

CUSTOMIZED JOB DEVELOPMENT PLAN

This plan is meant to remain a work in progress. Please utilize the information that you've gathered from the process with your students, employer & online job description research and your informational interviews with create this plan. Update the plan regularly as new information presents itself.

Name of Student: _____

What Works

(Conditions of employment which support the student to be successful)

What Doesn't Work

(non-negotiables)

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Conditions for Employment

Conditions are characteristics of any job developed for the applicant. Conditions refer to issues such as days of work, location of the job, inside/outside work, time of day, hours per week, etc. While it is possible to have too many conditions, the following are extremely important considerations in customizing a job. Target go/no go conditions for priority consideration.

‰ _____

‰ _____

‰ _____

‰ _____

Contributions to Employment

Personality Characteristics:

Skills:

Experiences:

Credentials:

Recommendations:

Skills & Tasks Matched with Potential Employers

INSTRUCTIONS: From the information you gathered during your research of the employer, O*Net Job Description, potential jobs, and informational interviews with potential employers, fill out the Skills Performance activity that the individual can currently perform and the Tasks Performance activity that an individual should be able to learn in a reasonable timeframe, based on skills that they currently can do. Some employers may have specific departmental tasks that will be as follows:

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Job Proposal Letter

INSTRUCTIONS Create a job proposal letter using the guidelines on the Grab & Go: Job Development Planning document. When you are done, record the following information:

Employer:

Date Sent:

Employer needs the student will fill:

How student will be supported if given the position:

Follow-up date requested:

References

Condon, E. (2013). Customized Planning: Creating a Blueprint for Job Development. Retrieved February 2017, from Marc Gold & Associates: www.marcgold.com/s/Customized-Plan-for-Employment-article-ante.pdf

