

## Employment Experiences Process

- The student will complete interest inventories and other self-exploration assessments to help match up interests with specific jobsites
- The student will complete a mock job application for the position of choice
- With the help of the Employer and Job Coach the student will interview for the job
- The Training Agreement will be completed and signed by all parties
- The Job Coach will get a list of specific job tasks from the employer and create a list or task analysis if necessary for the student
- The student will complete their tasks at the jobsite for the required amount of time
- Towards the end of the experience the Job Coach and Employer will complete the Student Evaluation Form. It will identify areas where the student needs more support. This information will also give the Job Coach guidance for the purpose of decision making and program planning
- At the end of the experience the Job Coach and Employer will complete a Letter of Recommendation to add to the student's Transition Portfolio and the student will add the experience to their resume



“People with disabilities have abilities too and that is what this experience is all about - making sure those abilities blossom and shine so that all the dreams they have can come true.”

**-Mary McAleese**



Employment Experiences Program

*GST Multidistrict*



## What is the Employment Experiences Program?

Our Employment Experiences program is a way to provide real, hands on work experiences to our students with disabilities. It helps students gain knowledge of various work skills, teaches soft skills and provides an opportunity to narrow down future career options.

## Time Commitment?

This is set up on an individual basis, however, we typically have our students work one period a day 3-5 days a week for nine weeks. If the job site is going well and the student and employer would like to continue with the placement, students may stay on as long as 18-36 weeks.

## Are the student's paid?

We follow the Fair Labor Standards Act. Our students are considered "trainees" and therefore are not entitled to any payment for services, instead receiving high school credit.

## Liability Insurance?

All of our students in the Employment Experiences program are covered under the GST Multidistrict liability insurance policy and are not the responsibility of the jobsite employer if injury should occur.

## What is my job as the Employer?

- Provide a natural environment for instruction in order to meet the goals stated on the students plan. The team asks that you first interview the student for the position before they begin.
- Provide a safe and hazard free environment under which job experiences can be carried out
- Provide feedback to the student and job coach relating to the training and progress of the student. An evaluation form will be provided to you.
- Clearly communicate with the Job Coach the specific job tasks for the student, job and worksite expectations, etc.
- Provide any specific equipment or clothing that may be necessary for the student to complete the job tasks.

## Do I provide a job coach?

Depending on the severity of the student's disability, a job coach will be provided by the school to accompany the student during their work experience. The overall goal of the Job Coach is to provide support to the co-workers and employer and to orient, train and supervise the student with a disability as they would any other employee.

## Transportation?

The school will provide transportation for the student and job coach to and from all jobsites unless other arrangements have been made.

“It's not our disabilities,  
it's our abilities that  
count.”  
-Chris Burke

## Training Agreement?

We do ask that all of the parties involved in the Employment Experiences program sign a training agreement prior to the start date. Those involved include: student, case manager, employer, job coach and parent. This ensures that the student's entire team understands their duty and responsibility.

## What is a disability and how do I handle that in the workplace?

A disability is a physical or mental condition that limits a person's movements, senses or activities. The students we service have a variety of disabilities such as: autism, language disorders, traumatic brain injury, hearing impairment, physical impairment, intellectual disability, learning disability, emotional disability or vision impairment. Specific details about the student's disability will be provided to you prior to the student's first day of employment. Most importantly it's essential to remember that all of the information you receive about a student and their disability should remain confidential.

## What if I have questions/concerns?

All questions and concerns can be brought to the job coach and case manager at any time. This is meant to be a positive experience for all parties involved so if problems arise they should be addressed immediately. Please contact \_\_\_\_\_ at \_\_\_\_\_