

**Career Profile**  
**IPS Supported Employment/Education Referral**

**Face Sheet**

Date of referral: 37T

Name: 37T  
Address: 37T  
Email: 37T  
Phone number/s: 37T  
Best way to reach: 37T

Case Manager/therapist: 37T  
State Vocational Rehabilitation counselor: 37T

Referral sent to State Vocational Rehabilitation

Other healthcare/social service providers: 37T

What is the person saying about work? Why does s/he want to work now? What type of job?  
37T

.....

Is this person interested in gaining more education now to advance his/her career goals?  
37T

.....

Please include some information about the person's illness (diagnosis, symptoms, etc.). How might the person's illness (and/or substance use) affect a job or return to school?  
37T

.....

What are some of the person's strengths? (Experience, training, personality, supports, etc.)  
37T

.....

What job (type of job, hours, etc.) do you think would be a good match?  
37T

.....

\_\_\_\_\_  
Person making referral

\_\_\_\_\_  
Title

## Career Profile

This form is to be completed by the employment/education specialist during the first few weeks of meeting with someone. Sources of information include: the person, the mental health treatment team, client records, and with permission, family members and previous employers. The profile should be updated with each new job and education experience using job start, job end, and education experience forms.

## Work Goal

What is your dream job? What kind of work have you always wanted to do?

37T

What are your long-term career goals?

37T

What type of job do you think you would like to have now?

37T

What is it that appeals to you about that type of work?

37T

What type of job(s) do you know that you would not want?

37T

Do you know people who are working? What types of jobs? What do you think about those jobs?

37T

Is there anything that worries you about going to work? Why do you want to work?

37T

## Education

Are you interested in going to school or attending vocational training now to advance your work career?

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### Education/learning history

Did you complete high school?

No

Yes

If no, would you be interested in earning your GED/high school equivalency diploma?  
 No  Yes  N/A

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Did you participate in vocational training classes in high school?  
 No  Yes

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Have you ever completed an apprenticeship (i.e., plumbing, welding, electrician, etc.)?  
 No  Yes

If so, what year? 37T

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Did you complete any job related job-related training in the military?  
 No  Yes  N/A

Please describe the training, including years and any certificates earned. 37T

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**Other education or training programs**  N/A

Name of Educational/ Training Institution: 37T

City/State: 37T

Years attended: 37T

Type of degree or certificate sought: 37T

Degrees, certificates, or classes completed: 37T

If program was not completed, why not? 37T

Liked most about the program: 37T

Liked least about the program: 37T

Type of financial aid used, if any: 37T

Name of Educational/ Training Institution: 37T

City/State: 37T

Years attended: 37T

Type of degree or certificate sought: 37T

Degrees, certificates, or classes completed: 37T

If program was not completed, why not? 37T

Liked most about the program: 37T

Liked least about the program: 37T  
Type of financial aid used, if any: 37T  
  
Name of Educational/ Training Institution: 37T  
City/State: 37T  
Years attended: 37T  
Type of degree or certificate sought: 37T  
Degrees, certificates, or classes completed: 37T  
If program was not completed, why not? 37T  
Liked most about the program: 37T  
Liked least about the program: 37T  
Type of financial aid used, if any: 37T

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Do you have copies of the degrees, licenses, certificates that you have earned?

No

Yes

37T

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Are you interested in earning a specific certificate, license, or degree for work?

No

Yes

37T

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If the individual is not interested in additional schooling or technical training now, skip the next set of questions and ask about work history instead.
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What type of job are you interested in obtaining?

37T

Do you know of a specific training/education program you would like to pursue?

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What is it about that field that interests you?

37T

Do you know about the availability of those jobs in this area? What is the occupational outlook for those jobs?

37T

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When would you like to start an educational or training program?  
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How long do you want to go to a school or training program? What is your timeframe for completing education or training?  
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Would you be interested in visiting some local programs (community college, four-year college, adult vocational training) to learn about different options for degrees and certificates?  
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Are you interested in joining a trade union (e.g., baker's, maintenance)? Do you know the requirements for joining? Would you like to visit the union office to learn more?  
37T

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Are there any other job training or educational opportunities that you would like to learn more about?  
37T

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### School Experiences

Let's talk about some of your school experiences and how they were for you.

