

What is (and what isn't) Job Development?

What is Job Development?

- Begins with a targeted Job Development list from the “action plan” section of the PCEP.
- Starts with the skills, interests, preferences, and support needs of the job seeker, and then translates those into potential job tasks. A list of employers is then created that are thought to have need of these tasks and that environmentally & culturally fit what you know of the job seeker.
- Contacts in businesses are developed through typical means of networking in the community – using people known by the job seeker and the employment specialist.
- Employment Specialist will determine what his/her role will be in speaking with employers. These decisions are made on an individual basis, taking into consideration the preferences of the job seeker and what will be most effective for representing the job seeker in positive ways to a potential employer.
- Researching information about businesses before meeting with them, via internet, word of mouth, informational interviews, etc. so that the ES and/or job seeker enter meetings informed of basic information about the company and work needs.
- Determining whether to seek an open job within a company or negotiate a customized job. This is an individualized determination based on what you know about the job seeker and how they can best find fitting employment that uses what they have to contribute.
- Once a potential place of employment is identified, and the employer interested, a job analysis is conducted to learn more about the job, the company, the culture, the people, the typical ways people learn, and identification of natural supports. This analysis assists in the determination of whether this would be a good fit for the job seeker.
- Preparation of marketing materials that represents your agency as an employment service and the people you represent as competent, able potential employees.
- Includes assisting with resume writing and interview prep when these tools will be used in job search.

What Isn't Job Development?

- Assisting job seeker to fill out applications for entry level jobs that “people with disabilities” can do.
- Completing applications for job seeker, without meeting with employer to learn more about the job and/or represent the job seeker.
- Seeking open jobs that do not necessarily fit with the skills, interests, and preferences of the job seeker.
- Making cold calls asking if they are hiring.
- Contacting the same handful of businesses that are friendly to your agency and job seekers.
- Offering employment options based on employers that the Employment Specialist already knows.
- Having employment staff dedicated to forming relationships with businesses and then filling in their openings with available job seekers.
- Talking to employers about how people need to be given a chance, speaking only of personality traits, and using charity tactics to secure employment.
- Finding work that is intended for people with disabilities, alongside other people with disabilities.