Youth: _____ **Employment Specialist:** _____ **Date:** _____

PART 1 ASSET-BASED INVENTORY

Interviewee: _____ Relationship to Youth: _____
(the person being interviewed)

What do you like?

Interests and Preferences *This section allows you to get to know and learn about what motivates the youth. You learn about the youth's dreams, aspirations, what holds their interest and how they respond to different situations.*	*Why do you (does the youth) want to work?*
	What is your (the youth's) dream job?
	What are some activities you (the youth) enjoy (e.g., sports, hobbies, passions, etc.)? What does the youth do in their free time?
	Who do you (does the youth) spend time with and what do you (they) do together?
	In what environmental conditions do you (does the youth) do best? (indoors/outdoors, noisy/quiet, many people/few people, slow/fast pace, time of day, routine tasks/variety, etc.)
	How do you (does the youth) best learn a new task (e.g., model/demonstrate, step-by-step, written check list)?

Notes:

What have you done?	
Life & Work Experiences *This section allows you to learn about social activities and experiences through which the youth enjoyed or disliked and has learned transferrable skills that can be used at a well-matched work experience.*	*Are you (is the youth) currently employed and earning wages? If so, where? What accommodations are in place, if any?*
	Have you (the youth) had any previous paid or unpaid work experiences? What tasks did you (the youth) perform in these experiences? What accommodations were needed?
	What types of household chores are completed regularly (both assigned and voluntary)?
	In what community or social activities do you (does the youth) participate? (e.g., sports, clubs, church, interest organizations, etc.)
Notes:	

What can you do?

Skills, Knowledge & Abilities

This section allows you to learn about the youth's natural and current skills. You will learn about the things they are naturally good at, which will give you a baseline of the youth's skills and abilities for a starting point when negotiating tasks and duties.

What are some of your (the youth's) talents, things you (the youth) do well?

What are some of your (the youth's) talents, things you (the youth) do well?	
Dexterity	
Lifting	
Standing	
Math	
Money	
Reading	
Writing	
Computers (Data entry, software programs, formatting, social media)	
Basic Office Skills (ability to file, alphabetical, numeric indexing, scanning)	
Customer Service & Social skills	
Communication/Speech	
Other?	

Have you (the youth) been involved in any specific vocational training? If so, where and when?

What don't you like?

Dislikes & Preferences

This section allows you to learn about situations that would make a work experience miserable for the youth. Through learning about dislikes, you will learn the youth's true preferences.

Are there particular situations you recommend we avoid when searching for work experiences and job opportunities?

What is a job or job setting that you (the youth) do NOT want to do?

Are there particular activities that the youth is "known" to dislike?

Notes:

What help do you need to do well?

Accommodations & Support Needs

This section will allow you to learn and understand what the youth needs to have in place to be successful on the job. Learning if the youth needs a "distraction-free work space or assistive technology, this section will paint the picture of the day-to-day work environment.

What accommodations or supports are currently being provided in school or other settings?

What accommodations might be needed in the workplace (e.g., physical accessibility, assistive technology, special schedule, job coaching, etc.)?

What supports might need to be maintained beyond the initial placement?

What do I need to know about you (the youth) so I can help you (them) identify necessary supports once they are in the workplace?

Notes:

How do you get around?

Transportation Resources *This section will allow you to learn about the transportation resources that are in place for the youth and what is needed.*	*How do you (does the youth) get to places you want to go? (e.g., bus, relative, neighbor, car service, etc.)*
	Do you have a bus pass, mobility sharing pass, or access to other public transportation?
	Have you had travel training? Is it necessary?
	Does the school or employment agency provide transportation to work experience locations?
	What needs to be considered in planning how to get to work? (e.g., family schedules, accessibility, proximity to home, etc.)

Notes:

Who helps and encourages you at home and at school?

Other Available Supports

This section will allow you to learn about other people who can provide support, encouragement and/or resources for the youth as they look for and succeed in their work experience.

Are there people who support and encourage you (the youth)? How do they provide support and encouragement?

- ☐ *Family member:* _____
- ☐ *Friend:* _____
- ☐ *Neighbor:* _____
- ☐ *Neighbor:* _____
- ☐ *Job Coach:* _____
- ☐ *Social Service Agency or personnel:* _____
- ☐ *Other:* _____

Notes:

What else should we know?

Searching for the Work Experience & Other General Observations

Do you (does the youth) have any geographical preferences? (e.g., certain areas of the community, close to home, etc.)

Do you (the youth) have a preference or need to work certain days/hours? An ideal work schedule?

☐ *Part-Time* ☐ *Full-Time* ☐ *Mornings* ☐ *Afternoons* ☐ *Evenings* ☐ *Ideal work schedule:* _____

☐ *Days not available:* _____ ☐ *Hours not available:* _____

_____

Do you (does the youth) have any ideas about the employers or types of employers we should talk to?

How would you describe your (the youth's) temperament? (e.g., easy going, easily frustrated, easily distracted, etc.)

Can you describe any habits, routines or idiosyncrasies you (the youth) do that may stand out to others?

This section provides any additional information about logistical preferences and general observations that may be helpful in planning and pursing a work experience.

Do you have any ideas about employers or types of employers we should talk to? Contacts in your network who may be open to creating a work experience?

Do you know people who might suggest or have contacts with particular employers or types of employers?

Where should we look?

Possibilities and Ideas

This section will allow you to record your thoughts and brainstorms on work possibilities or any matter related to planning for the work experience

Employer leads?

Things to explore?

Action steps?

Notes: