

Welcome!

Quality Work Experiences Through Creative Job Development



www.tslp.org



Welcome!

Quality Work Experiences Through Creative Job Development

- **Introductions**
- **Benefits & Key Considerations**
- **Types of Job Development**
- **Getting to know your Patrons**
- **Tools & Tips for the Trade**
- **Negotiating the Job – Getting Creative**
- **Wrap-up and Questions**

Benefits of HS Work Experiences

- The Student
- The Employer
- The Co-workers
- School District
- Special Education Teacher
- Family Members
- VR Counselor



Job Development Key Considerations

Overall Experience

The Challenges/Barriers

The effectiveness of JD depends on several conditions

Student focus, Access to the Employer (Labor Market) and Creativity

We need to Avoid the “Programmatic” Solution

The Vision is: For both, the Student and the Business/Employer

Important Considerations in the JD Process (Impressions you make)

- **Student/Family**
- **Employer**
- **Community**

Job Development

A Response to the Needs of
The Student
&
Business/Employer



Labor Market Job Development
Vs.
Individualized Job Development



**Where Do
We Start?**

Know The Student

**Student
Assessment**

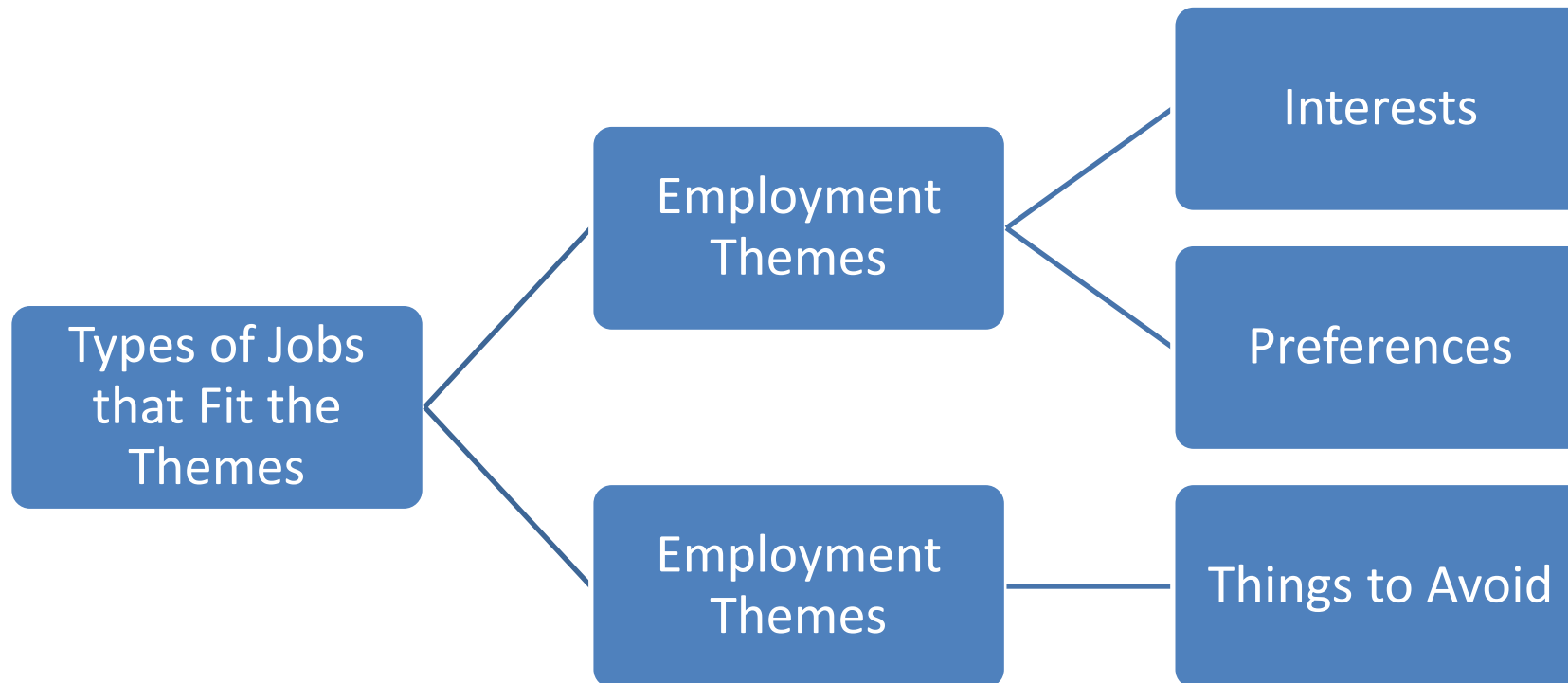
“The Discovery Process”

- **This includes Likes, Dislikes, Preferences and Interests**
- **Identifying things to Avoid (Fears, Allergies, Routines, etc..)**
- **Identifying the Student’s Learning Style**
- **How the Student Communicates best**
- **Environmental Conditions that work best**

Do we have a Personal Profile?

Discovery: Getting to Know the Student

Interviewing People who know the Student Best



Job Development – Employer Contacts

Identify & Inventory Businesses/Employers in the Community

Identify Types of Jobs that Fit the Employment Themes of the Student

Develop a Marketing Strategy

Contact/Develop Relationships (One Minute Presentation)

Through Connections

Brochure

Emails

Phone Calls

Research Business Prior to Meeting with Employer

Small Group Discussion

Make a list of the Businesses within a 12 Block Radius of the School.

Do not include Walmart, Menards, Lowes, etc...

Meeting with the Employer – Be Prepared!

Dress for the Environment

School – Job Coaching Availability

VR - Understand the Project Skills Process/Other Resources

DOL – Learn about Career Launch & Other Programs

Benefits – Know about the Work Incentives

Discuss Needs/Options

A Tour of the Workplace

Inquire about a Job Analysis

Be Creative: Carve, Create, Negotiate Job for the Student

Arrange for the Interview with the Student

Job Analysis

Learn About the Business/Employer

Develop a Job Analysis to Learn about:

The Work Environment

The Culture of the Workplace

Specific Jobs/Tasks being completed

The Job Routines of the Employees

Availability of Natural Supports

Is it a good Fit for the Student?

Is the Student a good Fit for the business/employer?

More on Job Analysis

- **Opportunity to Learn the Job – by Spending Time at the Job**
- **Observe the Job being completed by other Employees**
- **Use a Job Analysis Form**
- **Have Employee Train you on the Tasks**
- **Perform the Tasks Yourself**
- **Document all the Expectations/Tasks**
- **Note the Environmental Factors: Noise, Temperature, Lighting, Work pace, Employee Interactions, Unwritten Rules**
 - **Also Note the Special Techniques, Production Rates and Quality of the Work**



Know the Work Environment

- Positive and Upbeat Attitude – Value to the Business
- Get to Know the Business/Environment
- Complete Job Analysis
- Assess the Potential for Natural Supports/Workplace Supports
- Observe the Employees Performing Tasks/Routines
- Consider Participant and Work Setting – Is it a “Good Fit”?
- Have Co-worker TEACH you the Job Routines/Assess
- Get a Feel for the Job – Critical Routines/Tasks
- Develop Task Analysis if needed





TSLP
Transition Services
Liaison Project