

# Supported Employment Vocational Profile Information

This is a sample of information that is useful for the employment specialist to gather with the consumer within the first few weeks from the time of referral. Sources of information include the consumer, other service providers working with the consumer, the clinical record, family members and previous employers with the consumer's permission.

## Work Goals

Consumer's long-term employment goals

- What would be an ideal job for you in a couple years from now?
  - What about this job appeals to you?
  - What different kinds of employment have you thought about?

Consumer's short-term work goal

- What types of employment are you most interested in currently?

## Background

Education

- What school did you attend last?
- What was the highest grade you completed?

Military history

- Were you ever in the military?
- What did you do in the military?
- What types of training did you receive?
- What did you like best about the military?
- What did you like least about the military?

## Work History (review employment history as much as is practical)

Most recent job

- What job did you do most recently [job title]?
- What were the job duties?
- About when did you start and end the job?
- How many hours a week did you work?

Reason for leaving job

- Why did the job end?

Positive experiences

- What did you like best about the job?

## Problems on job

- What did you not like about the job?

\*Repeat above steps with previous employment

## **Current Adjustment**

### Diagnosis

- What is your understanding of your mental illness?
- Has anyone ever told you what type of mental illness you may have?
- Do you think this is correct? Why?
- How does your mental illness affect you?

### Symptoms

- What are the first signs that you may be experiencing increased symptoms?
- At times when you are not feeling well or having a bad day, how would I be able to tell?

### Coping Strategies

- What things have you learned to do to help reduce your symptoms?
- What has been most helpful for you in the past?
- What has not been helpful for you?

### Medications

- What medications, if any, do you take?
- What are the medications for?
- How often do you take these medications?

### Physical Health

- How would you rate your physical health?
- Do you have any physical limitations that might influence your work needs?
- What are they?
- Do you have any physical concerns that have not been checked out?

### Endurance

- What is the most number of days you feel you could work per week?
- What are the most hours that you feel you could work in a day?

### Grooming

- Do you have a place to bathe or shower?
- Do you have the clothes you will need for work?

### Cigarettes/Tobacco Use

- Do you smoke cigarettes?
- If so, how much, how often?
- Do you use chewing tobacco
- If so, how much, how often?

### Caffeine Use

- Do you drink caffeinated beverages?
- If so, how much, how often?

### Nutrition

- Where do you usually eat?
- What would be some common meals that you eat?

### Interpersonal skills

- How well do you get along with people?
- Do you feel comfortable working with a lot of other people?
- What concerns or worries do you have about working with people?

### Support network

- Who do you spend time with?
- How often do you see or talk to them?
- Who are the people you might talk to if you are having a bad day?
- Is there anyone in your support network that you want me to talk with about your work goals?
- Is there anyone in your support network that you want to include in discussions about employment and your benefits?

### Family and Friends

- Do you have family and/or close friends that you can talk with?
- Are they supportive of you?
- If so, how do they support you?
- What do they think about work?
- What are their expectations for you?
- Are there any of your family and friends that you want me to talk with about your work goals?

### **Work Skills**

#### Job-seeking skills

- How have you looked for work in the past?
- What went well with this?
- What did not go well with this?

#### Specific vocational skills

- What work skills have you learned either from jobs?
- What work skills have you learned from school?
- What work skills have you learned in the service?

### Aptitude

- What kinds of work do you think you are particularly good at?
- What kinds of work do you think you would not be good at?

### Interests - vocational and non-vocational

- What hobbies or other things are you good at?
- What kinds of things do you like to do in your free time?
- What kinds of things interest you?

### Motivation for employment

- What are the reasons that you want to work?
- What are the things about work that you like?
- What about work do you not like?
- Are there things that you worry about regarding going back to work?
- What do you think work will do for you personally?
- What do you think work will do for you financially?
- What do you think work will do for you socially?

### Work habits relating to attendance, dependability, stress tolerance

- How was your attendance in previous jobs?
- What kinds of things cause you to feel stress?
- What is helpful when that happens?

## **Other Work-Related Factors**

### Transportation

- What types of transportation do you use now?
- How would you get to work?
- What concerns do you have about transportation and work?

### Current living situation

- Where do you live?
- Do you live alone or with someone else?
- If so, with whom do you live?

### Substance use

- How much alcohol do you drink?
- How often do you drink?
- Have you, or anyone else ever been concerned that you may have a problem with alcohol?
- What drugs do you, or have you used?
- How often do you use any of these drugs?
- Have you, or anyone else ever been concerned that you may have a problem with drugs?

### Criminal record

- Have you ever been arrested?
- Have you ever been convicted of any crimes?
- Have you ever committed any crimes that you were not caught for?
- Do you have any legal charges pending against you?

### Disclosure of mental illness

- Have you thought about how you would like to look for employment in the community?
- Have you thought about if you want to tell your employer about your mental illness?
- Would you like some written information about this?
- Would you like to spend some time discussing this in the future?
- Would you like to discuss how this might be helpful to you?

### Money Management

- Do you manage your own money?
- Does someone else manage your money for you?
- Would you like help with managing your money from work?

### Current Income and Benefits

- What is the current source of your income, if any?
- What is the amount of income?
- What other benefits do you receive, including medical insurance?
- Do you know how income from work may affect your benefits?
- Would you like to have more information about this?
- Is there anyone else from your support network or family that you would like to know this information also?

### Daily activities and routines

- Describe what a usual day is for you from the time you wake up until the time you go to bed?
- Are there any places in your neighborhood that you usually go to?
- Do you attend any church or religious services?
- Do you belong to any clubs or groups?
- Do you have any pets?
- Do you have any hobbies that you do?

### Ideas for Networking Contacts for Job Search

- Family
- Friends
- Supporters
- Peer Support Groups or Programs
- Organizations
- Spiritual or Religious Organizations
- Neighborhood Contacts
- Neighborhood Businesses
- Previous employers
- Previous teachers