

MG&A
Profile Planning Meeting Worksheet Sample

Name: Sadie Jones

Date: June 1, 20XX

<i>A. What Works</i>	<i>What Doesn't Work</i>
Being organized Helping in child care class Doing tasks the same way each time Following written or visual schedule Reading Lists, following directions	Unorganized situations Being touched by others Having people stand behind her Working in hot settings Taking stern correction "Moody" days Losing games Stormy weather

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B. Characteristics of an Ideal Job

Conditions for employment:

Morning hours
No later than 4:00 PM
4 – 5 hours per day
3 days/week during school
5 days/week after school
Mon. – Fri. /1 Sat. and Sun. per month

15 mile radius from home
Inside, air conditioned
Job has routines
Natural supports available
Sitting for most of work
Organized workplace that uses lists for duties

Interests for employment:

Office Work
Food Services
Retail Services

Contributions to employment (personality characteristics, skills, experiences, credentials, recommendations):

Personality Characteristics:

Very Organized: Sadie takes care of all her clothes by ironing, hanging, washing, drying and folding without being reminded by her family

Great Memory: Sadie remembers the birthdays of all family members, the meeting times for her mom's and dad's business appointments and the license plate and inspection renewal for her dad's trucks

Dry, Sharp Sense of Humor: Sadie responds to kidding by the truck drivers in her dad's company by making jokes about their driving

Fun Loving Person: Sadie's friends at school and her teacher say that Sadie is the first to encourage reluctant students to participate in classroom skits, singing and dancing activities

Skills: (See Section 5, Part II of Sadie's Profile of Discovery)

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Experiences:

Worked on school yearbooks staff as a senior

Volunteered at church child care center for three years during high school

Sorts and delivers mail for all teachers at Natchez High School

Assists with her mom's catering business by preparing food, setting up meals and cleaning up afterward

Assists in the office of her dad's trucking business filing invoices, making copies, sorting shipping manifests

Credentials:

None Identified

Recommendations:

Mr. Gibson, High School Principal

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C. Types of Job Tasks that might fit Ideal Characteristics:

Interest Area: Office work	Interest Area: Food Service	Interest Area: Retail Services_
1. Shredding	1. Cold food prep	1. Folding, straightening
2. Running errands	2. Cutting, paring	2. Facing Stock
3. Delivery	3. Portioning	3. Unboxing/receiving
4. Running copier	4. Arrangement, layout	4. Shelving
5. Filing	5. Serving in café. line	5. Hanging
6. Sorting, collating	6. Stocking salad bar	6. Tagging
7. Match checks/invoices	7. Cleaning salad bar	7. Installing/removing security
8. Stapling	8. Condiment replenish.	8. Restocking returned stock
9. Folding, sealing	9.	9. Inventory scanning
10. Light data entry	10.	10. Pricing
11. Faxing	11.	11. Light data entry
12. Backing files to CD	12.	12.
13. Labeling, shipping	13.	13.
14.	14.	14.
15.	15.	15.

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D. Potential Employers

<i>Name</i>	<i>Connection (initials)</i>	<i>Interest Area</i>
1. Natchez Public Schools	EJ	Office
2. Natchez Regional Hospital		O/F/R
3. Adams County Sheriff	FJ	Office
4. St. Mary's Catholic School	MW	Office/Food
5. Adams Cty. Circuit Clerk	EJ	Office
6. Adams Cty. Tax Collector	EJ	Office
7. Natchez Democrat Newspaper	FJ	Office
8. Bluffs & Bayous Weekly Paper		Office
9. 95.1 Radio	EJ	Office
10. B&K Bank	FJ	Office
11. United Mississippi Bank	EJ	Office
12. Co-Lin Community College	MW	O/F/R
13. Entergy-Callon Oil	FJ	Office
14. Isle of Capri Casino		O/F/R
15. Caters Department Store	EJ	Retail/Off/
16. Belks Department Store		Retail/Off.
17. JC Penny Department Store		Retail/Off.

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D. Potential Employers continued

Name	Contact	Potential Tasks
18. Stage Clothing Store		Retail/Off.
19. Shoe Department, Shoe Store		Retail/Off.
20. Payless Shoes, Shoe Store		Retail/Off.
21. Diane's Frame Shop	NT	?
22. Bookland Book Store		Retail/Off.
23.		
24.		

Notes:

EJ = Elaine Jones, Sadie's Mom
 FJ = Fred Jones, Sadie's Dad
 MW = Marian White, Sadie's teacher
 NT = Nelda Thomas, Sadie's Grandmother

Attending meeting: Sadie Jones
 Diedra Williams, friend
 Paul Simmons, friend
 Elaine Jones, Mother
 Nelda Thomas, Grandmother
 Rebecca Tate, Aunt
 Marian White, Special Ed Teacher
 Thomas Gibson, High School Principal
 Simone Holland, Special Ed Director
 Pat Washington, VR supervisor
 Cindy Collins, VR Counselor
 Dan Simmons, Paul's father, observing
 Mike Callahan, Facilitator
 Charlotte Guy, Co-Facilitator