

# CAREER PROFILE TIP SHEET

Designed to make completing the profile more appealing. (Perfect to stick to the desktop)



## 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!](#)

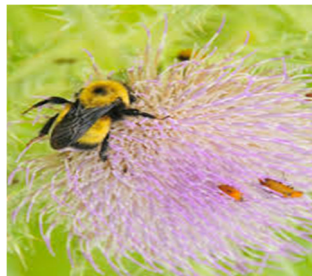
- Start where person is at and go at their pace.
- Listen with openness & curiosity to *person's story*.
- Use open-ended questions to discover details
  - Ask who, what, where, when, how (not why.)
- Use questions to guide, but avoid interrupting.
- Be hospitable – help person feel comfortable.
- Ideas on where to meet (ask person first):
  - Library, café, laundromat, park, book store, university, hotel lobby.

## GATHERING INFORMATION

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

"HELP!  
I'LL NEVER GET  
THIS DONE!"

- 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.dartmouthtips.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

# BASIC TIPS TO GET STARTED

## QUESTIONS TO ENGAGE JOB SEEKER

How did you get here today?

So tell me about your morning.

What jazzes you about going to work/school?

How might being employed change your life?

What do people say you are good at?

What activity have you noticed makes you lose track of time?

What do you want life to look like in 3 years?

When was the last time you felt good? What would it take to reach that again?

With whom do you like to spend time?


What would be the smallest or easiest 1<sup>st</sup> step for you?

Imagine that you are *truly confident* that others will support you. What might you do?

What do you think you are good at? What makes you unique?

If you could talk to your future self, what would you say?

When do you feel most like your true self?

- **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.

## 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.



**Action steps increase hope, confidence, and engagement.**

Gather information while being active in the community.

Develop & review action steps at each meeting.

Meet as frequently as possible to keep momentum.

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