

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

Name: \_\_\_\_\_ TABS ID #: \_\_\_\_\_

## INTERVIEW WITH INDIVIDUAL 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.

1. Why do you think we are talking today?

---

---

---

---

**Employment Staff: Provide explanation – This part of the Discovery is about getting to know each other, learning new things about you, exploring your past, present and future goals, and being honest with each other.**

2. What do you like to do and feel you are good at?

---

---

---

---

3. What are things you do not like to do or are difficult for you?

---

---

---

---

4. What do you do when you do not like something, or it is difficult for you?

---

---

---

---

5. Where you are most comfortable and happy? Why?

---

---

---

---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

Name: \_\_\_\_\_ TABS ID #: \_\_\_\_\_

6. Where do you not like to go? Where makes you uncomfortable? Why?

---

---

---

7. How would I know if you were uncomfortable?

---

---

---

8. What helps you feel better when you are in an uncomfortable situation or place?

---

---

---

9. How do you know if a person is a good employee?

---

---

---

10. Why do you want a job and why do you think you would be a good employee?

---

---

---

11. What do you think you would need help with to be a good employee?

---

---

---

12. How do you learn new things? (ex. written instructions, practicing job with help, pictures/videos, being shown, trying on your own first, asking questions)

---

---

---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

Name: \_\_\_\_\_ TABS ID #: \_\_\_\_\_

13. Tell me about what kind of work/volunteer experiences you have had:

Business/Organization	Tasks	Preferences	Challenges

14. Explain the reasons for leaving your previous job(s) or volunteer site(s):

---



---



---



---

15. How did you get along with supervisors, staff or co-workers?

---



---



---



---

16. How do you get places? What do you use for transportation?

---



---



---



---

17. Do you miss appointments? If you are going to be late or miss an appointment, what do you do?

---



---



---



---

18. What would be the best work schedule for you?

---



---



---



---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

Name: \_\_\_\_\_ TABS ID #: \_\_\_\_\_

19. Are you flexible with the days/times you are willing to work? How?

---



---



---

20. Do you have any concerns or fears about employment? If so, tell me about them:

---



---



---

21. What job or jobs would you **not** do?

---



---



---

22. What are three jobs you would really like?

---



---



---

**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.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>
Communication Skills	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>
Social Skills	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>
Attitude	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>
Work Experience	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>
Employment Skills	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>
Level of Commitment to Employment	1.	<input type="checkbox"/>	2.	<input type="checkbox"/>	3.	<input type="checkbox"/>	4.	<input type="checkbox"/>

Please list any other additional comments after interview:

---



---



---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

Name: \_\_\_\_\_ TABS ID #: \_\_\_\_\_

## INTERVIEW WITH NON-STAFF WORKSHEET

(Complete a separate worksheet for each person interviewed)

**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.

**Please check the box that best describes the person you are interviewing.**

- Family
- Friend
- Advocate
- Other (please list relationship): \_\_\_\_\_
- Other (please list relationship): \_\_\_\_\_

Name of interviewee: \_\_\_\_\_ Date: \_\_\_\_\_

1. Discuss purpose of ETP Discovery and clarify any questions the interviewee may have. Note any questions or concerns below:

---

---

---

---

2. Tell me about the individual:

---

---

---

---

3. What does the individual enjoy doing?

---

---

---

---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

*Name:* \_\_\_\_\_ *TABS ID #:* \_\_\_\_\_

4. What responsibilities does the individual have where they live?

---

---

---

5. What makes the individual uncomfortable?

---

---

---

6. How does the individual show they are uncomfortable, stressed or unhappy?

---

---

---

7. What helps the individual cope with uncomfortable or stressful situations?

---

---

---

8. Describe the individual’s social interactions with family, friends, staff, and general public:

---

---

---

9. How independent is the individual in their community?

---

---

---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

*Name:* \_\_\_\_\_ *TABS ID #:* \_\_\_\_\_

10. How does the individual navigate around their community? Where do they go?

---

---

---

11. What is the plan for how the individual will get to work?

---

---

---

12. Do you feel the individual is ready for competitive employment in the community? Please explain reason in detail:

---

---

---

13. What could impact this individual's ability to be successful in employment?

---

---

---

14. Why do you feel this individual could potentially be a good employee?

---

---

---

15. What experiences has the individual had to prepare for employment? (ex. work study, volunteer, prevocational services, employment, training/classes)

