Trial Work Experience Plan

Client: _____

Worksite/Company: _____

Assigned Supervisor: _____ **Phone/Email:** _____

Expected Start Date: _____ **Expected End Date:** _____

Daily or Work Week Schedule: _____ **Hourly Wage (if paid) $** _____

A trial work experience is used to gain an understanding of your abilities, capabilities and capacity to perform in a real work setting (paid or unpaid). The results of a trial work experience are used to determine whether you can benefit from VR services and achieve an employment outcome. It may also help you obtain information you need to select a suitable job goal and determine the nature and scope of VR services you need to achieve an employment outcome. This plan is used to outline the specifics of your trial work experience, support you will have available to you, and the responsibilities of all participants.

Trial Work Experience Type:

☐ On-the-Job Training ☐ On-the-Job Evaluation ☐ Job Shadow ☐ Volunteer Experience

☐ Informational Interview(s) ☐ Employer Tours(s) ☐ Other _____

Goals of Trial Work Experience:

Tasks:

Skills to Assess:

☐ Attendance ☐ Follows Directions ☐ Production ☐ Teamwork ☐ Hygiene ☐ Interpersonal Skills

☐ Social Skills ☐ Work Tolerance ☐ Transition

Other:

Functional Capacities and Job Readiness Considerations:

Auxiliary Aids/Supports Required:

ATP Referral Made: _____ ATP Specialist: _____

(Date) *(Name and Contact Info)*

Original – VR cc: Client, Authorized Representative, Service Coordinator, Service Provider

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Nebraska VR Specialist Responsibilities:

1. Provide ongoing counseling and guidance to help you complete your trial work experience.
2. Assist you to get information to make effective decisions about your trial work experience.
3. Make _____ (timeframe) contact with you and your host/employer to discuss your progress.
4. Complete measurement criteria for trial work experience: On-the-Job Report after consultation with the client, employer, and job coach.
5. Provide appropriate supports necessary to help you demonstrate your ability to work or get information to select your vocational goal or determine the scope of services you need to achieve employment.
6. Coordinate a Benefits Orientation in advance of a paid trial work experience, if you receive Social Security benefits, to help you understand how income will impact your benefits.
7. Work with you in a professional and ethical manner.
8. Other:

Client Responsibilities:

1. Complete the trial work experience and inform VR of any changes or problems affecting my ability to do so.
2. Follow the schedule and let VR and host/employer know in advance if I will be absent or need to change my schedule.
3. Attend all scheduled meetings and appointments on time.
4. Consult with VR about my progress.
5. If this is a paid trial work experience, work with VR to understand how pay will impact my Social Security benefits, if applicable.
6. Other:

I want a paid Trial Work Experience: ☐ Yes ☐ No

Other (Job Coach, Service Provider, etc.):

1.
2.
3.

Rationale and Objectives discussed and agreed upon with Individual, Authorized Representative, and all members of the team? ☐ Yes ☐ No

Client Signature _____ **Date** _____

Authorized Representative _____ **Date** _____

Nebraska VR Specialist _____ **Date** _____

Nebraska VR Supervisor _____ **Date** _____

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