

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: _____

Date plan was created: _____

What Works (Conditions of employment which support the student to be successful)	What Doesn't Work (non-negotiables)

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 associated with, some may not.

Potential Employer #1: _____

Department	Potential Tasks	Skills student has related to this task	Potential, associated job

Potential Employer #2: _____

Department	Potential Tasks	Skills student has related to this task	Potential, associated job

Potential Employer #3: _____

Department	Potential Tasks	Skills student has related to this task	Potential, associated job

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 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

