Pre-ETS – JOB EXPLORATION COUNSELING 1005X provides students with disabilities the opportunity to learn about careers, the skills/training needed for jobs, and to discover their personal career interests so they can make an informed choice. This service is geared to assist students in exploring all interested career paths as they consider their future employment goals.

Session 1- Intake The first meeting will include a review of their personal interests, education, strengths skills and abilities, work experience and work-based learning opportunities in school, medical and/or behavioral health concerns, and their goals for this assessment. A review of the 122x service process and the outlined goal from the VR counselor is always discussed with the student. The next session is scheduled for the administration of the CareerScope or other Interest survey. Depending on the time, the *Worker Profile* and *Work Values* surveys may be completed also.

Tools /Activities

* 122X Summary Sheet – reviewed with the individual
* Referral documents
* *Worker Profile*
* *Worker Values Survey*

Session 2- Administration of Interest/aptitude Assessment

Each student will be assisted to complete the CareerScope, and if necessary, also assisted to complete one of the other preferred interest assessments: *CareerZone Interest profiler* or *My Next Move*. This generally takes one to 1.5 hours and the results will provide a list of recommended careers for further exploration at the next session. Results will be printed and a copy provided to the student.

Tools /Activities

* *CareerScope*
* *CareerZone Interest Profiler –careeronestop.org*
* *mynextmove.org*
* *Worker Profile*
* *Worker Values Survey*

Session 3- Review of Assessment Results

Staff and the student will complete a thorough review of the results of the assessments and identify and select jobs of interest for further exploration. Students will go online in the *O’Net* or *My Next Move*, and enter their job titles to learn valuable information about these occupations. This includes jobs ‘in-demand’, future projections, skills and education/training requirements, wages in our region, and potential employers. After reviewing their job choices, we will discuss the job requirements and the student’s personal abilities/skills/training to determine if they wish to research more information on these careers. Staff and the student will decide on the next steps in the process, including exploring education and training opportunities, work-based learning options in the local community, informational interviews, job shadows, and work site tours.

Tools /Activities

* *Assessment results – CareerScope, CareerZone Interest Profiler*
* *mynextmove.org*
* *O’Net.org*

Sessions 4-8 -- Training/Education Opportunities, Informational Interviews, Work Site Tours,

 Job Shadows, Tour of Career One Stop, Job Fairs

The students are offered a variety of community based activities at integrated work sites and training sites to further explore their career paths and learn more about their jobs of interest:

* Training/Education Opportunities -- For jobs that require further training, the student will research college curriculums/programs online, workforce training programs, and other online resources, and schedule an interview/visit with training programs/colleges in our local area.
* Informational Interviews/Career Speakers – Students will be assisted to identify a work site and schedule a time to interview an employee performing a specific job. Staff will assist them to prepare questions in advance about work tasks, training, work-site rules, co-workers and supervisors, hours/shifts, benefits, and many more. This could be also conducted with Career Speakers invited to our agency or at a Job Fair.
* Work Site Tours – Tours with local business partners are interesting and provide the opportunity to see all aspects of a work place and learn about all their jobs, including those not always visible to the general public. Staff will contact the businesses to schedule a time for a walk-thru of the business to observe people working at the site and learn about their hiring policies, shifts, and open jobs. Students are encouraged to be prepared to ask questions.
* Job Shadows -- Shadowing at the work site is an excellent way to observe specific jobs as hired staff perform their work tasks. Students follow an employee or team as they work and explain how and why they perform the job in that manner. This is very useful for the students who have no previous work experience and are new to the world of work.
* Tour of Career One Stop – The One Stop in Olean (N. Union St.) provides job placement and other services for anyone in our county who needs assistance finding a job. A tour is a good experience for all the students as they learn about the services and that they can go there any time in their lives to get help with job search. Students who are ready for employment are assisted to register. They also learn about the online job search, the job board, in-demand occupations, available training programs, and the option to apply for a free OATS bus pass if they qualify and are working. It’s a valuable resource in our community.
* Job Fairs – Job Fairs are generally offered twice a year and they are a great opportunity to be able to talk to workers or supervisors at businesses who are recruiting for new employees. At these events students are prepared to ask questions and learn about the businesses as it could lead to an opportunity to job shadow or apply for an open position.

Sessions 9-10

At the conclusion of these activities, students are assisted to review all the information they learned about their careers of interest and to make an informed decision about their career pathways. This will include a combined review of specific job requirements such as specialized training, college degrees, recommended skills and abilities, physical requirements, and the student’s limitations, accommodations, and needs for support.

At this time, with staff guidance, the student will choose a career pathway and employment goal. In the final 1005X report, staff will provide recommendations for ACCES-VR services that could include a community based work assessment, work based learning, job placement, specific training/education, or any other services that would be beneficial. The final 1005X report will be written and submitted within 10 business days to the counselor who will also be offered an opportunity to attend a conference.