

Vocational Placement Check List

I. JOB SEARCH MANUAL AND PROCESS

- Presented, explained and reviewed the self-directed Job Search Manual and its contents with Mr./Ms. _____
- Reviewed and reinforced the rationale, purpose, process and benefits of the Self-Directed Job Search program
- Clarified the role and responsibilities of Mr./Ms. _____ and EPS Rehabilitation, Inc., in the self-directed job search process
- We developed and reviewed the Rehabilitation Plan pursuant to Rule 7110.10 with Mr./Ms. _____ who expressed understanding of his responsibility and the responsibility of EPS Rehabilitation, Inc., and agreed to proceed with rehabilitation services
- Related our future meetings will entail review of the job search process, contacting potential employers for job development and four hours should be allotted not counting travel to and from home

2. COMMITMENT TO SELF-DIRECTED JOB SEARCH

- Discussed at length his responsibility and the benefits of being active on a full-time basis approximately 40 hours per week and defined in detail what a good faith effort to seek and secure employment would encompass
- Addressed his responsibility and the benefits of being available from approximately 8:00 a.m., to 5:00 p.m., Monday through Friday, to seek employment and be available when employment is offered
- Reviewed his responsibility to make arrangements for childcare or any other contingencies, which may adversely affect availability to perform job search activities on a full-time basis and work full time once hired
- Discussed his responsibility to use private and/or public transportation to travel to potential employers in order to apply for jobs in person, interview, and conduct follow-up activities
- Emphasized the importance and benefit of personal contact with potential employers in the job search process and encouraged him to apply in person whenever possible
- Discussed his responsibility to return phone messages from EPS Rehabilitation, Inc., as well as from potential employers
- Demonstrated how best to completely and accurately fill out an application
- Discussed gathering pertinent information for purposes of completing applications and developing a template or outline as well as securing reference letters
- Reviewed the provisions of the Americans with Disabilities Act and the Amendment Act of 2008 (ADAAA) and how to positively present his available physical capacities to prospective employers
- Overviewed what "reasonable accommodations" are and how and when to request a reasonable accommodation
- Discussed how to address potentially negative or problematic information on applications and during the selection process, especially with regard to employment law and rights, as a job seeker through the ADAAA
- Provided possible answers to reason for leaving last employment on applications such as seeking a career change, exploring new opportunities, or lack of available work, etc.
- Discussed answers to illegal and inappropriate application questions such as are you on Workers' Compensation, are you involved in any lawsuits, or do you have any physical disability?

- Stressed all applications should be completed honestly
- Outlined if pursuing appropriate employment within available physical capacities, an individual will not be misleading potential employers when stating being physically able to perform the essential functions of the job

3. COMPUTER USE IN JOB SEARCH AND EMPLOYMENT

- * Directed the job seeker to research possible ways to acquire basic computer and keyboard training
- * Discussed gaining access to a computer through the job service office, public library, family or friends
- * Directed to explore internet sites to assist in improving basic computer and keyboarding speed
- * Provided electronic version of cover letters and resume and encouraged to apply online for positions when applying in person is not an option
- * Reviewed and demonstrated process of completing online applications

4. JOB SEEKER FORMS

- Reviewed the Job Seeker Forms for the weeks of _____
- We reviewed appropriate follow-up activities and directed Mr./Ms. _____ to perform follow-up by _____
- Reviewed and reinforced how to correctly, accurately, and completely fill out the Job Seeker Forms
- Completed an entry on his Job Seeker Form for our consultation this date
- Emphasized the importance and benefit of mailing completed Job Seeker Forms in the stamped, pre-addressed envelope we provide, to EPS Rehabilitation, Inc.'s, office after completion of job search activities each Friday afternoon
- Reviewed and reinforced how to fill out an entry for each contact made, including all network contacts with friends, neighbors, previous employers, co-workers, etc.
- Explained all research including newspapers, internet sites, library, and job service should be documented on the Job Seeker Forms
- Explained how to insert the name, such as Chicago Tribune, into the "company name" line and how in the "results/notes" section to identify how much time was spent reviewing that resource
- Outlined there is no need to document activities performed by EPS Rehabilitation, Inc., such as when we forward a resume to a potential employer
- Noted when following-up with a potential employer whom we have contacted, it should be noted lead originated from EPS Rehabilitation, Inc., and was not self-generated
- Reinforced the importance and benefit of documenting all pertinent information on the Job Seeker Forms including research and networking so appropriate follow-up can be performed

