

Job Development Staging Record (Stage 2)

Instructions: This form is used to stage, structure, capture and record the major events of Customized Job Development. Follow the directions from the Mentoring site when completing each section.

To add content, type in the white box next to or under the heading. The box will expand to accommodate your narrative.

Employment-Seeker:		Employment Staff:	
---------------------------	--	--------------------------	--

Stage Two: Business Engagement/Informational Interviewing

(Important Note: CE Business Engagement uses an “Everything, All at Once” Approach)

Business Engagement Implementation Plan			
Business (Vocational Theme)	Team Contact Responsibility	Introductory Script	Contact by date:
1.			
2.			
3.			

4.			
5.			
6.			
7.			
8.			
9.			
10.			
Connections to local community organizations and additional people to invite to the Team (Name/Connection):			

The First Five: Beginning Customized Job Development

Identify:

- 5 businesses with corresponding Theme(s)
- Assign contact responsibility
- Write an introductory script for each business & identify supporting tools that will be used
- Enter a "Completion Date" for each contact

Business (Vocational Theme)	Team Contact Responsibility	Introductory Script/Supporting Tools	Contact by date:
1.			
2.			
3.			
4.			
5.			

First Five: Customized Job Development

Informational Interview #1 (Enter Business Name and Vocational Theme)			
Prepare <i>(list employment seeker's positive skills/interests/assets to highlight and representational materials to use)</i>			
Referral/Connection from Whom?			
Business Contact Information and Role:			
Was the Business Contacted During Discovery:			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, briefly describe prior contact:	
Informational interview date(s)/attending:			
Conversation Topics (Must Cover or Revisit):			
1. What are you most proud of with your business?			
2. What product or service do you currently not provide that you would like to provide?			

3. Are there any products or services that customers ask for which you do not offer?			
4. How are your employees trained in their jobs?			
5. If you had \$15,000 to invest in your business, what would you do with it?			
6. How is technology impacting your business and the industry?			
7. Who are other people/business owners that know about this type of work (Referrals)?			
Notes Regarding Other Topics & Information Learned (e.g., workplace culture, etc.):			
Identify points of alignment and Further Conversation/Negotiation/or Proposal Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	If no, brief explanation:
If yes or maybe, Further conversation/negotiation/proposal opportunity is based on which of the following? (Can be more than 1)			
Unmet Business Needs:			
Explanation:			

Resource Ownership Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Business-Within-A-Business Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Identified or Anticipated Barriers:			
Informational Interview Outcomes (select all that apply):			
<input type="checkbox"/> Obtained information about industry and type of work in industry. <input type="checkbox"/> Obtained advice from business owners/managers about being successful in their line of work. <input type="checkbox"/> Obtained referral(s) to other businesses owners. <input type="checkbox"/> Positive natural connections between employment seeker and business owner/manager with shared interests. <input type="checkbox"/> Secured additional people to become new members on the person's team <input type="checkbox"/> Secured work experience for employment seeker. <input type="checkbox"/> Secured follow-up meeting to learn more about business and unmet needs. <input type="checkbox"/> Obtained list of business' unmet needs. <input type="checkbox"/> Business owner/manager is interested in negotiating a win-win situation. <input type="checkbox"/> Other (describe):			
Next Steps:			

Informational Interview #2 (Enter Business Name and Vocational Theme)

Prepare *(list employment seeker's positive skills/interests/assets to highlight and representational materials to use)*

Referral/Connection from Whom?

