 CE Proficiency Mentoring

CETS Stage 1 Fidelity Tenets

**Complete CETSP (fidelity tenets)**

Job Development Fidelity Scale (JDFS) Tenet 2.7: The customized job developer completes formal analyses of job tasks, skills, coworker supports, and employee training.

* Unacceptable (-1):   The customized job developer identifies employment opportunities through an initial conversation with the employer and a tour, without completing a detailed job analysis of work.
* Acceptable (+1):   The customized job developer completes an analyses of job tasks and projects, to observe and capture the required skills and coworker supports, determining what needs to be created and/or negotiated to ensure the best employment fit.
* Good (+2):   The customized job developer verifies the job analysis with owners, supervisors, and coworkers and incorporates their feedback to ensure it is complete and accurate.
* Exemplary (+3):   The job analysis highlights opportunities to enhance inclusion and foster authentic connection through work- and nonwork-related routines or shared interests and includes unspoken/unwritten "natural" rules critical to employment success.

JDFS Tenet 2.8: The customized job developer creates an initial job site training plan, detailing job tasks, required skills, new skill development, training, and support strategies for the employer and the new employee.

* Unacceptable (-1):   After hire, the job site trainer (job coach) develops a job site training plan.
* Acceptable (+1):   Prior to the employment start date, the customized employment job developer creates a job site training plan to ensure that a skilled co-worker or company employee takes the lead on tasks and skills training, with consultation by the job site training employment specialist.
* Good (+2):   The job site training plan includes detailed job tasks and individualized support strategies, verified with potential coworkers to provide the training, to confirm the process, roles, and responsibilities.
* Exemplary (+3):   The job site training plan includes a contingency plan to address unexpected changes and new opportunities.

**Prior to First Day, Meet with Natural Trainer(s) (quality checklist)**

Prior to First Day Work with Company Personnel Quality Checklist (all of the following must be true for an Acceptable score):

* The daily schedule includes supports and opportunities to build connections with co-workers.
* Key company personnel state they understand their roles.
* The new employee communicates they know who to ask for help.

**Support Natural Trainer(s) to Implement CETSP (fidelity tenet)**

Consultative Employment Training and Supports (CETSFS) Tenet 2.1: The consultative employment specialist uses the ordinary and customary ways of the business to provide consultative employment training supports to both the coworker primarily responsible for training and the new employee.

* Unacceptable (-1):  The employment specialist or job coach serves as the primary or sole trainer for the new employee or develops the training plan without considering customary ways the work is typically taught and completed.
* Acceptable (+1):   A coworker(s) is the primary trainer of the new employee, using standard company training processes and protocols as detailed in the CETS job site training plan, supported by the consultative employment specialist (in collaboration with the CE job developer, as needed).
* Good (+2):  When providing support, the consultative employment specialist  informs in a manner that aligns with the new employee’s preferred learning style (as revealed during Discovery) and respects and presumes competence of the new employee.
* Exemplary (+3):   The coworker, consultative employment specialist, and the new employee identify strategies to enhance and improve training as needed once the training begins.