GETTING STARTED

Begin by listening, learning, and building trust.

You are just getting to know each other. Instead of focusing on paperwork, review and memorize important questions to ask before meeting. If needed, bring a small pad to take notes and offer to share these with person. Listen for subtle tidbits of information related to employment/education to keep conversation focused. Meet outside the office to learn the most!

GATHERING INFORMATION

Be okay not knowing everything at once – the details will come in time.

- Use existing information to populate form.
- Ask care managers, therapists, psychiatrists, Vocational Rehabilitation counselors, peers, family members (with permission) for information.
  - If no team, then ask for permission to chat with people who know person.
- Schedule time each day to add information to profiles until complete – keep at it!
- Have a goal to learn at least three new things about person with each meeting.
- Keep profile alive by using it and adding new information as it’s discovered over time.
  - Share additions with job seekers and put in clinical file.

ADDITIONAL RESOURCES

⇒ http://www.dartmouthips.org/resources/programs/program-tools/

BENEFITS OF PROFILE

⇒ Discovers passions and interests and strengths
⇒ Guides job choices and educational goals
⇒ Identifies disclosure preferences
⇒ Identifies supportive people to involve
⇒ Shows employment history
⇒ Illuminates supports needed
⇒ Informs useful job search and follow-along plans
⇒ Facilitates brainstorming of ideas in supervision
**QUESTIONS TO ENGAGE JOB SEEKER**

- **Show Belief. Highlight Possibilities.**
  Develop your own creative questions that demonstrate belief in the person and in possibilities.

- **Bring people into the future by asking questions that energize and inspire hope.**
  Focusing on the past too much can hold people back and may get boring.

- **Complete profile** within **first few weeks** of meeting with new person.

- **Explain that the various questions** being asked are helpful for understanding the person’s interests, strengths, uniqueness, culture, and experiences. Answers **help with planning together** for the best job or educational pursuits.

- **DISCLOSURE:** Remember to explain that the person can decide whether or not the IPS specialist will contact employers on job seeker’s behalf AND this decision can be changed at any time.

**Remember to record frequently and share with job seeker and team!**