Stage 2: Customized Job Creation

Employment Seeker & Team Member Information

Instructions: This form is used to stage, structure, capture and record the major events of Customized Job Development. Follow the directions from the Mentoring site when completing each section.

To add content, type in the white box next to or under the heading. The box will expand to accommodate your narrative.

|  |  |
| --- | --- |
| Employment Seeker’s Name |  |
| Employment Staff |  |

***Fill in your answers in the white areas.***

# Business Engagement/Informational Interviewing

***Important Note:*** CE Business Engagement uses an “Everything, All at Once” Approach

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| **Business Engagement Implementation Plan** | | | |
| **Business (Vocational Theme)** | **Team Contact Responsibility** | **Introductory Script** | **Contact by date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
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| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

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| **Connections to local community organizations and additional people to invite to the Team (Name/Connection)** | |
| **Name** | **Connection** |
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# The First Five: Beginning Customized Job Development

* Identify: 5 businesses with corresponding Theme(s)
* Assign contact responsibility
* Write an introduction script for each business & identify supporting tools that will be used
* Enter a “Completion Date” for each contact

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| **Business (Vocational Theme)** | **Team Contact Responsibility** | **Introductory Script/Supporting Tools** | | **Contact by  date** |
| 1. |  |  | |  |
| 2. |  |  | |  |
| 3. |  |  | |  |
| 4. |  |  | |  |
| 5. |  |  |  | |

