

# EMPLOYMENT TOOLKIT

## Employment and Career Goal Planning

Date(s):	_____
Member Name:	_____
Interviewer Name:	_____

**1. Are you interested in working?**

*Note: If the member's response to this question is no, carefully explore the reason(s) why he//she does not want to work. It is possible that the barriers to employment appear to be insurmountable. Fear of losing benefits could be the primary reason the individual has not considered working. You might say to the individual: "You don't have to make any decisions to day, but if you would like to work but feel there are too many barriers, why don't we talk about those barriers and the possible services and supports that may be available to you."*

**2. Let's start by talking about the job(s) you might like. Think about short-term as well as long-term goals.**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

**3. Now, pick the job/career you would like most. What knowledge, skills and abilities do you have that would help you succeed in this job or career?**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_

Employment and Career Goal Planning continued:

4. **What are the barriers to getting this job or career? In other words, what is stopping you from going to work?**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_

5. **What resources, services or supports will you need to overcome the barriers you listed above?**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

6. **What resources, services or supports are available in your community to help you with employment? If you don't know of any resources in your area, let's think about who you can call to find out about them.**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_

7. **List the steps you will take to begin planning for employment or pursuing a career. Do you need to make any of the following decisions?**

- Do you want part-time or full-time employment?
- Do you need to go to school or get other training?
- Do you need to relocate to a different community?
- Do you need to find childcare?
- How will you get to work?
- Do you need to get a doctor's release to return to work?

## Employment and Career Goal Planning continued

Steps to reaching your employment goal:
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.