

## Occupational Analysis and Placement in Rehabilitation RHAB 712

### Job Placement Plan Instructions

Develop a job placement plan for a specific client. Choose a real person with whom to work on this job placement plan. **Describe this person to Dr. Brockelman and wait for approval of the person before starting this project.** The plan should incorporate the major elements of job placement discussed in the course. Use the Pimentel book as a guide for developing your plan for working with the person and the Bissonnette book as a guide in developing your plan to work with the employer. You may also find it helpful to read the two articles about employers by Darlene D. Unger at <http://www.worksupport.com/Main/proed.asp>. Attach to your plan any supporting documents used in developing the plan. Your plan does include several of the previous project assignments. Please label the sections of your placement plan. Your plan should include the following:

- a. A narrative description of the background information of the client including demographics, past job experience and educational background, the disability and its implications for work, skill level, and the person's aspirations for the future.
- b. Identification of the specific job of interest to the client.
- c. A resume and cover letter for a real job opening. Include the job ad or posting.
- d. Strategies you will use to prepare the person for interviews. Outline answers your client may give to "Tell me a little about yourself" and one other of the standard questions provided on Blackboard. Discuss how your client will handle the subject of his/her disability in the interview and any other difficult areas such as gaps in employment.
- e. Occupational Information: Use occupational information sources to select and research an alternative job for your client. (Use O\*Net, salary.com, OOH online. Do NOT copy/paste from these sites. Cite them in the body of your paper and include them in your reference list).
- f. Describe the directly relevant skills and transferrable skills the person has which qualify him or her for this job.
- g. Labor Market Survey. Students will select a job that is appropriate for the client. Using a format provided in class, each student will conduct a Labor Market Survey in his/her own geographic area to explore
  - a. availability of the job
  - b. possible income
  - c. needed training
  - d. any other information that would be important in securing and maintaining the job.
  - e. Contact **3 companies** that employ people in the job of your client's interest. Be sure to label each response set with the name of the company.
- h. An employment proposal targeted to a specific employer and a specific job as described in Chapter 3 of Bissonnette.
- i. Description of specific steps in a job search strategy for your client including generating job leads, applying for jobs, and managing the job search.
- j. Recommendations for job accommodations or modifications including the use of assistive technology as needed. Develop an accommodation request letter for your client. Additional

information about this may be found at

<http://www.jan.wvu.edu/media/accommrequestltr.html>. Also, you may find useful information about possible functional limitations of various impairments and potential accommodations at SOAR, the Job Accommodation Network's Searchable Online Accommodation Resource at <http://www.jan.wvu.edu/soar/disabilities.html>.

- k. Plans for post-employment services including working with the employer so that the client will be both successful and satisfied on the job. In developing your strategies for post-employment services, identify three major concerns that may affect your client's ability to keep the job and describe strategies to work with both the person and the employer to address these concerns. Use the Post-Employment Participant Manuals for this, focusing especially on pages 42-47.
- l. Anything else you think should be in a comprehensive job placement plan for this specific person.

<b>Assignment</b>	<b>Point Possible</b>	<b>Points Earned</b>
<b>A &amp; B Client background information and identification of job of interest</b>	<b>10</b>	
<b>C. Resume, Cover Letter, &amp; Job Posting</b>	<b>10</b>	
<b>F. Skills and Transferable Skills</b>	<b>5</b>	
<b>E. Occupational Information</b>	<b>10</b>	
<b>G. Labor Market Survey</b>	<b>10</b>	
<b>H. Employment Proposal</b>	<b>10</b>	
<b>I. Job Search Strategy</b>	<b>5</b>	
<b>J. Accommodations</b>	<b>10</b>	
<b>D. Interview Preparation</b>	<b>10</b>	
<b>K. Post-employment Service Plans</b>	<b>5</b>	
<b>Presentations</b>	<b>10</b>	
<b>Spelling, Grammar, Citations of Sources</b>	<b>5</b>	
<b>Total</b>	<b>100</b>	