			Comments
Being called on in class	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T
Social situations	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T
Taking tests	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T
Learning from lecture	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T
Learning by reading	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T
Learning hands on	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T
Concentration	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T
Memory	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T
Using computers	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	37T

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Did you have an IEP (individual education plan) while you were in school? Did that include different strategies to help you learn? What were those?  
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Were you in any advanced classes? Which ones?  
37T

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Has anyone ever told you that you had a learning disability? What do you know about that?  
What accommodations have helped you in the past?  
37T

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What are your strengths related to being a student?  
37T

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What languages do you know?  
37T

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### Plans for School and Training

What do you need in order to start school?

- |   |   |   |                                       |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Access to a computer                 | <input type="checkbox"/> Computer literacy                | <input type="checkbox"/> Quiet place to study       | <input type="checkbox"/> Transit card |
| <input type="checkbox"/> Financial aid                        | <input type="checkbox"/> Books/ supplies                  | <input type="checkbox"/> Mental health support      | <input type="checkbox"/> Eldercare    |
| <input type="checkbox"/> Help with transit route              | <input type="checkbox"/> Help studying                    | <input type="checkbox"/> Help with a study calendar | <input type="checkbox"/> Childcare    |
| <input type="checkbox"/> Help navigating campus               | <input type="checkbox"/> More support from family/friends |   |                                       |
| <input type="checkbox"/> Help talking to teachers/instructors | <input type="checkbox"/> Other: 37T                       |   |                                       |

Comments: 37T

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What are your resources for paying for school tuition? For books? For other school costs?  
37T

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Have you ever received financial aid for school? Have you ever had a grant? What type? Have you ever defaulted on a grant or student loan?  
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Do you need any type of classroom accommodations?  
37T

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What other types of supports may help you succeed in school or training?  
[Click here to enter text.](#)

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### Work Experience

**Most recent job**  N/A – Person has no work experience

Job title: 37T

Employer:	37T		
Job duties:	37T		
Start Date:	37T	End Date:	37T
How many hours per week:	37T		
How did you find this job?	37T		
What did you like about job?	37T		
What did you dislike?	37T		
What was your supervisor like? Your co-workers?	37T		
Reason for leaving job?	37T		
Other info about job:	37T		

**Next most recent job**  N/A – Person has only had one job

Job title:	37T		
Employer:	37T		
Job duties:	37T		
Start Date:	37T	End Date:	37T
How many hours per week:	37T		
How did you find this job?	37T		
What did you like about job?	37T		
What did you dislike?	37T		
What was your supervisor like? Your co-workers?	37T		
Reason for leaving job?	37T		
Other info about job:	37T		

**Next most recent job**  N/A – Person has only had two jobs

Job title:	37T
Employer:	37T
Job duties:	37T

Start Date:	37T	End Date:	37T
How many hours per week:	37T		
How did you find this job?	37T		
What did you like about job?	37T		
What did you dislike?	37T		
What was your supervisor like? Your co-workers?	37T		
Reason for leaving job?	37T		
Other info about job:	37T		

*Please use additional sheets for other jobs.*

### Military Experience

Not applicable because person was not in the military

Branch:	37T
Dates:	37T
Training or work experience:	37T
Certificate or license:	37T

### Cultural Background

Use the following script to introduce the next set of questions to the person.  
**“Our agency aims to work with people from different backgrounds and with diverse experiences. The next set of questions will help me understand your background and culture, which may help us in planning for jobs.”**

What is important to you in terms of your background and culture? (i.e., race, ethnicity, color, gender, economic status, etc.)  
 37T

Which different languages do you speak? Which language do you prefer?  
 37T



What special events or holidays do you celebrate? Are there family traditions that you still practice? How would you like your family involved as we move forward in the process of getting and keeping a job?

37T

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Is it important to you whether your work supervisor is male or female?

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Have you ever felt discriminated against or treated unfairly when you were looking for work or on the job? Could you tell me about that?

37T

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## Mental Health

Has anyone ever told you that you have a mental illness? If so, what did they say?

37T

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How does your mental illness affect you?

37T

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What are the first signs that you may be experiencing a symptom flare-up?

37T

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How do you cope with your symptoms?

