* Use data from informational interview to complete a preliminary job analysis (e.g., [Job Analysis Record (JAR)](https://moodle.griffinhammis.com/pluginfile.php/10152/mod_page/content/3/7.%20Job%20Analysis%20Record-JAR%20%28Jan%202023%29.docx), whether potential is wage or self-employment, that captures specific tasks and conditions for employment that match the employment seeker, considering use of universal/assistive technology and other supports.
* Gather information about relevant universal/assistive technology and other supports.
* Determine if additional observation or interviews with owner/manager or similar business is needed to complete preliminary job analysis.
* Contact owner/manager, request, and schedule additional informational interview or observation.
* Conduct additional informational interviews or observations.
* Complete preliminary job analysis for potential job or self-employment match, taking into consideration universal technology, assistive technology, and other on-the-job supports.
* With employment seeker, confirm the ideal tasks, hours, earnings, schedule, on-the-job supports, and off-the-job supports.
* Obtain advisement from a benefits planner to assure estimated pay will result in more income, consistent with financial goal(s), and continued access to needed health care coverage for the employment seeker.
* Debrief preliminary job analysis and quality of match with a supervisor or mentor.
* With employment seeker and their team, review findings from preliminary job analysis and decide whether to propose a job or business within a business with the employer.