# The First Five: Customized Job Development

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| **Informational Interview #1 (Enter Business Name and Vocational Theme)** | | | | | | | | | | |
| Prepare *(list employment seeker’s positive skills/interests/assets to highlight and representational materials to use)* | | | | | | | | | | |
|  | | | | | | | | | | |
| Referral/Connection from Whom? | | | | | | | | | | |
|  | | | | | | | | | | |
| Business Contact Information and Role | | | | | | | | | | |
|  | | | | | | | | | | |
| Was the Business Contacted During Discovery? | | | | | | o Yes o No | | | | |
| If yes, briefly describe prior contact | | | | |  | | | | | |
| Informational interview date(s) | | | |  | | | Attendees | |  | |
| **Conversation Topics (Must Cover or Revisit)** | | | | | | | | | | |
| 1. What are you most proud of with your business? | | | | | | | | | | |
|  | | | | | | | | | | |
| 2. What product or service do you currently not provide that you would like to provide? | | | | | | | | | | |
|  | | | | | | | | | | |
| 3. Are there any products or services that customers ask for which you do not offer? | | | | | | | | | | |
|  | | | | | | | | | | |
| 4. How are your employees trained in their jobs? | | | | | | | | | | |
|  | | | | | | | | | | |
| 5. If you had $15,000 to invest in your business, what would you do with it? | | | | | | | | | | |
|  | | | | | | | | | | |
| 6. How is technology impacting your business and the industry? | | | | | | | | | | |
|  | | | | | | | | | | |
| 7. Who are other people/business owners that know about this type of work (Referrals)? | | | | | | | | | | |
|  | | | | | | | | | | |
| Notes regarding other topics & information learned (e.g., workplace culture, etc.) | | | | | | | | | | |
|  | | | | | | | | | | |
| Identify points of alignment and further conversation/negotiation/or proposal opportunity? | | | | | | | | | | o Yes o Maybe o No |
| If no, brief explanation | |  | | | | | | | | |
| If yes or maybe, further conversation/negotiation/proposal opportunity is based on which of the following? (can be more than 1) | | | | | | | | | | |
| Yes  Maybe  No | Unmet Business Needs | | | | | | | Explanation | | |
| Yes  Maybe  No | Resource Ownership Opportunity? | | | | | | | Explanation | | |
| Yes  Maybe  No | Business-Within-A-Business Opportunity? | | | | | | | Explanation | | |
| Identified or Anticipated Barriers | | | Explanation | | | | | | | |
|  | | | | | | | | | | |
| Informational Interview Outcomes (select all that apply) | | | | | | | | | | |
| Obtained information about industry and type of work in industry.  Obtained advice from business owners/managers about being successful in their line of work.  Obtained referral(s) to other businesses owners.  Positive natural connections between employment seeker and business owner/manager with shared interests.  Secured additional people to become new members on the person’s team  Secured work experience for employment seeker.  Secured follow-up meeting to learn more about business and unmet needs.  Obtained list of business’ unmet needs.  Business owner/manager is interested in negotiating a win-win situation.  Other (describe): | | | | | | | | | | |
| Next Steps | | | | | | | | | | |
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| Summary of Follow-Up Meetings/Activities (if any) | | | | | | | | | | |
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| Summary of Follow-Up (if any) | | | | | | | | | | |
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| **Informational Interview #2 (Enter Business Name and Vocational Theme)** | | | | | | | | | | |
| Prepare *(list employment seeker’s positive skills/interests/assets to highlight and representational materials to use)* | | | | | | | | | | |
|  | | | | | | | | | | |
| Referral/Connection from Whom? | | | | | | | | | | |
|  | | | | | | | | | | |
| Business Contact Information and Role | | | | | | | | | | |
|  | | | | | | | | | | |
| Was the Business Contacted During Discovery? | | | | | | o Yes o No | | | | |
| If yes, briefly describe prior contact | | | | |  | | | | | |
| Informational interview date(s) | | | |  | | | Attendees | |  | |
| **Conversation Topics (Must Cover or Revisit)** | | | | | | | | | | |
| 1. What are you most proud of with your business? | | | | | | | | | | |
|  | | | | | | | | | | |
| 2. What product or service do you currently not provide that you would like to provide? | | | | | | | | | | |
|  | | | | | | | | | | |
| 3. Are there any products or services that customers ask for which you do not offer? | | | | | | | | | | |
|  | | | | | | | | | | |
| 4. How are your employees trained in their jobs? | | | | | | | | | | |
|  | | | | | | | | | | |
| 5. If you had $15,000 to invest in your business, what would you do with it? | | | | | | | | | | |
|  | | | | | | | | | | |
| 6. How is technology impacting your business and the industry? | | | | | | | | | | |
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| 7. Who are other people/business owners that know about this type of work (Referrals)? | | | | | | | | | | |
|  | | | | | | | | | | |
| Notes regarding other topics & information learned (e.g., workplace culture, etc.) | | | | | | | | | | |
|  | | | | | | | | | | |
| Identify points of alignment and further conversation/negotiation/or proposal opportunity? | | | | | | | | | | o Yes o Maybe o No |
| If no, brief explanation | |  | | | | | | | | |
| If yes or maybe, further conversation/negotiation/proposal opportunity is based on which of the following? (can be more than 1) | | | | | | | | | | |
| Yes  Maybe  No | Unmet Business Needs | | | | | | | Explanation | | |
