**Customized Employment Meeting Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Seeker’s Name: |  | | |
| Date: |  | | |
| **Promoting Success** | | | |
| What Works: | | What Doesn’t Work: | |
| **Characteristics of an Ideal Job** | | | |
| Conditions for Employment |  | | |
| Interest Areas |  | | |
| Contributions: *Strongest Positive* *Personality Characteristics* |  | | |
| Contributions: *Most reliable strengths* |  | | |
| Contributions:  *Best skills to offer to potential employers* |  | | |
| **Task List** | | | |
| Tasks Job Seeker can do and enjoys doing |  | | |
| Tasks that are felt to be needed in the local area |  | | |
| Tasks that meet the ideal characteristics |  | | |
| **Potential Employers** | | | |
| Employer | Contacts | | Tasks |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Next Steps** | | | |
| Employment-related skills to develop | How to develop those skills | | Who will take action? By when? |
|  |  | |  |
| Employers to prioritize | Who will contact? | | By when? |
|  |  | |  |