

Job Planning Factors

Explore barriers that may interfere with preparing for, finding, or keeping a job, and identify the services and resources needed to address these factors.

1

Required Elements

VR must ensure the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, informed choice, and labor market information are addressed as part of the career planning process.

- Address labor market information to define the skills and abilities required for the area of interest(s), as well as the employment outlook.
- Assist the client in determining or refining a job goal by utilizing a variety of tools to maximize their strengths and accommodate for the disability-related needs of the individual.

2

Disability Related Factors

(Listen for medically released to work and barriers to employment, as well as needs for treatments, accommodations, and supports.)

- On a scale of 1-10, how stable do you feel your impairment is?
- Why did you give it that rating?
- What do you feel you might need to raise that rating?
- What strategies have you used to accommodate your disability?

3

Financial

Assess what supports, paid or otherwise, are available. (Listen for availability of SSI, SSDI, defaulted loans, child support, SNAP, HUD, waiver services or other public assistance, and wage garnishments.)

- How have you been managing your daily living costs?

(Listen for health insurance, Medicaid, Medicare, medications, worker's compensation, and durable medical equipment needs.)

- How have you been managing your disability related needs?

4

Daily Living

(Listen for accessibility needs, child care, transportation, housing, and work/family balance.)

- What concerns do you have if you were offered a job and could start tomorrow?
- What hours are you available to work? Why?

5

Work History and Employment Experiences

(Listen for attendance, terminations, employment gaps, difficulty getting along with others or learning new skills, and assess if situational or disability related.)

- Describe your favorite job and what about this job made it your favorite?
- How your impairment affected work?
- Which work experience caused you the most difficulty and why?

6

Education & Training

(Include high school and all vocational training situations. Listen for learning style, reasons for not completing, and job keeping issues.)

- Can you tell me why you were interested in previous training and what happened?
- Did you receive accommodations? If so, what were they and did they meet your needs?
- If interested in pursuing training, ensure the identified job goal requires training. Consider career pathways and admission requirements.

7

Job Seeking

(Listen for transportation, clothing, childcare, access to phone/computer, and criminal record.)

- Tell me how you have looked for jobs in the past?
- What do you feel you need to be effective in looking for jobs?
- What difficulties have you experienced?

8

Job Keeping

(Listen for working with co-workers/supervisors, dealing with change and stress, and work schedule conflicts.)

- Describe your longest lasting job and what made it work for you?
- When you consider your past work history, have there been difficulties keeping a job? Can you explain?
- Review the client's specific work history and ask what happened and why (employment gaps, short term employment, etc.).

Job Planning Discussion

Ensure informed choice is provided and the job goal is consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, as well as labor market information.

The Job Planning Discussion must occur prior to writing the IPE:

1 Initiate the Job Planning Discussion

Identify possible solutions to correct, compensate, or circumvent the Job Readiness Factors.

"In developing a mutually agreed upon job goal, we need to ensure we have developed a reasonable plan to ensure success."

"We need to assess factors that may affect preparing for, finding, and keeping a job and begin developing a plan to address them."

"What questions do you hope to get answered today?"

2 Identify Necessary Career Exploration Activities with the Client

"We need to assess your interests, assets, limitations, and barriers, as well as labor market information to determine your goal and identify potential supports and services."

- Several guides are available to assist you:
 - ◇ Initial Meeting to Next Step Guide
 - ◇ Discovery Booklet
 - ◇ Career Planning Preference
 - ◇ VR Profile for Supported or Customized Employment
 - ◇ IPE Guide

3 Identify Resources and Benefits

"These activities will help identify what services and benefits you currently receive, are eligible for, and who may be able to provide them."

- Identify all resources and review Information and Referral (I&R) to Other Programs.
- Complete Benefits Orientation.
- As applicable, discuss Benefits Assessment and Ticket to Work status.

4 Assess Appropriateness of Job Goal

"Let's review each activity and discuss how the information supports your employment goal."

The employment goal must be consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, informed choice, and labor market information.

The Specialist and client can use a variety of resources to decide appropriateness of job goal:

- **Career Exploration Activities** need to support the job goal. If the information in the activities does not support the job goal, VR cannot agree to the goal unless VR can identify what can be done to correct, compensate, or circumvent the reasons for lack of support.
- **Make Sure this Job is Right for You** form ensures all relevant information is addressed.

5 Determine Necessary Services

*"Now that we have identified factors that might affect you finding or keeping a job, the **Individualized Plan for Employment (IPE)** will help identify services that may assist you in addressing these factors. Let's review the services listed on the IPE and check the services you need."*

- Consider, as appropriate, career pathways options (apprenticeship, certificate training, industry specific certifications, additional coursework, etc.) for skill and credential attainment, rather than traditional post-secondary training.
- Complete the **Individualized Plan for Employment (IPE)**.
- Review the Terms and Conditions.