

CUSTOMIZED EMPLOYMENT—JOB DEVELOPMENT PLANNING

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INTRODUCTION

Students with intellectual and developmental disabilities have much to offer the business community. Job developers should use a person-centered approach to focus in on a job seeker's strengths, interests, and preferences rather than relying on low-paying, low-skill jobs with little opportunity for raises, advancement, or increased hours. Preliminary work gathering information about a student through the Discovery process, job tours, and informational interviews with potential employers are all critical steps for good job development planning.

ELEMENTS OF JOB DEVELOPMENT PLANNING

Applying the work of Condon (2013, Marc Gold & Associates), job development planning includes:

- Identifying characteristics of a job seeker's ideal job (conditions and contributions)
- Stating what works and what does not work for the student in a job setting
- Development of a task list and matching tasks needed by the employer with skills the student can perform or learn to perform
- Developing a job proposal
- Preparing for a job proposal meeting

Throughout this brief, we'll describe the steps in creating a job proposal for Akemi, a student who is looking for work. You'll see how the elements above tie in to this process as Akemi and her job developer work toward finding fulfilling work for Akemi in her field of choice.

Employer Research

Development

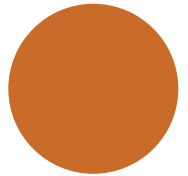
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Akemi's Contributions **It works for Akemi** **It does not work for Akemi** familiar routine including





Below is a list of potential employers and the match-up of skills and tasks for Akemi.

POTENTIAL EMPLOYER #1: COLLEGE THEATER DEPARTMENT			
Department	Tasks that need doing	Student skills	Potential job
Staging	Help plan and build sets, organize props, inventory props	Good organizer, has a good eye for putting things together, very methodical	Assistant stage manager
Costumes	Put together outfits for shows, organize props for upcoming shows, inventory props, help actors get ready	Good fashion sense, understands historical fashion trends, organized, likes to help, very methodical	Wardrobe assistant

POTENTIAL EMPLOYER #2: ART GALLERY & SHOP			
Department	Tasks that need doing	Student skills	Potential job
Gallery	Help set up exhibits, assist customers during shows, set up for workshops, organize supplies	Organized, strong customer service skills, good eye for placement of items	Gallery assistant
Shop – front of house	Help set up displays, assist customers, cashiering, gift wrapping	Good eye for how things should look, good wrapper, good customer service skills, can learn to cashier	Shop clerk
Shop – back of house	Inventory control, organize spaces	Good organizer, methodical	Shop assistant, or extension of shop clerk duties

POTENTIAL EMPLOYER #3: LOCAL MUSEUM & SHOP			
Department	Tasks that need doing	Student skills	Potential job
Museum – front of house	Give tours; help set up displays, workshops, & talks; usher/assist customers at events	Good customer service, knowledge of local history and museum, experience at setting up displays	Tour guide/usher
Museum – back of house	Help create documents for museum guests, organize spaces, do general office work, inventory control	Can learn to create documents, good organizer, methodical, has some office skills (can learn others)	Museum staff assistant
Shop	Help set up displays, assist customers to find items, cashiering, gift wrapping	Has a good eye for how things should look, good wrapper, good customer service skills, can learn to cashier	Shop clerk

CUSTOMIZED JOB DEVELOPMENT PLAN WORKSHEET

The companion worksheet with this Grab & Go will help you develop a job proposal for the employer. The proposal may outline a job that is carved out from existing positions within the company or is a new job created specifically for the job seeker (Condon, Enein-Donovan, Gilmore, & Jordan, 2004). For either situation, the job proposal describes how the job seeker can meet the needs of the employer.

Since transition-age students' interests and preferences evolve over time, you should update the worksheet regularly as new information is gathered from the student. A recommendation is to update the plan after each work experience.

Using these task lists, you now have a good template to begin drafting a customized job proposal letter for one or more of these employers.

NEXT STEPS: JOB PROPOSAL LETTER AND MEETING TO NEGOTIATE

Our next Grab & Go Practice Brief, Employer Negotiation, will walk you through developing the job proposal letter and meeting with the employer to negotiate the job proposal.

REFERENCES

Condon, C., Enein-Donovan, L., Gilmore, M., & Jordan, M. (2004). When existing jobs don't fit: A guide to job creation. Boston, MA: University of Massachusetts Boston, Institute for Community Inclusion.

Condon, E. (2013). Customized planning: Creating a blueprint for job development. Marc Gold & Associates website. Retrieved from <https://www.marcgold.com/s/Customized-Plan-for-Employment-article-ante.pdf>



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