**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?  |
|  |  |  |