---

---

---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

*Name:* \_\_\_\_\_ *TABS ID #:* \_\_\_\_\_

16. How does the individual best take direction?

\_\_\_\_\_ Written      \_\_\_\_\_ Verbal      \_\_\_\_\_ Demonstration

Describe other strategies/accommodations:

---

---

---

17. When is the individual available to work? Is there a preferred schedule? Is it flexible?

---

---

---

18. What are potential jobs you see this individual succeeding in?

---

---

---

19. What connections or relationships do you have with businesses in these career areas?

---

---

---

20. Is there anything else you would like to share about this individual?

---

---

---

Please list any other additional comments after interview:

---

---

---

---

---



# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

Name: \_\_\_\_\_ TABS ID #: \_\_\_\_\_

## INTERVIEW WITH SUPPORT STAFF WORKSHEET

(Complete a separate worksheet for each person interviewed)

**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. Interview one support staff from each OPWDD service the individual receives.

**Please check the box that best describes the person you are interviewing.**

- Day Services Staff
- Direct Support Professional
- Other Paid Staff
- Care Manager
- Other (please list relationship) \_\_\_\_\_

Name of interviewee: \_\_\_\_\_ Date: \_\_\_\_\_

1. Discuss purpose of Discovery and clarify any questions the interviewee may have. Note any questions or concerns below:

---

---

---

2. Tell me about the individual:

---

---

---

3. What does the individual enjoy doing?

---

---

---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

*Name:* \_\_\_\_\_ *TABS ID #:* \_\_\_\_\_

4. What makes the individual uncomfortable?

---

---

---

5. How does the individual show they are uncomfortable, stressed or unhappy?

---

---

---

6. What helps the individual cope with uncomfortable or stressful situations?

---

---

---

7. Describe the individual's social interactions with family, friends, staff, general public:

---

---

---

8. What can you tell me about this individual's supports and who, other than employment staff, would be there to assist them to maintain employment? (ex. family, residential staff, peers, etc.)

---

---

---

9. How independent is the individual in their community? (consider safety issues, transportation, vulnerability at a work site, medical/physical challenges)

---

---

---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

*Name:* \_\_\_\_\_ *TABS ID #:* \_\_\_\_\_

10. What supports do you think the individual will need to get to work? (ex. apply to para transit, mobility training, rely on staff or family, training in scheduling rides)

---

---

---

11. Do you feel this individual is ready for competitive employment in the community? Please explain reason in detail:

---

---

---

12. What could impact this individual's ability to be successful in employment?

---

---

---

13. Why do you feel this individual could potentially be a good employee?

---

---

---

14. What experiences has the individual had to prepare for employment? (ex. work study, volunteer, prevocational services, employment, training/classes)

---

---

---

15. What level of support do you provide the individual? What are some effective support strategies?

---

---

---

# EMPLOYMENT TRAINING PROGRAM DISCOVERY REPORT

*Name:* \_\_\_\_\_ *TABS ID #:* \_\_\_\_\_

16. How does the individual best take direction?

\_\_\_\_\_ Written      \_\_\_\_\_ Verbal      \_\_\_\_\_ Demonstration

Describe other strategies/accommodations:

---

---

---

17. How does the individual react to changes in routine?

---

---

---

18. What are potential jobs you see this individual succeeding in?

---

---

---

19. What connections or relationships do you have with businesses in these career areas?

---

---

---

20. Is there anything else you would like to share about this individual?

---

---

---

Please list any other additional comments after interview:

---

---

---

---

---