

January 1, 2021 **Self-Assessment: Employment Services**

Targeted Goals	Learning Objectives	Organizational (1 -5)	Individual (1-5)
<p>Community employment is the targeted outcome of choice</p>	<p>Understand the value and benefits of integrated employment</p>		
	<p>Understand effective and respectful support strategies</p>		
	<p>Understand the difference between individual and group approaches to employment, including the strengths and weaknesses of variant models of support</p>		
	<p>Understand customized support strategies</p>		
<p>Understanding standards, regulations and the acts related to employment</p>	<p>Know of and understand the legislation and acts associated with employment (e.g. WIOA, WIA, ADA, Rehab Act, FLSA, EEOC, and DOL)</p>		
	<p>Know how to locate and reference applicable standards</p>		
	<p>Be able to develop and share reference tools with stakeholders</p>		
	<p>Establish a network of resource experts to provide additional support as needed relative to rights and responsibilities of employers and employees</p>		

Targeted Goals	Learning Objectives	Organizational (1 -5)	Individual (1-5)
<p>Knowing the Employment Support roles and responsibilities</p>	<p>Be able to define and describe the role and responsibilities of the employee (e.g. informed choice, active participation and self-determination)</p>		
	<p>Be able to define and describe the role/s and responsibilities of the employer and co-workers</p>		
	<p>Be able to define and describe the role/s and responsibilities of the funding sources</p>		
	<p>Be able to define and describe the role/s and responsibilities of the support agencies</p>		
	<p>Be able to define and describe the role/s and responsibilities of the employment specialist</p>		
	<p>Be able to define and describe the role/s and responsibilities employee’s support network (e.g. family members and friends)</p>		
<p>Know and implement employment support best practices</p>	<p>Be able to define the purpose of and use customized employee preference and skill assessment tools (e.g. discovery and exploration, employee centered planning and job trials)</p>		
	<p>Be able to define the purpose of and use employer assessment tools</p>		

January 1, 2021 **Self-Assessment: Employment Services**

Targeted Goals	Learning Objectives	Organizational (1 -5)	Individual (1-5)
	Be able to define the purpose of and use an employer data base		
	Be able to define the purpose of and use employer communication materials		
	Be able to define the stages of job development and the value of networking		
	Be able to define and conduct effective employer first contacts by demonstrating an understanding of business culture and language		
	Be able to define and conduct effective relationship building contacts with employers by demonstrating an understanding of business culture and language		
	Be able to define and conduct effective follow up contacts with employers by demonstrating an understanding of business culture and language		
	Be able to define and facilitate employer and employee connections		

January 1, 2021 **Self-Assessment: Employment Services**

Targeted Goals	Learning Objectives	Organizational (1 -5)	Individual (1-5)
	Be able to define and conduct a job match analysis		
	Be able to define and communicate to stakeholders a job match analysis		
	Be able to define and facilitate the proposal to the employer including issues related to disclosure by both the employee and the employment support team members		
	Be able to define and facilitate communication of the proposal to all stakeholders		
	Be able to design least obtrusive and most respectful onsite and off-site supports		
	Be able to facilitate the implementation of the least obtrusive and most respectful onsite and off-site supports		
	Be able to define, design and implement customized job modifications, job restructuring and training supports (including the integration of technology)		
	Be able to evaluate and measure the effectiveness of customize employment supports		

January 1, 2021 **Self-Assessment: Employment Services**

Targeted Goals	Learning Objectives	Organizational (1 -5)	Individual (1-5)
	Be able to document effort and effectiveness of customized employment supports		
	Be able to communicate effort and effectiveness of customized employment supports to different stakeholders		
	Be able to assess and evaluate the ongoing effectiveness of customized employment supports during follow up to support retention and the relationship with the customers		
Understand and interpret employment services evaluation and feedback	Understand and define methods to effectively track and document customer satisfaction focused on continuous process improvement		
	Understand and define methods to evaluate the effectiveness of employment support processes and practices focused on continuous process improvement		
	Understand and define methods to track employment services outcomes focused on continuous process improvement		
TOTAL	(1 is Low and 5 is High)		
PERCENTAGE	Per item		