Progressive Employment

**Low Dose Progressive Employment Activities**

Instructions about the form and timeliness of reporting form if applicable

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Participant Name: | |  | VRC: | |  | | CRP: | |  |
| Supports (if applicable) | |  | | | | Date Completed: | | |  |
| Specific Activities to explore as discussed at referral: | | | | | | | | | |
| Mock Interviews |  | | | **Informational Interviews** | | | |  | |
| Labor Market |  | | | **Job Fairs/Business Tours** | | | |  | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Meeting and Activity Log  *Please log activities throughout the service. This will be used during Jobsville meetings.* | | | | | | Date | Activity | Contact | Notes/Observation | Next Steps | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |  | | --- | | **Mock Interviews**  ***Please Copy and Paste this section if multiple interviews were conducted.*** | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **How was the interview conducted?** | | **In-person** | |  | **Virtual** |  | **Phone** |  | | **Please provide any material, notes, or recordings within your email of the report.** | | | | | | | | | | **Was the participant on time for the mock interview?** | | |  | | | | | | | **Dressed Appropriately/ Appearance/ Hygiene?** | | |  | | | | | | | **Provided copy of resume to the interviewer?** | | |  | | | | | | | **Communication skills during interview?** | | |  | | | | | | | **Handshake/Fidgeting/Good Eye Contact/ Etc.?** | | |  | | | | | | |  | | | | | | | | | | **Interview Questions** | | | **Responses** | | | | | | |  | | |  | | | | | | |  | | |  | | | | | | |  | | |  | | | | | | |  | | |  | | | | | | |  | | |  | | | | | | |  | | |  | | | | | | | **Additional Comments and Observations from CRP and Interviewer** | | | | | | | | | |  | | | | | | | | | | **Participant’s Participation in Activity:** |  | | | | | | | | |  |  | | --- | | **Informational Interviews**  ***Please Copy and Paste this section if multiple interviews were conducted.*** | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **How was the interview conducted?** | | | | **In-person** | |  | | | **Virtual** | |  | | **Phone** |  | | | | **Please provide any material, notes, or recordings within your email of the report.** | | | | | | | | | | | | | | | | | | **Company Name** |  | | | | | | | **Date of Interview** | | | | | | |  | | | **Address** |  | | | | | | | **Employee/ Interviewee** | | | | | | |  | | | **Phone** |  | | | | | | | **Position of Employee** | | | | | | |  | | | **Email** |  | | | | | | | **Occupation Explored** | | | | | | |  | | | **What are the typical duties someone doing this job may be expected to perform on a daily basis?** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **What is the expected training or skills you look for when hiring for this position?** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **Would a particular program, certification, degree be recommended? (If there is program that has been researched ask if it would be a suitable option)** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **What is the onboarding process and training process when starting in this position?** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **What characteristics does the interviewee look for or think are good for this position?** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **Given two equally qualified applicants, what other criteria will the company use in choosing between them?** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **How many employees perform this job now?** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **Have there been any openings recently?** | | | | | | | | | |  | | | | | | | | **Do you anticipate any opening in the next six months?** | | | | | | | | | | **Y** **N** | | **If so how many?** | | | |  | | **What is a realistic starting wage?** | | **Y** **N** | | | **Is there a copy of a job description?** | | | | | | | | | | | **Y** **N** | | **Is this position available Full-time, Part-time, or Both:** | | | | | | | | | |  | | | | | | | | **Minimum Number of Hours** | |  | | | | | | | | **Are weekends required?** | | | | | | **Y** **N** | | **If I needed XYZ as an accommodation, is this something that the company would be able to accommodate?** | | | | | | |  | | | | | | | | | | | **PLEASE ADD ANY ADDITIONAL QUESTIONS THAT WERE ASKED OR ANSWERED BELOW** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **Participant’s Participation in Activity:** | | |  | | | | | | | | | | | | | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Labor Market Exploration (Onet, ELMI, Virtual Job Shadow, Etc.)**  ***Please Copy and Paste this section if multiple interviews were conducted.*** | | | | | | **Occupation** |  | | **Source** |  | | **Projected NH Wage**  **(Entry/Median)** |  | | **Projected US Wage**  **(Entry/Median)** |  | | **Projected Growth** |  | | **Projected Openings** |  | | **Education Requirements:** | |  | | | | **Prior Experience Needed:** | |  | | | | **On the Job Tasks:** | |  | | | | **On the Job Technology Skills:** | |  | | | | **Related Occupations:** | |  | | | | **Other Information Found:** | |  | | | | **Participant’s Participation in Activity:** | |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Job Shadow**  ***Job Shadowing – When considering setting up a job shadow, please use the participant placement form and submit to McIntyre (this will serve as our way to cover liability for the participant to be on site)***  ***Participant will also need to fill out the Participant Job Shadow Form*** | | | | | | | **Targeted Job(s):** |  | | | **Employer:** |  | | **Type of Business:** |  | | | **Location:** |  | | **Person(s) Observed:** |  | | | | | | **Participant Observation:** | | | | | | |  | **Yes** | **No** | **Comments:** | | | | **On Time:** |  |  |  | | | | **Transportation:** |  |  |  | | | | **Dressed Appropriately:** |  |  |  | | | | **Participant Engagement:** |  |  |  | | | | **Issues or Concerns:**  **(Job, Behavior, etc.)** |  |  |  | | | | **CRP Notes** | | | | | | | **Tasks Observed:** | | | | **Comments:** | | |  | | | |  | | |  | | | |  | | |  | | | |  | | |  | | | |  | | |  | | | |  | | | **Employer/Worker Feedback and Notes:** | | | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Job Fairs/Business Tours**  **Please Copy and Paste this section if multiple interviews were conducted.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Employer:** |  | | **Date:** |  | | **Location:** |  | | **Contact Info:** |  | | **Position:** |  | | **Contact/Rep:** |  | | **Wage/Salary:** | |  | | | | **Schedule:** | |  | | | | **Expected Tasks:** | |  | | | | **Prior Experience Needed:** | |  | | | | **Application Process:** | |  | | | | **Participant Interaction:** | |  | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Overall Participant Engagement | | | | | | | |  | **Excellent:** | **Above Average:** | **Average:** | **Below Average:** | **Poor:** | **Comments:** | | | **Attendance** |  |  |  |  |  |  | | | **Appearance/Hygiene** |  |  |  |  |  |  | | | **Participation/ Initiative** |  |  |  |  |  |  | | | **Communication** |  |  |  |  |  |  | | | **Attitude** |  |  |  |  |  |  | | | **Job Knowledge/ Progress** |  |  |  |  |  |  | | | CRP Observation and Conclusion | | | | | | | | **Observations and concerns: *Please include any information including notable behaviors, social/interpersonal skills, communication or other barriers noted:*** | | | | | | | |  | | | | | | | | **Customer Employability/Readiness- *Consider soft skills, transportation, hygiene, communication etc.:*** | | | | | | | |  | | | | | | | | **Notable Pros and Cons about the jobs observed: including own perceptions of participants capabilities, skills, interests, and professional opinion:** | | | | | | | |  | | | | | | | | | | | | | | | | | | |
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| **Please provide feedback on the usefulness of this report, complications, questions, and any other comments to help us develop this form. Thank you!** | | | | | | | | | | | |
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