JOE DEVELOPMENT – THE PROCESS

Job Development Philosophy: there is a job for anyone who wants one – regardless of the nature of their disability, need for workplace accommodation, or economic circumstance. Good job development provides service to one person at a time...one job at a time...one employer at a time.

(GET TO KNOW THE JOB SEEKER)

Gather information: observe skills, abilities, short and long term career goals, desires, amusements, around the home/chores
Interview: customer, parents, siblings, friends, neighbors, teachers, counselors, co-workers, supervisors
Uncover: any environmental concerns & issues and any barriers to work

BRAINSTORM

Develop ideas with: customer, parents, business services, colleagues, business acquaintances
Identify potential: jobs, industries, companies, organizations

CREATE A PLAN

Consider: interests/preferences, dislikes, desired location, schedule, transportation, potential supports & accommodations

RESEARCH OPPORTUNITIES

Considerations (not limited to): customer contacts and places they visit, business services team, known contacts, Internet, chamber, newspapers, local labor market information, local TV, radio & TV ads, instincts.

Network game: who do you know who knows someone who knows someone...

ALWAYS BE ON THE LOOKOUT!

INITIAL CONTACT WITH POTENTIAL EMPLOYERS

Possible first requests: informational interview, mock interview, resume critique, invitation to career fair, etc. Use established contacts, cold call, walk in.
Be prepared: before initial contact, research & get to know organization, know your story, use prepared scripts, questions, etc.

THINK BUSINESS • DRESS THE PART
USE INDUSTRY LINGO

Send thank you letter after day of meeting or next day (at latest) with a recap of meeting and if appropriate, strategy for next meeting.

Before moving forward, be sure you are clear about the most appropriate type of job match for the job seeker:

(1) Match to a well-defined position description
(2) Match to a modified job description
(3) Customized job match
(4) Other

FACILITATE PRE- AND POST- HIRE SUPPORTS

Set the stage with good customer service:
Offer potential resources to “sweeten the deal” (negotiated with employer): work trial/work experience, on-the-job training, job coaching, follow-up, etc.

Pre-hire considerations and success strategies:
Identify the individual's support needs long before the job starts (i.e., job search plan).
Have a plan of action for “Disclosure” – with the job seeker making an informed decision (utilize a generic release of information for protection).

Post-hire support considerations:
Become familiar with the methods used to supervise, evaluate and promote workers in the company
Make accommodations and other support strategies as non-obtrusive as possible.
Seek continuous feedback from employer & employee