CUSTOMIZED JOB DEVELOPMENT PLAN

This plan is meant to remain a work in progress. Please utilize the information that you've gathered from the Discovery process with your students, employer & online job description research and your informational interviews with employers to 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)
Conditions fo	r Employment
Conditions are characteristics of any job developed for the applica location of the job, inside/outside work, time of day, hours per week extremely important considerations in customizing a job. Target of the contributions of the job, inside/outside work, time of day, hours per week extremely important considerations in customizing a job. Target of the contributions of the job, inside/outside work, time of day, hours per week extremely important considerations in customizing a job.	ek, etc. While it is possible to have too many conditions, these are
Personality Characteristics:	
Skills:	
Experiences:	
Lapertences.	
Credentials:	
Recommendations:	

Skills & Tasks Matched with Potential Employers

INSTRUCTIONS: From potential jobs, and infor activity that the individure asonable time frame, tasks will be as (orman)	rmational interviev ual can currently p based on skills tha	vs with potential of erform. Tasks: Pe t they currently ca	employers, fill c erformance acti an do. Some en	out the following to vity that an individual poloyers may have	able. Skills: Performa dual should be able to e specific department	ance o learn in a cs that the
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Job Proposal Preparation

INSTRUCTIONS: Once you have compared all of the employers above, consult with your student to determine which employer they would most like to work with, 2nd most like to work with etc, until all of the employers are prioritized.

During your conversation with your student, discuss the different characteristics of each employer in relation to the information on the first page of this plan (what works/what doesn't, conditions/preferences).

Determine for each employer whether you will either create a new position or carve a job out of an existing job and what contact you should use to set the date for the Job Proposal Presentation.

Prioritized List of Employers	Department	Carve or New?	Contact person	Date for Job Proposal Presentation
Notes:				

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 data requested:	
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