Business Contact Information and Role:

Was the Business Contacted During Discovery:

Yes No If yes, briefly describe prior contact:

Informational interview date(s)/attending:

Conversation Topics (Must Cover or Revisit):

1. What are you most proud of with your business?

2. What product or service do you currently not provide that you would like to provide?

3. Are there any products or services that customers ask for which you do not offer?

4. How are your employees trained in their jobs?			
5. If you had \$15,000 to invest in your business, what would you do with it?			
6. How is technology impacting your business and the industry?			
7. Who are other people/business owners that know about this type of work (Referrals)?			
Notes Regarding Other Topics & Information Learned (e.g., workplace culture, etc.):			
Identify points of alignment and Further Conversation/Negotiation/or Proposal Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	If no, brief explanation:
If yes or maybe, Further conversation/negotiation/proposal opportunity is based on which of the following? (Can be more than 1)			
Unmet Business Needs:			
Explanation:			

Resource Ownership Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Business-Within-A-Business Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Identified or Anticipated Barriers:			
Informational Interview Outcomes (select all that apply):			
<input type="checkbox"/> Obtained information about industry and type of work in industry. <input type="checkbox"/> Obtained advice from business owners/managers about being successful in their line of work. <input type="checkbox"/> Obtained referral(s) to other businesses owners. <input type="checkbox"/> Positive natural connections between employment seeker and business owner/manager with shared interests. <input type="checkbox"/> Secured additional people to become new members on the person's team <input type="checkbox"/> Secured work experience for employment seeker. <input type="checkbox"/> Secured follow-up meeting to learn more about business and unmet needs. <input type="checkbox"/> Obtained list of business' unmet needs. <input type="checkbox"/> Business owner/manager is interested in negotiating a win-win situation. <input type="checkbox"/> Other (describe):			
Next Steps:			

Informational Interview #3 (Enter Business Name and Vocational Theme)

Prepare (list employment seeker's positive skills/interests/assets to highlight and representational materials to use)

Referral/Connection from Whom?

Business Contact Information and Role:

Was the Business Contacted During Discovery:

Yes

No

If yes, briefly describe prior contact:

Informational interview date(s)/attending:

Conversation Topics (Must Cover or Revisit):

1. What are you most proud of with your business?

2. What product or service do you currently not provide that you would like to provide?

3. Are there any products or services that customers ask for which you do not offer?

4. How are your employees trained in their jobs?			
5. If you had \$15,000 to invest in your business, what would you do with it?			
6. How is technology impacting your business and the industry?			
7. Who are other people/business owners that know about this type of work (Referrals)?			
Notes Regarding Other Topics & Information Learned (e.g., workplace culture, etc.):			
Identify points of alignment and Further Conversation/Negotiation/or Proposal Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	If no, brief explanation:
If yes or maybe, Further conversation/negotiation/proposal opportunity is based on which of the following? (Can be more than 1)			
Unmet Business Needs:			
Explanation:			

Resource Ownership Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Business-Within-A-Business Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Identified or Anticipated Barriers:			
Informational Interview Outcomes (select all that apply):			
<input type="checkbox"/> Obtained information about industry and type of work in industry. <input type="checkbox"/> Obtained advice from business owners/managers about being successful in their line of work. <input type="checkbox"/> Obtained referral(s) to other businesses owners. <input type="checkbox"/> Positive natural connections between employment seeker and business owner/manager with shared interests. <input type="checkbox"/> Secured additional people to become new members on the person's team <input type="checkbox"/> Secured work experience for employment seeker. <input type="checkbox"/> Secured follow-up meeting to learn more about business and unmet needs. <input type="checkbox"/> Obtained list of business' unmet needs. <input type="checkbox"/> Business owner/manager is interested in negotiating a win-win situation. <input type="checkbox"/> Other (describe):			
Next Steps:			

Informational Interview #4 (Enter Business Name and Vocational Theme)

Prepare (*list employment seeker's positive skills/interests/assets to highlight and representational materials to use*)

Referral/Connection from Whom?