37T

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What medicines do you take and when do you take them?

37T

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How do the medicines work for you?

37T

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## Physical Health

How is your physical health? Do you have any health problems?

37T

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Do you have any problems with the following:

Standing for long periods

No

Yes

Can you stand for more than an hour?

No

Yes

Sitting	<input type="checkbox"/> No	<input type="checkbox"/> Yes
How long can you sit?	37T	
Climbing stairs?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
How many flights? How often?	37T	
Lifting	<input type="checkbox"/> No	<input type="checkbox"/> Yes
How much can you lift?	37T	
Endurance	<input type="checkbox"/> No	<input type="checkbox"/> Yes
How many hours could you work each day?	37T	
Each week?	37T	

What is the best time of day for you?  
37T

### Cognitive Health

Do you have problems with memory?  
37T

Concentrating?  
37T

Doing things fast (psychomotor speed)?  
37T

If so, what things have helped with these issues in the past?  
37T

### Getting Ready for a Job

Do you have the clothes you will need for a job? For interviews?  
37T

Do you have an alarm clock or way to wake up for work?  
37T

Do you have two forms of identification? Picture ID, social security card...?  
37T

How will you get to work?

37T

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## Interpersonal Skills

Would you like a job that involved working with the public?

37T

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Where do you live and with whom do you live?

37T

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Who do you spend time with? How often do you see or talk to them?

37T

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Who can help us think about jobs you would enjoy?

37T

Appointment made with this person to discuss jobs.

If not, why? 37T

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Once you are employed, who would be a good person to support you?

37T

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Anyone else?

37T

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## Benefits

Do you receive any of the following benefits?

- SSI       SSDI       Housing Subsidy     Food Stamps     TANF
  - Retirement from previous job     VA benefits (combat related?  Yes)
  - Spouse or dependent child receives benefits
  - Medicaid     Medicare     Other benefits: 37T
  - Unsure which benefits s/he receives
  - No benefits
- 

Do you manage your own money?

37T

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Referral made to benefits planner.

If no referral, why not: 37T

**Disclosure**  
(or use “Plan for Approaching Employers” Worksheet)

Please explain that each person using supported employment services can decide whether or not their specialist will contact employers on their behalf.

What could be some of the advantages of having an employment specialist contact employers on your behalf?

37T

What could be some of the disadvantages?

37T

Are there any things that you would **not** want your employment specialist to share with an employer?

37T

Do you know whether or not you would like your specialist to go ahead and contact employers on your behalf? (It is okay to change your mind at any time):

37T

If you decided that the specialist should not contact employers, what things would you like him or her to do in order to help you find a job?

- Help with job leads       Help filling out applications       Help writing a resume  
 Rides to job interviews       Practicing job interview questions and answers  
 Help following up on applications       Other: 37T

**Substance Use**

How much alcohol do you drink?

37T

How often?

37T

Is there a particular time of day?

37T

What drugs do you, or have you, used?

37T

How often?

37T

### Legal History

Have you ever been arrested?

37T

Have you ever been convicted of a crime?

37T

Conviction 1: Year: 37T

37T Sentence: 37T

Conviction 2: Year: 37T

37T Sentence: 37T

Conviction 3: Year: 37T

37T Sentence: 37T

Conviction 4: Year: 37T

37T Sentence: 37T

Conviction 5: Year: 37T

37T Sentence: 37T

Conviction 6: Year: 37T

37T Sentence: 37T

What problems, if any, were you having in your life at the time of the offenses? 37T

Do you have any pending legal charges? If so, what charge? 37T

Parole Officer name: 37T PO phone number: 37T

Do you have a copy of your rap sheet?  No  Yes

Do you want to get a copy of it?  No  Yes

## Daily Activity

What is a typical day like for you from the time you get up until you go to bed?

37T

Are there places in your neighborhood that you like to go to?

37T

Do you belong to clubs, groups, a church, etc.?

37T

What hobbies or interests do you have?

37T

What are your typical sleep hours?

37T

**Networking Contacts (Family, friends, previous employers, other)**

37T

**Information from Family, Previous Employers or Others**

37T

\_\_\_\_\_ Date: \_\_\_\_\_  
Staff signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Client signature