

DISCOVERY SELF-CHECK

DURING DISCOVERY

THE SITE:

- Are the assessment sites individualized?
- Is this a business that interests the person and where useful information can be gathered?
- Is the site being used as a temporary assessment site, not for a permanent placement?

THE ASSESSMENT:

- Is the assessment being done with appropriate staffing?
Be cautious of using too many group assessments during the discovery process.
- Are the assessments being arranged and completed in timely manner?
- Is the time allotment scheduled and balanced to permit the individual's ability to be assessed in different opportunities and with different work experiences?
- Are the opportunities for exploration allowing the individual to discover their skill sets?
More assessment opportunities will make it easier to discover people's strengths and weaknesses.
- Does the assessment site allow for the observation of different general employment skills to make best use of time there?
(Ex: communication, verbal & written response to constructive criticism, flexibility etc.)
- Will the situational assessment(s) last more than one hour and over several days?
- Will the situational assessment(s) capture what the person enjoys doing and is able to do?

AFTER

THE DISCOVERY PROCESS:

- Have all the Discovery questions been completed?
- Have you learned something new about the individual, especially if it is someone who has been with the organization for a length of time?
- Was the assessment completed with the intent to fully discover the individual?
- Were the preferences that the trainee expressed during discovery, taken into account?

THE DOCUMENTATION:

- Does the report have clear, declarative sentences about observations?
- Do the observations provide enough information to allow the best opportunity for exploration and informed decision making for the individual?

THE DISCOVERY REPORT:

- Have conversations with the team been ongoing and meaningful?
- Does information or themes seem repetitive?
Ensure recurring themes are due to assessments resulting in similar conclusions.
- Does the Discovery report contain professional responses with the understanding that many people may review this document?
Be cautious of using text speak, emoji symbols, abbreviations, etc.

QUALITY CHECK:

- Have you read this report with objectivity?
- Is the recommendation supported by the information provided in the report?
- Do the statements describe observations?
Be cautious of subjective observations that are not supported by the assessment.
- Are the results of the assessment written using clear and descriptive language?
- Are the results of the assessment consistent, with explanations for contradictions in findings?
- Do the recommendations include suggestions for the types of services and supports that will assist the person to get and keep a job?
- Are reports being written and submitted correctly and in a timely fashion to ensure continuity of services?