

## Vocational Planning Tool

### Identifying Conditions for Success for a Student based on Preferences, Interests, Needs and Strengths

Information collected through this tool can be reflected in the person's Individual Education Plan (IEP), Age Appropriate Transition Assessment (AATA), Individual Plan for Employment (IPE), Individual Service Plan (ISP), Discovery, etc.

**Please note: This tool is NOT intended to be used to document why a student cannot succeed, rather what it will take to see growth and success!**

Student:	School:
Job/Environment Being Evaluated:	Date:
Person completing form:	Agency:

**Multiagency Planning Team Members (if known):** Could include School District, County Board, Opportunities for Ohioans with Disabilities, Mental Health, etc. – list name and agency

**\*\*When considering each of these areas, please keep in mind the skills needed for a *competitive work environment*, not comparing the student's peers\*\***

**Work Related Behaviors – Rate each skill below**

**5 = Competitive    4 = Satisfactory    3 = Shows Progress    2 = Needs Improvement    1 = Unsatisfactory**

	Date assessed			
<b>Social Behavior &amp; Communication</b>				
Self advocacy				
Social interactions				
Appropriate conversations				
Seeks help when needed				
Manners/politeness				
Accepts supervision				
Accepts criticism				
Cooperates with others				
Respectful of others				
Handles stress				
Listens/follows directions				
Expresses personal needs				

	Date assessed			
<b>Appearance &amp; Work Habits</b>				
Grooming & hygiene				
Follows dress code				
Attendance				
Arrives on time				
Returns from breaks				
Fine motor skills				
Gross motor Skills				
Work stamina				
Attitude/work ethic				
Motivation				
Works independently				
Impulse control				

**Other/Comments:**

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## Work Related Behaviors – Rate each skill below

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	Date assessed			
<b>Job Performance</b>				
Completes tasks				
Self-checks work				
Maintains work area				
Works at appropriate rate/pace				
Adapts to change/flexibility				
Takes pride in work				
Detail oriented				
Works at a competitive level				

	Date assessed			
<b>Job Performance</b>				
Retains job tasks				
Attention/focus on tasks				
Follows rules/safety				
Quality of work/accuracy				
Problem solving				
Takes initiative				
Shows improvement of skills				
Persistence				

**Other/Comments:**

**Preferences, Accommodations, Interventions and Prompts:** This is not an exhaustive list. Please add any additional that apply to the student below. Check the box for any observed preferences, accommodations made, interventions tried and prompts used and note below what worked and what did not work.

	Date assessed			
<b>Preferences</b>				
Inside work				
Outside work				
Working alone				
Working with others/on team				
Quiet environment				
Noisy environment				
Repetitive tasks				
Variety of tasks				
Sedentary work				
Active work				
Morning				
Afternoon				
Changing environment				
Consistent environment				
Aversion to smells				
Aversion to heat				
Aversion to cold				
Tactile sensitivity				
Aversion to crowded areas				

	Date assessed			
<b>Accommodations, Interventions &amp; Prompts Used:</b>				
Written checklists				
Picture checklists				
Social cues				
Pictures cues				
Use of timer				
Additional breaks necessary				
Extra time on tasks				
Technology (iPad, phone, etc.)				
Reduced workload				
Broken down tasks (1-2 steps)				
Hand-over-hand prompts				
Physical prompts/assistance				
Verbal prompts				
Gestural prompts				
Repetition of instructions				
Reminders				
Physical adaptations to environment or equipment				

**Please describe what worked and what did not work for the person:**

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Did the level & type of prompting stay the same? Increase? Decrease during the assessment period?

## Conditions for Success/Pulling it all together

Please describe the “Conditions for Success” for this student. For example, what type of environment and task(s) would be best for them? What types of accommodations, interventions, prompts, support would promote the greatest opportunity for their success moving forward on their path to employment?

## Recommendations:

What is needed for the student to move on their path towards competitive, integrated employment? Is this student ready to pursue competitive employment? Why or why not?

**Electronic Signature & Title:**