My Action Plan

Have a discussion with your youth about what types of jobs they would like to do.

List 2-3 job types they identify:

1.
2.
3.

What skills are necessary to do the jobs that your youth identified? Please list 3 skills that your youth either has or will need to acquire to do the jobs he or she is interested in. (Skills might include computer use, interpersonal communication, knowledge of carpentry, or math/reading.)

Job #1
Skill:
Skill:
Skill:

Job #2
Skill:
Skill:
Skill:

Job #3
Skill:
Skill:
Skill:

Tip!
It may be helpful to begin this conversation by describing a job you have had and what was required of you.

Talk with them about what they are already doing that will help when he or she has a job. For example, he or she gets to school on time, is well groomed, likes people, has good manners, follows directions, is pleasant to be around, willing to help others, has access and knows how to use transportation.
How is your youth going to acquire needed work skills? Be intentional about action steps you will take to help your youth.

**Please check at least 3 boxes.**

- Make sure work readiness or work experience is incorporated into IEP
- Explore opportunities for volunteering in the community
- Make chores at home an expectation
- Look into job shadowing experience
- Look for people your child can interview about their jobs
- Practice interpersonal skills in the community
- Write down expectations of appropriate attire and hygiene and teach if necessary
- Give opportunities to display leadership and self-direction
- Be clear when tasks need to be done in a timely manner and practice if necessary
- Practice taking verbal directions at home
- Enforce expectations of personal responsibility at home (waking up on time, homework, etc.) by creating a plan
- Practice phone skills by having youth call for information about a community business
- Have your youth keep a calendar of his/her activities; medical appointments, school work due, youth spiritual activities, fun happenings, athletic events etc.
- Other:
- Other:

**Job Search Checklist**

Here are some components of the job search to consider for your youth. Use this checklist as a reminder of strategies you can use to help your youth become employed:

- Have discussion with your youth about career interests
- Help your youth explore various jobs within chosen career area
- Arrange for an informational interview with a job manager from your community and write a brief note of thanks
- Work with IEP team to incorporate career interests into IEP
- Work with IEP team to build work readiness, reading, math, and computer skills
- Begin discussion about what agencies can provide work supports (adults)
- Help your youth create a resume
- Help your youth fill resume with paid work, volunteering, job shadowing, and personal interests
- Consider people in your personal network to help identify job opportunities
- Gather job applications
- Create sample application for your youth to use as an example
- Practice basic interview questions with your youth
- If youth has an apparent disability, practice what he or she will say about his or her disability
- Make sure your youth has appropriate clothing and knows what to wear for a job interview
- Help your youth write follow-up thank you note to person who interviewed him or her
- Practice working on automated job applications using the computer
- Consider what job accommodations your youth may need on the job
- If transitioning out of school, begin interviewing potential job support providers and talk with Vocational Rehabilitation Services
- Maintain high expectations that your youth will become employed!