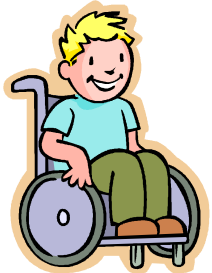


Process Steps:

Discovery Process
Vocational Profile
Planning Meeting
Job Development
Job Coaching



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CUSTOMIZED EMPLOYMENT



**Center for Independent Living
of North Central Pennsylvania**

What is Customized Employment??

“Customized Employment offers the chance for a job to fit who we are, what we need, and what we have to offer. It provides an avenue to employment for any job seeker who feels that traditional job search methods do not meet their needs.

“Customized Employment means individualizing the relationship between job seekers and employers in ways that meet the needs of both. It is based on an individualized determination of the strengths, requirements, and interest of a person with a complex life. The process is designed to meet the workplace needs of the employer and the separate tasks of the position. When a customized relationship is developed, a shared employment alliance results.” (U.S. Department of Labor)

Customized Employments involves process/steps that must be followed to insure the best placement possible. The process/steps to be followed for successful employment in Customized Employment are: **Discovery, Vocational Profile, Planning Meeting, Job Development and Job Coaching.**



Discovery Process

Is an alternative way to the comparative testing procedures that have been traditionally used to assess a person’s interests and abilities. The job seeker will be observed in many different settings including home, school, and the community. The job seeker and their family will have the opportunity to provide pertinent and relevant information about the job seeker’s needs to determine the areas that need to be negotiated within the employer relationship. The outcome of the discovery process will be a clear picture of the job seeker’s areas of interest, ideal conditions, and the contributions the job seeker has to offer an employer.

Vocational Profile

The Vocational Profile is a written document that captures the information learned in the discovery process. The Profile is a descriptive picture of the job seeker and relevant aspects of their life, including the complexity of their disability. The Profile will describe the job seeker in a positive manner that will allow the job developer to share contributions and qualities that can be translated and negotiated into a personalized job description with employers.

Planning Meeting

The Planning Meeting is a strategy for achieving individualized outcomes by creating a blueprint to be used by service providers, schools, and families. The purpose of the Planning Meeting is to identify the individual’s conditions for employment, individual preferences and potential contributions. This includes personality characteristics and tasks to be performed. At the conclusion of the Planning Meeting a task list and a list of potential employers will be developed.

A list of personal and professional connections with potential employers is also developed.

Job Development

A job will only be developed in the area of interest of the job seeker. This provides the motivation and desire for the applicant to be their best. The ideal conditions are matched to the environment of the worksite and to the job tasks. The applicant’s contributions lead toward the tasks an applicant can offer an employer, thus a tailored job description is developed. A Representational Portfolio is used to represent the job seeker to employers. The Representational Portfolio is a “visual resume.” At the conclusion of the presentation to the employer, a tour of the worksite will be requested. If, and only if, job tasks are identified that will meet both the job seeker and the employer needs, a subsequent meeting will be requested. Job Development will occur simultaneously among multiple employers until a job offer has been negotiated and offered.

Job Coaching

Systematic Instruction is the method used to help individuals learn new job skills and tasks. Job coaches are trained in systematic instruction and ways to develop “natural supports” in the workplace so a job coach does not become a permanent part of the customized employment process. The goal is to train existing employees how to support the individual with a disability in the workplace and to fade out the job coach’s level of involvement. The job coach is as much of a resource for the employer and their employees as they are for the job seeker.

