NTACT
National Technical Assistance Center on Transition

Aligning Pre-Employment Transition Services Resource Mapping Tool

VR Transition Counselor

Name: Office:

Phone: Email:

VR Manager

Name: Office:

Phone: Email:

School Transition Coordinator

Name: Office:

Phone: Email:

Special Educator Point of Contact

Name: Office:

Phone: Email:

School Principal

Name: Office:

Phone: Email:

School Point of Contact

Name: Office:

Phone: Email:

DD Point of Contact

Name: Office:

Phone: Email:

DMH Point of Contact

Name: Office:

Phone: Email:

Mapping Existing Services

Purpose: This tool allows for the identification and inventory of existing employment-related services and resources in the school. The idea is to recognize this information and provide direction for the VR services to enhance what is offered to students with disabilities as they prepare for life after high school. As a result of this mapping process, the interagency teams will: 1) identify gaps in employment-related services to secondary students with disabilities; 2) improve alignment and coordination of employment services; and 3) identify new services and/or opportunities.

Directions: In collaboration with your school point of contact/s please review all the pre-employment transition services that are currently provided to students with disabilities at each grade level in secondary education.

Pre-ETS	**School provides service** (add an X if Yes)	**Grade level** (Freshman, Sophomore, Junior, Senior, Summer)
Employment Service: Job Exploration		
Career awareness		
Career Speakers		
Career interest inventories		
Career student organization		
Identification of career pathways of interest to student		
Employment Service: Work-based Learning		
Apprenticeships		
Career mentorship		
Career related competitions		
Informational Interviews		
Job shadowing		
Paid internships		
Unpaid internships		
Service Learning		
Student led enterprise		
Simulated workplace experiences		
Paid work experience		
Unpaid work experience		
Volunteering		
Workplace simulations		
Workplace tours/field trips		
Employment Service: Work Readiness Training		
Skills development on *communication* in the workplace		

Skills development on showing a *positive attitude* in the workplace		
Skills development on *teamwork*		
Skills development on *problem solving in the workplace*		
Skills development on *active listening*		
Skills development on *decision making*		
Skills development on *conflict resolution*		
Skills development on *body language*		
Skills development on *professionalism, including appropriate manners, supporting/respecting others*		
Employment Services: Counseling opportunities for postsecondary education		
Advocate for and document academic accommodations		
Assist with researching careers and postsecondary options		
Identify postsecondary options (e.g., courses)		
Connect to postsecondary resources, information, and website		
Assist with application and enrollment process		
Identify financial aid options		
Attend college fairs and tours		
Provide postsecondary education information to families		
Employment Service: Self-Advocacy		
Complete and update student portfolio		
Self-awareness		
Disability understanding & disclosure		
Knowing one's rights & responsibilities		
Goal setting & decision making		
Knowing how to request help; request and utilize accommodations		
Leadership skills		

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