* Summarize basic job and new employee information on the [CETSP](https://moodle.griffinhammis.com/pluginfile.php/10164/mod_page/content/3/8.%20CETS%20Staging%20Record%20%28March%202023%29.docx) (employer name, address, phone number, etc.).
* Summarize company culture.
* List major job projects by core routines, episodic routines, and workplace routines based on negotiated employment plan or business plan.
* List job tasks that require a task analysis and complete task analyses, as needed.
* List technology and other job aids (i.e., smart watch, iPad, etc.) that will support the new employee’s success.
* Develop plan for acquiring and implementing technology and other job aids.
* Review roles of employer and employment specialist listed in negotiated job plan (or business plan) and plan additional details for training and support by each.
* Develop a list of strategies for co-workers and supervisors to use in providing new employee training and support (e.g., how to teach).
* Develop a plan to provide supplemental instruction and support, if any.
* Write up job site training plan.
* Develop a communication plan (e.g., who contacts who and when).