


GRIFFIN-HAMMIS ASSOCIATES, LLC
CUSTOMIZED WAGE EMPLOYMENT MILESTONES

Action Step	Process	Duration	Total Effort In Hours	Reporting	Team Member(s)
DISCOVERY PLAN	Develop plan with initial steps to take needed to create the Employment Seeker profile. <i>Recommended: start with home/neighborhood visit & build the plan based on preliminary findings</i>	1 week	5 to 16	CE Plan	
DISCOVERY	Implement Steps of the Plan and Record findings. <i>Recommended: Interview people who know the person well; identify & conduct activities to test what you are told or observe. Engage in activities that reveal themes; skills; talents & interests; teachable skills of relevance to the individual; potential contributions (humor, friendliness) in a worksite, etc. Take pictures for possible portfolio</i>	4-6 weeks	6 – 20	CE Plan	
EMPLOYMENT SEEKER PROFILE	Create a descriptive narrative of Employment Seeker developed from the activities of Discovery resulting in a solid profile including Ideal Conditions of Employment, Support needs and strategies, etc. <i>Recommended: identify at least 3 vocational themes arising from Discovery to investigate as discrete interests or combine into something unique (e.g. an interest in computers & baseball may become a search for internet-based baseball-related companies). Caution: do not think in “Dream Jobs” or “job descriptions”</i>	2 weeks	4-8	Profile completed and recorded in CE Plan or Voc Profile	
PLAN FOR EMPLOYMENT	An employment plan is developed with the individual’s team and includes the “List of 20” (Going where the career makes sense); timeline for action; support strategies; referral plans (One-Stop, VR), Benefits Analysis development plan, etc. <i>Recommended: Create a 20-List for each of the 3 themes; combine ideas, refine, select 5 or 6 places to begin conducting informational interviews and let the information revealed from those guide your next steps of investigation</i>	2 weeks	3	CE Plan or Voc Profile	
GOING WHERE THE CAREER MAKES SENSE	Develop timeline for Informational Interviews. <i>Recommended: read Chapter Four, Job Developer’s Handbook</i>	1 week	4	CE Plan	
JOB DEVELOPMENT	Begin Info Interviews; adapt job development strategies to negotiate the job for a specific job or job site. <i>Recommended: Observe work culture; core tasks performed by workers; intersecting tasks that allow for natural co-worker support; ask about competition, new needed technology that may lead to resource Ownership, etc. (Note: these are job analysis activities)</i>	2-8 weeks	10 – 40	CE Plan	
Prospecting	If possible, use Social Capital of family and Team, or others to determine who to meet in a particular business	1 week	1 - 4	CE Plan	

Make an apt	Get a 30 minute meeting & tour with at least 5 or 6 employers to discuss with Key persons and Job Seeker the key aspects of a successful Career Plan	1 week	2 - 6	CE Plan	
Interview	Engage these “mentors” in discussions of the career and advice to the Employment Seeker. <i>Recommended: Have Employment Seeker show Portfolio</i>	2 weeks for 6 visits total	2 - 12	CE Plan; use Portfolio if available	
Tour	Tour businesses to see all major operations; observe for Resource Ownership, Carving and Creation opportunities including Small Business/Supply Chain options/Biz within a Biz. <i>Recommended: Listen & observe (don't propose marriage before the 1st date, but be aware of subtle job offers)</i>	included above	included above	CE plan	
Negotiate & Close	Propose an employment arrangement (a trial work experience at the least if there is a match); determine pay, hours, training, etc. <i>Recommended: this activity may take place during the Info Interview, or as a follow-up action after several tours from the 20 List.</i>	1 week	2 – 6	Job Analysis Record and CE Plan	
JOB ANALYSIS	Job analysis is sometimes initiated during informational interviews; conducted after hiring...or in some cases as part of the closing/negotiation. Determine training regimen, natural supports, key work routines (“Projects”) etc. <i>Recommended: Use the GHA Job Analysis Record to record job site information</i>	2 days	3 – 8	Job Analysis Record	
WORK SUPPORTS	Negotiate initial and on-going training, transit, etc.	2 days and then on-going	As needed	Job Analysis Record, CE Plan	

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