

EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

Name: _____ TABS ID #: _____

FORM 3a - INTERVIEW with Individual (Page 1 of 4) WORKSHEET

PURPOSE: Interviewing the person is helpful to get a snapshot of their current schedule/services and obtain their perspective on past employment/volunteer experiences. Some of the questions may be rephrased or omitted depending on the circumstance of the individual. The person interviewing is encouraged to note all information that would be relevant to obtaining or maintaining employment. Approximately 1-2 hours.

1. Please tell us a little bit about yourself:

2. What are your strengths?

3. What are your weaknesses?

4. What are your likes/dislikes?

5. Have you ever volunteered before? Is so please tell us about your experience(s):

6. What did you like/not like about your volunteer experience(s)?

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7. Do you have any work history? If so, please describe your job(s) and/or duties:

8. What did you like/not like about your past employment experience(s)?

9. Have you had job coaching services in the past? Did you find the supports on the job helpful?

10. Have you taken any other vocational or career training classes? Hobby, self-improvement, leisure classes?

11. Why did you leave your previous job(s)? (If applicable)

12. Can you please tell us about the best boss/supervisor that you ever had in work or volunteer? What about the worst?

13. How do you prefer to take direction? Will you need any specific learning accommodations?

14. How do you prepare for your day? Does anyone help you get ready?

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15. Have you ever had any issues with getting to places/appointments on time? If so, were you able to resolve this?

16. What do you do when someone hurts your feelings? Have you ever had difficulty staying calm and/or positive?

17. Do you get any help with stress management or dealing with frustration? If so, who helps you with this? How often?

18. What does your week look like? Are you very busy? What is your availability for engaging in this program during the week? What about the weekends?

19. Do you have reliable transportation? Yes No

20. Have you ever utilized public transportation? Yes No

21. Are there any new skills that you would like to learn?

22. What are your goals for future employment?

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23. Do you have any concerns or fears about employment?

INTERVIEW SUMMARY

(To be completed by Interviewer AFTER the interview)

Based on your interview, rate the individual with 4 being the highest rating.

Appearance 1. 2. 3. 4.

Communication Skills 1. 2. 3. 4.

Social Skills 1. 2. 3. 4.

Attitude 1. 2. 3. 4.

Work Experience 1. 2. 3. 4.

Employment Skills 1. 2. 3. 4.

Level of Commitment to Employment 1. 2. 3. 4.

Please list any other additional comments after interview:

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FORM 3b - INTERVIEWS with Family/Friends (Page 1 of 4) WORKSHEET

PURPOSE: To learn more about the individual, gain different perspectives from people in the individual's life, and to gather historical as well as current information. New and useful information is often gathered from people in the individual's life that know them well and have seen them in various roles in the community. Approximately 1-2 hours for each interviewee.

**Please check the box that best describes the person you are interviewing.
Complete a separate Interview Worksheet for each person interviewed.**

- Family
- Friend
- Advocate
- Other (please list relationship): _____
- Other (please list relationship): _____

Name of interviewee: _____ Date: _____

1. How long have you know the individual and in what capacity?

2. What are their strengths?

3. What are their weaknesses?

4. What are their likes/dislikes?

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FORM 3b - INTERVIEWS with Family/Friends (Page 2 of 4)

5. Have they ever volunteered before? If so, where and in what capacity? Did they enjoy it? Not enjoy it? Why?

6. Do they have any work history? If so, please describe the job(s) and/or duties:

7. Do you think they had a positive experience(s)? Why? Why not?

8. Have they had job coaching services in the past? Did you think the person found the supports on the job helpful? Do you feel they would benefit from employment supports?

9. Have they taken any other vocation or career training classes? Hobby, self-improvement, leisure classes?

10. How do they best take direction? (check one)
 Written Verbal Demonstration Other: _____

11. Do you know if they will need any specific learning accommodations? (check one) Yes No

12. Do they have any physical challenges/limitations that may impact employment?

13. How do they prepare for the day? Does anyone help them get ready? What do they do independently at home?

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FORM 3b - INTERVIEWS with Family/Friends (Page 3 of 4)

14. Does the individual get along well with others? How does the person react when someone hurts their feelings?

15. Does the person get any help with stress management or dealing with frustration? If so, who helps them with this? How often?

16. What does their week look like? What is their availability for engaging in this program during the week? What about the weekends?

17. How independent is the person in the community? Does he/she go places alone, etc.?

18. Does the person have reliable transportation? Have they ever utilized public transportation? Are you comfortable with them utilizing public transportation and /or training for this program?

19. Please list any specific skills this individual has (for example: typing): In your opinion, what type of work is this individual best suited?

20. Are there any new skills that you would like them to focus on? What comes to your mind as a possible barrier to employment (if any)?

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FORM 3b - INTERVIEWS with Family/Friends (Page 4 of 4)

21. Is the person motivated to work? What qualities does this individual have that indicate they are ready to work?

22. Is there anything other information that comes to mind about the individual that you'd like us to know?

23. What do you think might be the greatest challenge to working in the community?

Please list any other additional comments after interview:

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Name: _____ TABS ID #: _____

FORM 3c - INTERVIEW with Support Staff (Page 1 of 4) WORKSHEET

PURPOSE: To learn more about the individual, gain different perspectives from people in the individual's life, and to gather historical as well as current information. New and useful information is often gathered from people in the individual's life that know them well and have seen them in various roles in the community. Approximately 1-2 hours with each interviewee.

**Please check the box that best describes the person you are interviewing.
Complete a separate Interview Worksheet for each person interviewed.**

- Day Services Staff
- Direct Support Professional
- Other Paid Staff
- Other (please list relationship) _____
- Other (please list relationship) _____

NAME of interviewee: _____ DATE: _____

1. How long have you known the individual and in what capacity?

2. What are their strengths?

3. What are their weaknesses?

4. What are their likes/dislikes?

5. Have they ever volunteered before? If yes, where and in what capacity? Did they enjoy it? Not enjoy it? Why?

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FORM 3c - INTERVIEW with Support Staff (Page 2 of 4)

6. Do they have any work history? If so, please describe the job(s) and/or duties:

7. Do you think they had a positive experience(s)? Why? Why not?

8. Have they had job coaching services in the past? Did you think the person found the supports on the job helpful? Do you feel they would benefit from employment supports?

9. Have they taken any other vocational or career training classes? Hobby, self-improvement, leisure classes?

10. How do they best take direction? (check one)
 Written Oral Shown Other: _____

11. Do you know if they will need any specific learning accommodations? (check one) Yes No

12. Do they have any physical challenges/limitations that may impact employment?

13. How do they prepare for the day? Does anyone help them get ready? What do they do independently at home?

14. Does the individual get along well with others? How does the person react when someone hurts their feelings?

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15. Does the person get any help with stress management or dealing with frustration? If so, who helps them with this? How often?

16. What does their week look like? What is their availability for engaging in this program during the week? What about the weekends?

17. How independent is the person in the community? Does he/she go places alone, etc.?

18. Does the person have reliable transportation? Have they ever utilized public transportation? Are you comfortable with them utilizing public transportation and /or training for this program?

19. Please list any specific skills this individual has (for example: typing): In your opinion, what type of work is this individual best suited?

20. Are there any new skills that you would like them to focus on? What comes to your mind as a possible barrier to employment (if any)?

21. Is the person motivated to work? What qualities does this individual have that indicate they are ready to work?

22. Is there anything other information that comes to mind about the individual that you'd like us to know?
