Determined Improvement Form

**Name:**
**Jobsite:**
**Date:**
**Session:**

### Goal: List the behaviors you want to improve

<table>
<thead>
<tr>
<th>Plan</th>
<th>My evaluation</th>
<th>Job coach evaluation</th>
<th>Matches</th>
<th>Improve next</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work behavior</td>
<td>Great</td>
<td>Great</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Okay</td>
<td>Okay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not at all</td>
<td>Not at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work behavior</td>
<td>Great</td>
<td>Great</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Okay</td>
<td>Okay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not at all</td>
<td>Not at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social behavior</td>
<td>Great</td>
<td>Great</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Okay</td>
<td>Okay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not at all</td>
<td>Not at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social behavior</td>
<td>Great</td>
<td>Great</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Okay</td>
<td>Okay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not at all</td>
<td>Not at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal behavior</td>
<td>Great</td>
<td>Great</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Okay</td>
<td>Okay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not at all</td>
<td>Not at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal behavior</td>
<td>Great</td>
<td>Great</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Okay</td>
<td>Okay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not at all</td>
<td>Not at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task-related behavior</td>
<td>Great</td>
<td>Great</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Okay</td>
<td>Okay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not at all</td>
<td>Not at all</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task-related behavior</td>
<td>Great</td>
<td>Great</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Okay</td>
<td>Okay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not at all</td>
<td>Not at all</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Matches made:

\[
\text{Matches made:} = \frac{\text{Available matches}}{100} = \% \\
\text{Percentage of task matches (TM)}
\]

### Positive job coach answers:

\[
\text{Positive job coach answers:} = \frac{\text{Available answers}}{100} = \% \\
\text{Percentage of positive job coach task answers (PA)}
\]