

# Employment Discussion

## a Guide for Staff

*Helps thoroughly probe work history to identify employment planning readiness, and to determine or assess eligibility — to meet you where you are.*

**1**

### Initiate the Employment Discussion

*"In our meeting today we will be talking about..."*  
*"What questions did you hope could be answered today?"*

**2**

### Understand Individual's Situation

*"What brought you to VR today?"*  
*"What's the most important thing you want me to know about you by the end of our first meeting?"*

**3**

### Initiate VR Orientation

*"What questions do you have as I review the information regarding VR Services?"*

**4**

### Discuss Work History & Personal Life

*"Tell me about your work history."*  
*"How has your impairment/disability/health condition affected your work/personal life?"*  
*"What concerns do you have about working?"*

**5**

### Explore Work Expectations

*"What do you think it will take for you to become employed?"*  
*"What have you done to find work?"*  
*"Tell me about your experiences looking for a job?"*

**6**

### Address Employment Planning Readiness (EPR) Factors

- What EPR factors is the individual revealing?
- What EPR factors have you identified?
- Discuss with the individual the EPR factors that need to be addressed prior to application.
- Discuss with the individual the EPR factors that need to be addressed during IPE planning.

**7**

### Determine/Assess Eligibility

- Tell the individual what you understand to be their disability and how it affects their working. Does the individual agree with your assessment?
- Inform the individual of their eligibility, or inform the individual what information is needed to determine eligibility.

**8**

### Offer Opportunity to Sign an Application

*"Would you like to apply for services now or would you like some time to think about it? It's alright if you wait."*

**9**

### Complete Application

- Review the terms on the Application form, including right and responsibilities.
- Complete the Application form and provide client with a copy.
- Sign the necessary Release of Information forms.

**10**

### Summarize the Results of the Employment Discussion with the Individual

- Ensures understanding of the individual's situation and needs.  
Rapid Engagement  
Discovery Phase  
VR Services  
Placement
- Complete one of the following two forms:  
The Summary of Employment Discussion - may be used to serve as documentation of the discussion.  
Next Steps/Action Planner form.

**11**

### Introduce Employment Planning Process — This may occur at first or subsequent meeting

*"Let's talk about the next phase of the program — employment planning"*

- The Specialist can ask the client to complete Step 1 of the Discover the Job That Works for You booklet OR help the client complete the Career Planning Preference Form.
- If the Specialist introduces the client to the booklet they should:  
Review the introductory pages of the booklet preceding Activities.  
Explain to the individual the options for completing the booklet.  
Determine with the individual what activities, if any, are to be completed prior to the next meeting.

**12**

### Upon Completion of Employment Discussion Specialist should complete Task Note to the extent information is available.

# Job Planning Discussion

## a Guide for Staff

Ensures the client's job goal is consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and provides for informed choice.

It also identifies employment planning readiness factors and services to correct, compensate, or circumvent these factors.

### The Job Planning Discussion must occur prior to writing the IPE and it:

- May involve a discussion when the IPE is written.
- May involve several discussions over time. If so, review all the worksheets while writing the IPE.

### If the client does not have a job goal after completing Step 1- Discovery Activities or after completing the Career Planning Preferences Form with the client:

#### 1 Initiate the Job Planning Discussion

*"In our meeting today we will be talking about..."*

*"What questions do you hope to get answered today?"*

#### 2 Identify Necessary Career Exploration Activities with the Client

- Review each activity in **Step 1 OR the Career Planning Preference Form**.
- Review the list of **Career Exploration Activities** or discuss career exploration activities that could be completed.
- Determine which activities to complete to identify a job goal.

### If the client does have a job goal after completing Discovery Activities or completing the Career Planning Preference Form.

#### 1 Initiate the Job Planning Discussion

*"In our meeting today we will be talking about..."*

*"What questions do you hope to get answered today?"*

#### 2 Assess Appropriateness of Job Goal

*"Now that you have arrived at a job goal let's compare it to what you said was important in previous meetings."*

The Specialist and client may use the following resources to decide appropriateness of job goal.

- Step 1 Activities. *"Let's review each activity and discuss how the information supports your goal."*
- Step 3 of the booklet - **Factors I Need to Consider** worksheet.
- **Career Exploration Activities** needs to support the job goal. If the information in the activities does not support the job goal VR cannot agree to the goal unless VR can identify what can be done to correct, compensate, or circumvent the reasons for lack of support.

#### 3 Consider Work Related Issues

*"Now that you have verified your job goal let's review work related issues that may affect you getting or keeping the job."*

The Specialist and client may do this by completing any or all of the following:

- Complete the **Factors I Need to Consider Before I Get This Job** worksheet.
- Review the **Summary of Employment Discussion** worksheet if available.
- Review **Employment Planning Readiness Factors**.

#### 4 Identify Resources

*These activities will help identify what services and benefits you currently receive, are eligible for, and who may be able to provide them."*

- Review the Resources worksheet from the Application Preferences Form.

#### 5 Determine Necessary Services

*Now that you have identified factors that might affect you getting or keeping a job the Individualized Plan for Employment will help identify services that may assist you in addressing these factors. Let's review the services listed on the Plan and check the services you need."*

- Complete the **Individualized Plan for Employment**.