

*This form is to be completed for those individuals who do NOT have an Individual Employment Profile on file.*

**Basic identifying information:**

**Individual:** \_\_\_\_\_ **Waiver:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Emergency contact:** \_\_\_\_\_

**Provider:** \_\_\_\_\_ **Provider staff:** \_\_\_\_\_

**Employment goal:** \_\_\_\_\_

**Describe the individual's current living situation:**

**1. Address** \_\_\_\_\_

**2. Do you live alone?** \_\_\_\_\_

**3. Do you live with a roommate(s)?** \_\_\_\_\_

**4. Do you live with family?** \_\_\_\_\_ **If so, who?** \_\_\_\_\_

**5. Support System: List the supporters, including family, friends, teachers, etc.**

<b>Name of supporter/relationship:</b>	<b>Contact information:</b>

**6. Hobbies and community involvement**

**7. Information about the individual's neighborhood/community**

**8. Cultural information**

**Work and life experiences:** Describe the individual's previous education, work and volunteering experience, and the valuable skills gained.

**9. Education**

## 10. Employment history

## 11. Volunteering experience

**12. Functional reading/math ability:** Describe the individual's reading ability in functional terms (not grade level). Give examples of their reading comprehension as it relates to the performance of a job. What types of assistance or supports have been helpful? Describe their math ability in functional terms (not grade level), including telling time. Describe any support strategies used to assist them with mathematical functions.

**For the following areas, use the included guidance and questions for conversations in order to identify the pertinent information relevant to the individual's job search. For any barriers to employment, please identify possible solutions.**

**Level of supports needed/required:** Describe the individual's ability and willingness to perform routine and non-routine activities in their current living situation (cleaning, laundry, cooking, personal hygiene, etc.). Do they currently require support to perform these activities? If so, who provides the support? Are supports provided by family or natural supports? Does the individual have a paid direct support professional (DSP) who assists them? Will the DSP be able to support them on the job as needed? Describe the extent to which these activities are expected of the individual by others? Which activities are self-initiated by the individual? What environmental modifications, assistive technology or support strategies are in place to assist the individual to perform activities? What implications do these modifications or support strategies have for job matches or support strategies for the individual or the employer?

**Medication management:** If the individual takes medication, describe the extent to which they are able to self-manage taking medication or the supports that are in place to assist the individual to take medication, such as assistive technology such as a medication reminder system or an app. Does the individual have natural supports or family or a paid DSP to support them in taking their medication? Does the medication other times? If the medication affects the individual, please describe the effects.

**Social interaction:** Describe the extent to which the individual is interested in and successful with interacting with other people and the implication this has for a potential job match or potential job supports. How important is social contact with others to the individual? Have strategies been used successfully to assist the person to engage in social interaction with others? Does the individual need assistance with appropriate interactions?

**Communication:** Describe the extent to which the individual is able to and willing to express needs, ask questions, and communicate with others, and the implications this has for potential job matches and potential job supports. Do they require assistance with communication? Use of device/app? How would the individual's communication style (if relevant) need to be communicated to future employer?

**Community mobility and navigation:** Describe the individual’s current mode of transportation? How do they typically get around their community? Are they able to travel independently via bus or other form of community transportation? Is there reliable assistance available such as family or friends? Will the individual need assistance to get to and from the job? Who will assist them to get to and from the job? What potential impact does this have on travel distance to work or potential work hours?

**Behavior supports needed:** Describe any behaviors the individual engages in that may pose an issue on the job. What specifically occurs when the individual engages in this behavior? What typically happens before this behavior occurs? What happens after the behavior occurs? Are there specific supports strategies that have proven to be effective for helping the individual reduce or avoid the behavior? Are there strategies that should be avoided? Should certain environments be avoided? What implications does this information have for potential job matches or potential supports needed for the employer?

**Time management:** Describe the individual’s ability to manage their own time and the relevance of this to potential job matches and/or supports to the individual or the employer. To what extent is the individual able to arrive on time without assistance? Who will provide assistance to get to work to ensure timeliness? Describe support strategies used that assist the individual to be on time. Is there a time of day that the individual performs better than others? Should certain times be avoided? Are there times during the day or the week that the individual is most interested in “protecting” because they have other commitments or interests?

**Environment:** Describe the types of physical environments (indoor or outdoor) in which the individual is the most comfortable and functions the best? Are there specific concerns about any potential physical environment? Are there specific physical environments that should be avoided because of potential health or behavioral problems?

**Work preferences summary:** Describe the types of work in which the individual would like to engage. Explain the process of an informed decision about work and what steps were taken to get to this decision. What skills does the individual have that will help them succeed?

**Work supports needed:** Describe the supports needed to help the individual be successful on the job? How will the individual be transported to the job? Will the individual have access to a DSP if personal supports are needed on the job? Will the individual have access to a communication device? Will the individual require assistive technology supports on the job?

**Summary and recommendations:** Provide an overview of the individual's employability, including the job interests the individual has expressed, job recommendations, supports needed to assist the individual to obtain and maintain competitive integrated employment. Include the documentation for the need for further Supported Employment Services.