| Yes  Maybe  No | Resource Ownership Opportunity? | | | | | | | Explanation | | |
| Yes  Maybe  No | Business-Within-A-Business Opportunity? | | | | | | | Explanation | | |
| Identified or Anticipated Barriers | | | Explanation | | | | | | | |
|  | | | | | | | | | | |
| Informational Interview Outcomes (select all that apply) | | | | | | | | | | |
| Obtained information about industry and type of work in industry.  Obtained advice from business owners/managers about being successful in their line of work.  Obtained referral(s) to other businesses owners.  Positive natural connections between employment seeker and business owner/manager with shared interests.  Secured additional people to become new members on the person’s team  Secured work experience for employment seeker.  Secured follow-up meeting to learn more about business and unmet needs.  Obtained list of business’ unmet needs.  Business owner/manager is interested in negotiating a win-win situation.  Other (describe): | | | | | | | | | | |
| Next Steps | | | | | | | | | | |
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| Summary of Follow-Up Meetings/Activities (if any) | | | | | | | | | | |
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| **Informational Interview #3 (Enter Business Name and Vocational Theme)** | | | | | | | | | | |
| Prepare *(list employment seeker’s positive skills/interests/assets to highlight and representational materials to use)* | | | | | | | | | | |
|  | | | | | | | | | | |
| Referral/Connection from Whom? | | | | | | | | | | |
|  | | | | | | | | | | |
| Business Contact Information and Role | | | | | | | | | | |
|  | | | | | | | | | | |
| Was the Business Contacted During Discovery? | | | | | | o Yes o No | | | | |
| If yes, briefly describe prior contact | | | | |  | | | | | |
| Informational interview date(s) | | | |  | | | Attendees | |  | |
| **Conversation Topics (Must Cover or Revisit)** | | | | | | | | | | |
| 1. What are you most proud of with your business? | | | | | | | | | | |
|  | | | | | | | | | | |
| 2. What product or service do you currently not provide that you would like to provide? | | | | | | | | | | |
|  | | | | | | | | | | |
| 3. Are there any products or services that customers ask for which you do not offer? | | | | | | | | | | |
|  | | | | | | | | | | |
| 4. How are your employees trained in their jobs? | | | | | | | | | | |
|  | | | | | | | | | | |
| 5. If you had $15,000 to invest in your business, what would you do with it? | | | | | | | | | | |
|  | | | | | | | | | | |
| 6. How is technology impacting your business and the industry? | | | | | | | | | | |
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| 7. Who are other people/business owners that know about this type of work (Referrals)? | | | | | | | | | | |
|  | | | | | | | | | | |
| Notes regarding other topics & information learned (e.g., workplace culture, etc.) | | | | | | | | | | |
|  | | | | | | | | | | |
| Identify points of alignment and further conversation/negotiation/or proposal opportunity? | | | | | | | | | | o Yes o Maybe o No |
| If no, brief explanation | |  | | | | | | | | |
| If yes or maybe, further conversation/negotiation/proposal opportunity is based on which of the following? (can be more than 1) | | | | | | | | | | |
| Yes  Maybe  No | Unmet Business Needs | | | | | | | Explanation | | |
| Yes  Maybe  No | Resource Ownership Opportunity? | | | | | | | Explanation | | |
| Yes  Maybe  No | Business-Within-A-Business Opportunity? | | | | | | | Explanation | | |
| Identified or Anticipated Barriers | | | Explanation | | | | | | | |
|  | | | | | | | | | | |
| Informational Interview Outcomes (select all that apply) | | | | | | | | | | |
| Obtained information about industry and type of work in industry.  Obtained advice from business owners/managers about being successful in their line of work.  Obtained referral(s) to other businesses owners.  Positive natural connections between employment seeker and business owner/manager with shared interests.  Secured additional people to become new members on the person’s team  Secured work experience for employment seeker.  Secured follow-up meeting to learn more about business and unmet needs.  Obtained list of business’ unmet needs.  Business owner/manager is interested in negotiating a win-win situation.  Other (describe): | | | | | | | | | | |
| Next Steps | | | | | | | | | | |
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| Summary of Follow-Up Meetings/Activities (if any) | | | | | | | | | | |
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| **Informational Interview #4 (Enter Business Name and Vocational Theme)** | | | | | | | | | | |
| Prepare *(list employment seeker’s positive skills/interests/assets to highlight and representational materials to use)* | | | | | | | | | | |
|  | | | | | | | | | | |
| Referral/Connection from Whom? | | | | | | | | | | |
|  | | | | | | | | | | |
| Business Contact Information and Role | | | | | | | | | | |
|  | | | | | | | | | | |
| Was the Business Contacted During Discovery? | | | | | | o Yes o No | | | | |
| If yes, briefly describe prior contact | | | | |  | | | | | |
| Informational interview date(s) | | | |  | | | Attendees | |  | |
| **Conversation Topics (Must Cover or Revisit)** | | | | | | | | | | |
| 1. What are you most proud of with your business? | | | | | | | | | | |
|  | | | | | | | | | | |
| 2. What product or service do you currently not provide that you would like to provide? | | | | | | | | | | |
|  | | | | | | | | | | |
| 3. Are there any products or services that customers ask for which you do not offer? | | | | | | | | | | |
|  | | | | | | | | | | |