Business Contact Information and Role:

Was the Business Contacted During Discovery:

Yes No If yes, briefly describe prior contact:

Informational interview date(s)/attending:

Conversation Topics (Must Cover or Revisit):

1. What are you most proud of with your business?

2. What product or service do you currently not provide that you would like to provide?

3. Are there any products or services that customers ask for which you do not offer?

4. How are your employees trained in their jobs?			
5. If you had \$15,000 to invest in your business, what would you do with it?			
6. How is technology impacting your business and the industry?			
7. Who are other people/business owners that know about this type of work (Referrals)?			
Notes Regarding Other Topics & Information Learned (e.g., workplace culture, etc.):			
Identify points of alignment and Further Conversation/Negotiation/or Proposal Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	If no, brief explanation:
If yes or maybe, Further conversation/negotiation/proposal opportunity is based on which of the following? (Can be more than 1)			
Unmet Business Needs:			
Explanation:			

Resource Ownership Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	No <input type="checkbox"/>	Explanation:
Business-Within-A-Business Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Identified or Anticipated Barriers:			
Informational Interview Outcomes (select all that apply):			
<input type="checkbox"/> Obtained information about industry and type of work in industry. <input type="checkbox"/> Obtained advice from business owners/managers about being successful in their line of work. <input type="checkbox"/> Obtained referral(s) to other businesses owners. <input type="checkbox"/> Positive natural connections between employment seeker and business owner/manager with shared interests. <input type="checkbox"/> Secured additional people to become new members on the person's team <input type="checkbox"/> Secured work experience for employment seeker. <input type="checkbox"/> Secured follow-up meeting to learn more about business and unmet needs. <input type="checkbox"/> Obtained list of business' unmet needs. <input type="checkbox"/> Business owner/manager is interested in negotiating a win-win situation. <input type="checkbox"/> Other (describe):			
Next Steps:			

Informational Interview #5 (Enter Business Name and Vocational Theme)

Prepare (*list employment seeker's positive skills/interests/assets to highlight and representational materials to use*)

Referral/Connection from Whom?

Business Contact Information and Role:

Was the Business Contacted During Discovery:

Yes No If yes, briefly describe prior contact:

Informational interview date(s)/attending:

Conversation Topics (Must Cover or Revisit):

1. What are you most proud of with your business?

2. What product or service do you currently not provide that you would like to provide?

3. Are there any products or services that customers ask for which you do not offer?

4. How are your employees trained in their jobs?			
5. If you had \$15,000 to invest in your business, what would you do with it?			
6. How is technology impacting your business and the industry?			
7. Who are other people/business owners that know about this type of work (Referrals)?			
Notes Regarding Other Topics & Information Learned (e.g., workplace culture, etc.):			
Identify points of alignment and Further Conversation/Negotiation/or Proposal Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	If no, brief explanation:
If yes or maybe, Further conversation/negotiation/proposal opportunity is based on which of the following? (Can be more than 1)			
Unmet Business Needs:			
Explanation:			

Resource Ownership Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Business-Within-A-Business Opportunity?			
YES <input type="checkbox"/>	MAYBE <input type="checkbox"/>	NO <input type="checkbox"/>	Explanation:
Identified or Anticipated Barriers:			
Informational Interview Outcomes (select all that apply):			
<input type="checkbox"/> Obtained information about industry and type of work in industry. <input type="checkbox"/> Obtained advice from business owners/managers about being successful in their line of work. <input type="checkbox"/> Obtained referral(s) to other businesses owners. <input type="checkbox"/> Positive natural connections between employment seeker and business owner/manager with shared interests. <input type="checkbox"/> Secured additional people to become new members on the person's team <input type="checkbox"/> Secured work experience for employment seeker. <input type="checkbox"/> Secured follow-up meeting to learn more about business and unmet needs. <input type="checkbox"/> Obtained list of business' unmet needs. <input type="checkbox"/> Business owner/manager is interested in negotiating a win-win situation. <input type="checkbox"/> Other (describe):			
Next Steps:			

JDSR Stage 2 Approval Signatures

Participant _____ Date _____

Conservator/Care Provider _____ Date _____

VR Counselor Signature _____ Date _____

ACRE Certified Customized
Employment Specialist _____ Date _____

Vocational Manager _____ Date _____