

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)

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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, pay, benefits, location of the job, inside/outside work, time of day, hours per week, etc. While it is possible to have too many conditions, these 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 Descriptions of potential jobs, and informational interviews with potential employers, fill out the following table. **Skills:** Performance activity that the individual can currently perform. **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 departments that the tasks will be as(orman 02 Tma)1.1 (t the)UETEMC /Span MCD 00 rt(y) MCD 0. \$)-7 n.1 (orm-rma/T1_0 1 Tf12 0 0 12 002 T

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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.marccgold.com/s/Customized-Plan-for-Employment-article-ante.pdf

