Job Development At a Glance

Networking	• Be part of the local business community • Business Groups – attend, join, and build relationships • Personal & Professional contacts
Informational Interview/Job Analysis	• Spend time learning about a business • Learn about hiring needs and processes • Learn about workplace culture, expectations, and orientation • Identify a potential employer more likely to be a "good fit"
Application/ Negotiation	• Represent job seeker (when needed) • Support job seeker to translate skills/interests into contributions for the employer • If customizing – identifying employer needs & potential tasks to create a position • Interview preparation & resume development
All job development actions are based upon vocational goal determined in PCEP/Career Profile	
The decision if and how to disclose is always up to the job seeker	

training project setp supported employment