 CE Proficiency Mentoring

Job Development Stage 2 Fidelity Tenets

**Conduct Informational Interviews & Maintain List of Businesses (fidelity tenets)**

Job Development Fidelity Scale (JDFS) Tenet 2.1: The customized job developer and the employment seeker decide which of the positive skills, assets, supports, information, pictures or videos, learned or developed during Discovery, will be shared with employers and, if applicable, used to develop small business ownership.

* Unacceptable (-1):  The job developer meets with employers to explain their employment placement and training service and to find a job that matches the job seeker’s interests and skills.
* Acceptable (+1):   Prior to initial contacts with businesses, the customized employment job developer and the employment seeker identify the positive skills, interests, and assets to highlight to potential employers and develop strategies for disclosure of disability, if any.
* Good (+2):   The CE job developer and the employment seeker decide which representational or marketing materials to use and modify them as necessary to best to highlight the employment seeker’s positive work, skills, and personality in their meetings with employers.
* Exemplary (+3):   The customized employment job developer and the employment seeker identify strategies to facilitate positive natural connections between key employees and the employment seeker, including non-work activities and mutual interests.

Job Development Fidelity Scale (JDFS) Tenet 2.2: The customized job developer, always with the employment seeker when possible, conduct informational interviews with businesses.

* Unacceptable (-1):  The job developer contacts community employers which he or she has an established relationship with to find open jobs.
* Acceptable (+1):   The customized job developer, always with the employment seeker, when possible, conducts informational interviews with businesses listed in the employment seeker’s Discovery Plan.
* Good (+2):   During the informational interviews with businesses, the customized job developer and the employment seeker receive new leads to expand the list of informational interview contacts, increasing the employment seeker’s employment possibilities.
* Exemplary (+3):   During the informational interviews, the job developer and the employment seeker secure additional people to become new community team members to increase employment possibilities.

Job Development Fidelity Scale (JDFS) Tenet 2.3: The customized job developer and the employment seeker meet with businesses to identify a fit between the workplace culture, tasks, skills, and the employment seeker’s ideal conditions for employment.

* Unacceptable (-1):  During meetings with employers, the job developer asks about open or available jobs.
* Acceptable (+1):   During informational interviews, the customized employment job developer learns about tasks and work projects to identify possibilities that align with the employment seeker’s skills, interests, and ideal conditions for employment.
* Good (+2):   During informational interviews, the customized employment job developer and the employment seeker explore whether the workplace culture is a fit for the employment seeker.
* Exemplary (+3):  During informational interviews, the CE job developer and the employment seeker work with the employer to identify new job task possibilities and other employment opportunities, including resource ownership, business within a business, and self-employment.

**Conduct Preliminary Job Analyses (quality checklist)**

Preliminary Job Analyses Quality Checklist (all of the following must be true for an Acceptable score):

* List of specific job tasks that meet employment seeker’s strengths and interests, and employer’s unmet needs.
* List of universal and/or assistive technology that support or expand job tasks.
* Description of standard new hire training provided by the employer.
* List of supplemental on-the-job support employment seeker may need.

**Develop Proposals (quality checklist)**

Develop Proposals Quality Checklist (all of the following must be true for an Acceptable score):

* Includes details about employer’s unmet needs and related costs
* Highlights employment seeker’s strengths and ability to meet unmet needs
* Notes shared interests between employer and employment seeker
* Includes proposed job tasks, pay, hours, and resource ownership details if relevant
* Matches employment seeker’s skills, interests, and conditions of employment
* Highlights benefits of job proposal to employer

**Present/Negotiate and Determine if Match (fidelity tenets)**

Job Development Fidelity Scale (JDFS) Tenet 2.4: The customized job developer negotiates a mutually beneficial economic win-win proposal, between the employment seeker and the business, or when applicable, a self-employment proposal.

* Unacceptable (-1):   The job developer meets the needs of the employer by placing the job seeker in a job where there is a need and/or vacancy.
* Acceptable (+1):   The customized employment job developer negotiates the employment ask from a proposal that benefits both the employment seeker (e.g., wages, benefits, schedule, and work duties) and the business (e.g., increased customers, new products or services, increase workflow/efficiencies).
* Good (+2):   The customized employment job developer adjusts the proposal to ensure agreement after discovering new and mutually beneficial opportunities between the employment seeker and the employer during negotiation and the employment ask.
* Exemplary (+3):   The customized employment job developer negotiates a customized position that includes future tasks, career growth, and advancement opportunities.

JDFS Tenet 2.5: The customized job developer negotiates employment that meets the expectations of the Financial Plan developed during Discovery that includes goals and resources, information from a benefits planner, and if applicable, plans to ensure the financial success of employment seeker’s own business.

* Unacceptable (-1):   The job developer secures and presents employment opportunities that fill employer’s needs without knowledge of or consideration for employment seeker’s income goals or needs.
* Acceptable (+1):   The customized job developer and the employment seeker negotiate a customized position that meets the employment seeker’s monthly income and earnings goals.
* Good (+2):   The customized job developer and the employment seeker negotiate a customized position that meets the employment seeker’s broader financial and savings goal, supported by a benefits planner, as necessary.
* Exemplary (+3):   The customized job developer and the employment seeker negotiate a customized position that includes health insurance or other employer-sponsored benefits.

JDFS Tenet 2.6: The customized job developer and the employment seeker work together developing employment that meets the ideal number of hours of work each week and the number of hours of non-work services and supports.

* Unacceptable (-1):   The job developer seeks employment in a job that requires working 16 hours a week or less to start, with potential for future increased work hours, with remaining time spent at home or in day or group activities.
* Acceptable (+1):   The customized job developer and the employment seeker work together to develop employment for the ideal number of hours and wages necessary to meet the job-seeker’s financial goals.
* Good (+2):   If ideal conditions of employment do not indicate full-time employment, the customized job developer and the employment seeker develop an individualized plan for non-employment time that does not include group day activities.
* Exemplary (+3):   The customized job developer and the job seeker ensure employment is full-time, leaving time spent with others on non-work activities to the evenings, weekends, or other applicable non-work times.