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**  |  |
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| Meeting and Activity Log*Please log activities throughout the service. This will be used during Jobsville meetings.*  |
| Date | Activity | Contact | Notes/Observation | Next Steps |
|       |       |       |       |       |
|       |       |       |       |       |
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| **Mock Interviews*****Please Copy and Paste this section if multiple interviews were conducted.*** |
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| **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:**  |       |

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| **Informational Interviews*****Please Copy and Paste this section if multiple interviews were conducted.*** |
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| **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:**  |       |

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| **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:**  |       |

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| **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:**  |       |

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| **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:** |  |

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| 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!**  |
|       |