

## Obtaining Employment Assessment Charts

The following charts<sup>1</sup> assist employment services professionals in preparing the person with FASD (referred to as 'the client' here) to obtain employment by assessing workplace fit. These charts can be used to monitor the progress made over time. Where possible, these charts should be completed collaboratively with the client and the opportunity should be provided for the latter to provide feedback. The final table allows you to highlight concerns and target specific actions to support the person with FASD.

Chart 1: Searching for work

Chart 2: Assessment of new workplace suitability for my client

Name of Client: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Job position: \_\_\_\_\_

Date of initial assessment: \_\_\_\_\_

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<sup>1</sup> The charts have been adapted and reproduced with permission from Makela, Kapasi and Pei (2019).

Makela, M., Kapasi, A., & Pei, J. (2019). Guide for employment professionals supporting employment in adults with Fetal Alcohol Spectrum Disorders\_V2. Retrieved from [Supporting Employment in adults with Fetal Alcohol Spectrum disorder \(nofasd.org.au\)](https://www.nofasd.org.au/supporting-employment-in-adults-with-fetal-alcohol-spectrum-disorder)

### Chart 1: Searching for Work

Job Search		Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/
<b>Avenues for job searching</b>	When and where possible, I have identified existing connections in my client’s life that can support them in their job search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have reviewed my client’s work and volunteering experiences and identified positive experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have assisted my client in looking for work that meet criteria if they are on income support or other funding program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If paid work is not feasible at this point, I have identified positive volunteering experiences that may help my client nurture the skills they require for future work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have determined the type of employment that is best suited for my client (e.g., supported, sheltered) based on diagnostic/psychological/neuropsychological reports, funding status, etc. I have discussed these options with the client and other professionals involved in their care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have completed and reviewed my client’s career interest inventory to guide their job searching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Job Application and Preparation</b>	I have helped my client prepare a resume and cover letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	I have helped my client prepare for job interviews (e.g., by providing example interview questions, discussing/brainstorming possible responses to questions, role-playing, etc.)						
	I have connected my client with relevant resources to assist them in preparing a resume and cover letter and preparing for job interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Client's Feedback</b>	I have consulted with the client and provided them with the opportunity to give their feedback regarding the job preparation and job searching process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have taken the client's feedback on board and have implemented it to the best of my ability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the table below, outline any issues that you hold and describe your action plan to address these issues. To ensure a collaborative and respectful approach, please endeavour to involve the employee in this process. Note any progress that has been made in these areas.

Date	Current Issues	Agreed Action Plan	Progress Made	Successes Encountered	Move to a different phase is needed? Yes/No. Specify what change is needed.

## Chart 2: Assessment of New Workplace Suitability

Workplace suitability		Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/
<b>Communication &amp; Social Skills</b>	The potential workplace is appropriate given my clients social skills/communication abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stress Management</b>	The potential workplace is appropriate given my client's stress management abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Time Management</b>	The potential workplace is appropriate given my client's time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork</b>	The potential workplace is appropriate given my client's teamwork skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education &amp; Training</b>	I am up to date on my client's level of education and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Career Goals and Interests</b>	The potential place of employment fits my client's employment goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The potential place of employment fits my client's hobbies and career interests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The potential place of employment fits my client's motivations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Psychological Assessment</b>	I am using the psychological/neuropsychological report to inform my client's job search and determine if the potential placement of employment is suitable for them by considering their unique profile of strengths and weaknesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Training &amp; Education</b>	The potential place of employment fits with the hours mu client can work each week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ideal # of hours and days of work per week</b>	The potential place of employment fits with the hours my client can work each week	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employer characteristics</b> The potential place of employment:	Tick the following; <ul style="list-style-type: none"> <li><input type="checkbox"/> Is open to accommodations</li> <li><input type="checkbox"/> Can provide a support person on site if needed.</li> <li><input type="checkbox"/> Can help the employee implement lists and reminders.</li> <li><input type="checkbox"/> Can adjust the degree of routine as needed.</li> <li><input type="checkbox"/> Is accessible by client's means of transportation.</li> <li><input type="checkbox"/> Is open to learning about FASD.</li> <li><input type="checkbox"/> Has an inclusive workplace policy or is willing to incorporate such a policy within their current practices.</li> </ul>						

<b>Job Duties &amp; Expectations</b>	Obtain list of job duties and review with client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Determine if adjustments to job duties are needed and possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Obtaining the Right Job</b>	<b>I believe we have a found a good place of employment for this client</b>	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___
		<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
		<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>
	<b>I have consulted with the employee and they feel that the place of employment is suitable for them (if not, please record in the table below).</b>	_/_/___	_/_/___	_/_/___	_/_/___	_/_/___	_/_/___
		<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
		<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>

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