| 4. How are your employees trained in their jobs? | | | | | | | | | | |
|  | | | | | | | | | | |
| 5. If you had $15,000 to invest in your business, what would you do with it? | | | | | | | | | | |
|  | | | | | | | | | | |
| 6. How is technology impacting your business and the industry? | | | | | | | | | | |
|  | | | | | | | | | | |
| 7. Who are other people/business owners that know about this type of work (Referrals)? | | | | | | | | | | |
|  | | | | | | | | | | |
| Notes regarding other topics & information learned (e.g., workplace culture, etc.) | | | | | | | | | | |
|  | | | | | | | | | | |
| Identify points of alignment and further conversation/negotiation/or proposal opportunity? | | | | | | | | | | o Yes o Maybe o No |
| If no, brief explanation | |  | | | | | | | | |
| If yes or maybe, further conversation/negotiation/proposal opportunity is based on which of the following? (can be more than 1) | | | | | | | | | | |
| Yes  Maybe  No | Unmet Business Needs | | | | | | | Explanation | | |
| Yes  Maybe  No | Resource Ownership Opportunity? | | | | | | | Explanation | | |
| Yes  Maybe  No | Business-Within-A-Business Opportunity? | | | | | | | Explanation | | |
| Identified or Anticipated Barriers | | | Explanation | | | | | | | |
|  | | | | | | | | | | |
| Informational Interview Outcomes (select all that apply) | | | | | | | | | | |
| Obtained information about industry and type of work in industry.  Obtained advice from business owners/managers about being successful in their line of work.  Obtained referral(s) to other businesses owners.  Positive natural connections between employment seeker and business owner/manager with shared interests.  Secured additional people to become new members on the person’s team  Secured work experience for employment seeker.  Secured follow-up meeting to learn more about business and unmet needs.  Obtained list of business’ unmet needs.  Business owner/manager is interested in negotiating a win-win situation.  Other (describe): | | | | | | | | | | |
| Next Steps | | | | | | | | | | |
|  | | | | | | | | | | |
| Summary of Follow-Up Meetings/Activities (if any) | | | | | | | | | | |
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| **Informational Interview #5 (Enter Business Name and Vocational Theme)** | | | | | | | | | | |
| Prepare *(list employment seeker’s positive skills/interests/assets to highlight and representational materials to use)* | | | | | | | | | | |
|  | | | | | | | | | | |
| Referral/Connection from Whom? | | | | | | | | | | |
|  | | | | | | | | | | |
| Business Contact Information and Role | | | | | | | | | | |
|  | | | | | | | | | | |
| Was the Business Contacted During Discovery? | | | | | | o Yes o No | | | | |
| If yes, briefly describe prior contact | | | | |  | | | | | |
| Informational interview date(s) | | | |  | | | Attendees | |  | |
| **Conversation Topics (Must Cover or Revisit)** | | | | | | | | | | |
| 1. What are you most proud of with your business? | | | | | | | | | | |
|  | | | | | | | | | | |
| 2. What product or service do you currently not provide that you would like to provide? | | | | | | | | | | |
|  | | | | | | | | | | |
| 3. Are there any products or services that customers ask for which you do not offer? | | | | | | | | | | |
|  | | | | | | | | | | |
| 4. How are your employees trained in their jobs? | | | | | | | | | | |
|  | | | | | | | | | | |
| 5. If you had $15,000 to invest in your business, what would you do with it? | | | | | | | | | | |
|  | | | | | | | | | | |
| 6. How is technology impacting your business and the industry? | | | | | | | | | | |
|  | | | | | | | | | | |
| 7. Who are other people/business owners that know about this type of work (Referrals)? | | | | | | | | | | |
|  | | | | | | | | | | |
| Notes regarding other topics & information learned (e.g., workplace culture, etc.) | | | | | | | | | | |
|  | | | | | | | | | | |
| Identify points of alignment and further conversation/negotiation/or proposal opportunity? | | | | | | | | | | o Yes o Maybe o No |
| If no, brief explanation | |  | | | | | | | | |
| If yes or maybe, further conversation/negotiation/proposal opportunity is based on which of the following? (can be more than 1) | | | | | | | | | | |
| Yes  Maybe  No | Unmet Business Needs | | | | | | | Explanation | | |
| Yes  Maybe  No | Resource Ownership Opportunity? | | | | | | | Explanation | | |
| Yes  Maybe  No | Business-Within-A-Business Opportunity? | | | | | | | Explanation | | |
| Identified or Anticipated Barriers | | | Explanation | | | | | | | |
|  | | | | | | | | | | |
| Informational Interview Outcomes (select all that apply) | | | | | | | | | | |
| Obtained information about industry and type of work in industry.  Obtained advice from business owners/managers about being successful in their line of work.  Obtained referral(s) to other businesses owners.  Positive natural connections between employment seeker and business owner/manager with shared interests.  Secured additional people to become new members on the person’s team  Secured work experience for employment seeker.  Secured follow-up meeting to learn more about business and unmet needs.  Obtained list of business’ unmet needs.  Business owner/manager is interested in negotiating a win-win situation.  Other (describe): | | | | | | | | | | |
| Next Steps | | | | | | | | | | |
|  | | | | | | | | | | |
| Summary of Follow-Up Meetings/Activities (if any) | | | | | | | | | | |
|  | | | | | | | | | | |

## JDSR Approval Signatures

Participant Date

Conservator/Care Provider Date

VR Counselor Signature Date

ACRE Certified Customized   
Employment Specialist Date

Vocational Manager Date