

Employment Specialist Onboard Checklist

This checklist has been developed as a tool for managers to utilized when onboarding a new employment support professional [ESP]. It is intended to provide an ESP with a foundational understanding of their role and function in providing employment supports, completing Discovery and career planning activities, and business engagement. Ensure a new ESP has been educated, trained, and onboarded for any activity they are being expected to perform.

This checklist is intended to be organization and program specific. Trainings required through Eleversity [Innovations] should supplement your departmental training and not substitute.

| 1. INITIAL ONBOARDING | | Trainer Initials ↓ |
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| | Orient new employee to organization, different departments, SEMP department, including physical environment | |
| | Review job description and expectations | |
| | Distribute equipment and provided tutelage on equipment and technology required to perform functions of position. [Examples: <i>Online MIS, Zoom functions necessary for Innovation trainings, shared calendar, shared documents, O*NET, ADP; any other specific to an organization</i>] | |
| | Explain expectations of professionalism in the organization, the business, with the individual, and Innovations trainings | |
| 2. INTRODUCTION TO EMPLOYMENT SERVICES | | |
| RECOMMENDED INNOVATIONS TRAINING: <i>Introduction to Employment Services</i> | | |
| | Provide overview of SEMP services: Purpose, process, function of various roles and responsibilities | |
| | Instruct new employee on allowable SEMP services and documentation | |
| | Review state/federal funding streams that support employment services [<i>OPWDD, ACCES-VR, OMH, Independent Living Centers</i>] and what service(s) employee will be providing | |
| | Review common acronyms, employment terminology, concepts, and functional limitations | |
| | Explain and describe key concepts of SEMP services: Employment First, Integration, Inclusion, Person-centered services, Informed choice, natural supports, and Disclosure | |
| | Describe models of supported employment [Group, job share, self-employment, individual placement, customized employment, etc.] | |
| | Explain vocational pathways to SEMP that occur within and outside of your organization | |
| | Define and illustrate OPWDD expectation of <i>Competitive Integrated Employment [CIE]</i> through SEMP services. | |
| ONBOARDING BY JOB FUNCTION [<i>Before assigning an activity to a new employee, ensure that they have been onboarded in the necessary areas to meet the expectations</i>] | | |
| 3. DISCOVERY — ASSESSMENT AND CAREER PLANNING | | |
| RECOMMENDED INNOVATIONS TRAINING: <i>Discovery: Assessment and Planning</i> | | |
| | Provide overview of Discovery and Career Planning: purpose and process | |
| | Describe Discovery and Career Planning activities: File review, Interviews, Observations, Situational Assessments, Community-based experiences, benefits advisement, Report findings, Career Research, Recommendations [<i>Explain process and purpose of each activity; documentation expectations</i>] | |
| | Review <i>Job Development</i> and <i>Vocational Development Plans</i> . Explain purpose of reports, how they extend from the Discovery results and recommendations, and how plans will identify ongoing vocational development | |
| | Document Discovery findings using observations, work experience outcomes and results from all sources | |

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| | Explain and describe coaching skills required during the Discovery process [See next Job Coach — Teaching and Training] | |
| 4. JOB COACHING — PROVIDING WORKPLACE SUPPORTS | | |
| RECOMMENDED INNOVATIONS TRAINING: <i>Effective Job Coaching</i> | | |
| | Outline for new employee what information is necessary, prior to job coaching intensive or extended services, and how to access the information [<i>Name and profile of employee, the business, contact person, where the employee works within the business, how to perform the functions of the job they are coaching for, where the individual is in the learning process, service being provided, how to perform coaching techniques specific to the learner, the individual's preferred learning style, and supports and accommodations</i>] Ideally, the new employee should have an introduction prior to coaching assignment | |
| | Explain the key concepts in Job Coaching [<i>systematic training techniques, natural cues, prompting, job analysis, job match analysis/discrepancy, task analysis, natural supports, fading, accommodations, preferred learning style, reinforcement</i>] | |
| | Describe how to document prompting, training, self-management strategies and responses using observed actions and evaluate progress | |
| 5. SITE DEVELOPMENT FOR DISCOVERY, ETP & INDIVIDUAL PLACEMENT | | |
| RECOMMENDED INNOVATIONS TRAINING: <i>Basics of Business Engagement & Job Development</i> | | |
| | Explain how to canvas and develop relationships with potential employers, describe a person's skills and how they can benefit the business, and when to address accommodations, if needed. Explain how the agency's services benefit the business. | |
| | Explain the various outcomes of site/job development [<i>volunteer, tour, informational interview, mock interview, job shadow, situational assessment, internship, individual placement, building a business network</i>] | |
| | Instruct on where to find and how to utilize labor market information | |
| | Explain and demonstrate how to use the Job Development Plan (derived from the Discovery and Career Planning findings) to ensure a targeted job match and how to negotiate job duties, if needed | |
| 6. LEGISLATION AND REGULATIONS RELATED TO SUPPORTED EMPLOYMENT | | |
| | Americans with Disability Act [<i>ADA</i>] | |
| | Fair Labor Standards Act [<i>FLSA</i>] | |
| | Olmstead Decision [<i>Integration Mandate</i>] | |
| | Employment First | |
| | Tax Credits [<i>WOTC, WETC</i>] | |
| | Social Security work incentives [<i>Benefits advisement, Plan for Achieving Self-Sufficiency—(PASS) Plan, Impairment Related Work Expense—IRWE</i>] | |
| | | |
| Signature of Manager/Onboarding Trainer: | Date: | |
| Signature of Employee: | Date: | |