5. APPLICATION PROCESS

- * Reviewed and approved use of the resume produced by EPS Rehabilitation, Inc.
- * Provided a supply of resumes to use for job search and an electronic version of resume for internet-based job search
- Reviewed standard cover letters produced by EPS Rehabilitation, Inc.
- Discussed when interacting with potential employers in person, or by phone, to obtain the hiring person's name as well as all other pertinent information
- Discussed when contacting a potential employer in person, to provide a resume, complete an application, and arrange an interview
- Explained after personal contacts with potential employers, he should write how much time elapsed between departing and returning home in the "notes/results" section of last contact for the day
- Discussed how to correctly complete application forms including format, content, and conformance with ADA Guidelines

6. JOB LEADS

- Discussed the importance and benefit of identifying personal job leads and making direct contact with potential employers to supplement job development activity and job leads supplied by EPS Rehabilitation, Inc.
- Directed Mr./Ms. _____ to increase personal contacts with potential employers by filling out applications, leaving resumes and requesting interviews at multiple locations within the area traveled to perform job search activities
- We discussed the importance of being committed to job search activities to obtain results
- Defined networking and related most job seekers secure employment through family, friends, neighbors and previous employers
- Encouraged to utilize this network to secure job leads and appropriate employment
- Reinforced studies show networking is the preferred and most successful method for achieving employment
- Discussed how there is no “magic number” or quota for job lead development and personal contacts with potential employers and that the more job leads identified and job search activities performed, the greater the odds of finding employment at the highest pay possible
- Defined the benefits and reinforced the importance of performing a full-time good faith effort to seek and secure employment

7. FACILITATING RETURN TO WORK

- Reviewed the physical capacities and tolerances as established by Dr. _____’s work release dated _____.
- After reviewing Dr. _____’s release for return to work, Mr./Ms. _____ expressed disagreement/understanding that the job seeker should and we would be attempting to identify potential employers with positions matching those capacities
- Encouraged focus on available physical capacities and abilities in terms of residual functional capacity
- Discussed the importance of following up on all recommended previously provided home exercises and taking steps to maintain physical conditioning in order to be “work-ready” when employment is offered
- Encouraged to adhere to a standard daily work regime with reference to sleep habits, meal times, and performance of job search activities, so as to be “work-ready” when employment becomes available
- Reinforced performing the Self Directed Job Search Program on a full-time basis, treating the job search process as a full-time endeavor
- Noted the job seeker is in essence “employed” during the job search process with an income, job structure, job description, and the responsibility to be productive
- Explained placeability, employability, discussing the determinate factors affecting placeability including attitude, level of motivation, commitment to the job search process, vocational and educational background, transferable skills, physical capacities, and the labor market
- Explained it has been our experience an individual’s attitude, motivation and commitment to the Self-Directed Job Search process highly correlates with the ability to locate and secure gainful employment and the level of salary acquired

8. SETTING JOB TARGETS AND DEFINING LABOR MARKET

- * Presented a transferable skills inventory and requested it be completed
- Discussed personal background, work experience, skills, interests, residual functional capacities, and earnings potential in relation to establishing appropriate job targets
- Matched potential job targets to employers and discussed industries, employer types, and local employers where targeted job could be identified and obtained
- Discussed job targets consisting of but not limited to: _____

