

## Sample Vocational Profile

Complete this form within the first few weeks of initiating Employment Support Services. Sources of information include the youth, the treatment team, the clinical record, family members and teachers (with the youth's permission and signed consent forms). In parentheses are suggested probes. Add information to this form as it becomes available over time.

### Work Goal

- Work goal and life dream for work (What would you say is your dream job? What kind of work have you always wanted to do?)
- Short-term work goal (What job would you like to have now?)

### Educational Background

- School attainment (Where are you attending school? What is your current grade?)
- Availability (What hours are you in classes each day?)
- Work-study eligibility (Do you have enough high school credits to work part-time during the school day for work-study?)
- Basic writing and computational skills (What have you taken for math so far? What are your grades in math and English?)
- General learning aptitude (What required subjects do you find easier? Which ones are harder?)
- Homework (How often do you have homework? How heavy is your classload this semester? What will it probably look like next semester?)
- General interests (What electives have you taken so far? Which did you like most? Why? What about any you disliked? Why?)
- Future plans (What are you thinking about for school/alternative training next year?)

### Extra-Curricular

- Involvement (Tell me about your involvement in sports? What activities are you involved in through school?)
- Availability (What is your practice schedule like? How often are you committed to activities based on this participation?)

## **Community/Church/Volunteerism**

- Club or group membership (Tell me about any groups you belong to – such as any church youth group or 4-H. What kinds of things do you do with these groups?)
- Skill sets (What responsibilities have you had in any events or fundraising? If you've gone on volunteer trips, what kinds of things have you done as a part of working on those projects? What did you like/dislike about the tasks you had?)
- Reference sources (Who has supervised you in any of these church or community activities? What do you think they would say if contacted by someone who is thinking about hiring you for a job?)
- Motivation (What motivates you to start something and see it through – challenge, a sense of completion, reward, recognition? Tell me about something you feel especially proud about having accomplished? Talk about something you've done for others without getting paid to do it. What was that like for you?)

## **Hobbies/Skills/Aptitudes**

- Personal interests (What are things you like to do in your spare time? What do you and friends do when you have a free afternoon and no homework? What are things you like to do when you can't hang out with anybody? Tell me about things you really enjoy doing.)
- Transferrable skills (What are things you're really good at? What tools have you worked with previously? Have you ever run a cash register?)
- Aptitudes (What are things that seem to come easily for you – skills you pick up pretty quickly? No one is good at everything. What are things you're not very good at – things you'd just as soon avoid doing, if possible?)

## **Work Experience (if applicable)**

- Previous work (Tell me about any previous jobs you've ever had.)
- Positive experiences (What did you like about what you did? What was easy?)
- Problems on the job (What did you dislike about what you did? What was hard?)
- Reasons for leaving (Why did the job end?)
- Supervisory experiences (What was your experience like with your supervisor? Coworkers? What do you think your supervisor would say about your work, if asked by someone who is thinking about hiring you?)

## **Work Anticipation**

- Motivation (What about work appeals to you? What about work does not?)
- Expectations (What do you think it will be like for you to work? What are things you might be worried about, as you think about getting a job?)
- Other thoughts (Tell me about anything else that might be important about your work experience that I haven't asked you about.)

## Personal Responsibilities

- Home obligations (What kinds of things are you responsible for at home? Do you babysit younger siblings or relatives on any regular basis? Tell me about your chores.)
- Non-custodial visitation, if applicable (Talk about your (non-custodial dad/mom); how far away does (he/she) live? How often do you spend time together? Do you alternate weekends there?)
- Other thoughts (Tell me about any other home or personal responsibilities that might impact your work availability.)

## Other Factors

- Transportation (Tell me about how you plan to get to work. What will transportation involve for you? Do you have a driver's license? A reliable car? Are there others in the household who rely on the same vehicle for work? What are their schedules? What alternative transportation is available, in case of emergencies?)
- Personal habits (When is your "best" time of day? Do you prefer to get things done and out of the way first thing in the morning, or later in the day? How do you keep a schedule? Do you set your own alarm and get yourself going, or do you rely on others to keep you on time?)
- Labor type preference (Would your ideal work involve more mental or physical elements – or a mix of both?)
- Structure (Do you prefer more structure or independence as you work on things? Do you prefer being around others or by yourself?)
- Problem solving (What do you do when you're stuck on something and not sure about what to do? Do you seek out help? Observe others for clues? Wait for someone to check with you?)
- Stressors (What kinds of situations cause you stress? What kinds of tasks cause it? What about pace?)
- Relationships (Do you date? What do you like to do together? How does your (girlfriend/boyfriend) feel about your working? Does (he/she) work?)
- Support system (Do you have family and/or close friends you relate to? In what ways do they support you? What do they think about you working? What are their expectations for you? What about teachers, others in the community who are there for you?)

## **Current Adjustment**

- Diagnosis
- Flare-ups (Tell me about the first signs you notice before experiencing a flare-up. Describe some predictable times when you're likely to have problems. What would I notice if I were observing you?)
- Coping strategies (What do you do to feel better? What do others do that help? What makes things worse?)
- Medication (Tell me about the medications you take. When do you take them? What side effects do you notice?)
- Physical health (How would you rate your physical health – poor, fair, good, or excellent? Tell me about any physical limitations that might impact your work needs.)
- Endurance (What are the most number of days you could work per week? What are the most hours you could work in a day, on a school day? What about on a nonschool day?)
- Interpersonal skills (How well do you get along with others? Describe what it's like for you to meet or talk with other people you don't know.)
- Grooming (Do you have the clothes you will need for work?)