

## **First and Forth, LLC**

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### **Work-Based Learning Experience Development for Potentially Eligible: (1009X)**

1009X Service begins with a session to build rapport and learn about the student. Typical topics of conversation include:

- Sports, hobbies, extra-curricular activities
- Employment and/or volunteer history
- Future career interest
- Transportation available to student
- Schedule of appointments and expectations for each meeting
- Conversation with parent(s) if they are present
- Disability diagnosis
- Accommodations utilized in school and/or previous work-related settings
- Other topics as needed / related to employment

Discussion with Student regarding preference on:

- Paid versus unpaid work
- Location preferred for work
- Hours / Days preferred for work
- Need for Authorization to Release Information, if contact is needed with an employer independent of the student's presence.

Review / practice of the following:

- Phone Interview / Phone Skills
- Checking voicemail / emails regularly
- Ensuring email and voicemail messages are appropriate
- Social media presence when seeking employment
- Reviewing / recreating resume
- Networking
- References
- Completing applications
- Follow-up with employers

When appropriate:

- Mock Interview with an industry professional
- Workplace Tours
- Job Shadowing
- Career Mentorship
- Informational interviews

Securing of placement:

- Confirm placement with student including details of hours per week, pay (if paid) and duties
- Receive feedback regarding satisfaction with placement
- Discussion about handling a conversation with supervisor if any accommodations are needed / anticipated to be needed