- We reviewed the ongoing list of potential employers that have positions matching our agreed upon targeted job list
- We provided an updated copy of the potential employer list from _____ to _____
- Given available transportation resources, past commute, driving tolerances and local job market, discussed the area for job search activities, agreed to search for employment within a _____ mile radius/_____ minute commute time
- We emphasized there is no defined objective standard for a reasonable commute time or number of miles to travel
- Reinforced some employers may need to be contacted in a location beyond this geographic range to obtain employment within the geographic range
- Discussed there will be instances where we will forward job leads, and upon contacting the potential employer, the job seeker will learn the position does not match available rehabilitation variables
- Reinforced it is important to pursue all job leads because it is often impossible to pre-determine if potential employers have positions matching available rehabilitation variables
- We also encouraged the job seeker to complete as many applications with potential employers as possible since it would greatly improve the chances arranging interviews and finding appropriate employment

9. EMPLOYER FOLLOW-UP

- Discussed proper follow-up activities that should be performed to reinforce interest and availability to appeal to potential employers, such as making telephone calls, mailing or e-mailing thank you notes or letters, or most importantly, at all times possible making personal contact
- Directed to arrange as many interviews as possible stressing the importance and benefit of personal contact with potential employers
- Stressed the importance of being courteous and thanking potential employers via telephone and via letter for the opportunity to apply and interview, as well as how to ask for the job at the end of interviews
- Outlined continued follow-up with potential employers should lead to being the number one candidate for any positions that open at those prospective employers
- Recommended telephoning and expressing appreciation and send a thank you note after all interviews
- Informed we will follow-up with contacted potential employers to attempt to secure interviews, learn how to maximize future contacts with potential employers and confirm information

10. SELF-PRESENTATION AND INTERVIEWING

- Discussed proper dress for job search activities and interviews
- Overviewed how to politely, but effectively, inquire about employment opportunities and to make requests to complete applications and obtain interviews
- Provided frequently asked interview questions and instructed to familiarize for interviewing
- * Completed a mock interview

11. IDES

- * Registered through the IDES Illinois Skills Match program
- * Reviewed the process used to identify jobs through the IDES Illinois Skills Match program
- * Discussed and encouraged utilization of resources available to job seekers through IDES/IETC
- * Modified Skills Match profile in order to achieve appropriate matches

12. TRAINING (NATIONAL TEA DECISION) ANALYSIS

- * Overviewed National Tea guidelines and the rationale and purpose of the National Tea variables
- * Discussed what type or types of training may be of most benefit to vocational rehabilitation planning and securing the safest, highest pay possible

- * Requested the job seeker provide EPS Rehabilitation, Inc., with a copy of GED, diploma, high school and/or college transcripts, and any and all training certifications, such as safety, welding, etc.
- * Requested the job seeker schedule and complete interest and aptitude testing at the appropriate community college
- * Presented and discussed possible training options
 - Encouraged him to be positive and to remember a positive attitude is a great asset in securing employment
 - At the conclusion of our meeting we discussed in detail with the job seeker the benefits of our consultation every two weeks to review the job search activities, discuss employment options, and perform job development activities
 - We discussed the need to document all job search activities including networking, all research, personal contacts, telephone follow-up, etc., on the Job Seeker Forms and mailing the forms to our office in the stamped, pre-addressed envelope we provide after completion of job search activities each Friday afternoon
 - We assist the Job Seeker by preparing them for contact with the gate keeper, reinforcing presenting themselves in a positive matter, if not available, obtaining a card from the decision maker, completing an application, providing a resume and requesting to be interviewed. Our ability to give the Job Seeker on the spot guidance, support and direction helps improve their future employment contacts and facilitates obtaining safe appropriate employment with their Rehabilitation variables at the highest wage available

I3. NARRATIVE TEMPLATE FOR JOB SEARCH ACTIVITIES FOLLOWING CONSULT

We traveled to _____ located at _____ (address, city and state)
 where Mr./Ms. _____ completed an application and _____

