## Overview of my Employment Project



Name: \_\_\_\_\_ Date: \_\_\_\_

The overview allows for the collection of information from all the questionnaires and demonstrates any similarities or differences between the perception that the student has of him/herself, and those of the school personnel and of their parents. The primary person working with the student usually fills in this document.

During the meeting at which the action plan will be worked out, the overview document becomes a precious tool to facilitate constructive discussions about future projects of the student. To prepare for the meeting, it may be a good idea for the participants to become aware of this document beforehand. It is important that the student see the document before the meeting, and he/she receive support in understanding it's contents if need be. The means to achieve the goals of the student can be worked out during the meeting.

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| Employment   | Student  | Parents  | School Personnel   |
|--|--|--|--|
| I would like   | ☐ Yes, this is the work desired to do:   | ☐ Yes, this is the work desired to do:   | ☐ Yes, this is the work desired to do:   |
| to work  | <ul><li>☐ Yes, but not sure what is wanted</li><li>☐ No</li><li>☐ I am not sure</li></ul>  | <ul><li>Yes, but not sure what is wanted</li><li>No</li><li>I am not sure</li></ul>  | <ul><li>☐ Yes, but not sure what is wanted</li><li>☐ No</li><li>☐ I am not sure</li></ul>  |
| I would like<br>to work for the<br>following reasons | ☐ To make money ☐ To help others ☐ To be independent ☐ To meet challenges ☐ To make others happy ☐ To be proud of myself ☐ To be part of a group ☐ To live in an apartment ☐ To have a love relationship ☐ Other   | ☐ To make money ☐ To help others ☐ To be independent ☐ To meet challenges ☐ To make others happy ☐ To be proud of myself ☐ To be part of a group ☐ To live in an apartment ☐ To have a love relationship ☐ Other   | ☐ To make money ☐ To help others ☐ To be independent ☐ To meet challenges ☐ To make others happy ☐ To be proud of myself ☐ To be part of a group ☐ To live in an apartment ☐ To have a love relationship ☐ Other   |
| Employment<br>sector of my<br>dreams                 | Administration and Commerce Agriculture and Fishing Food Services and Tourism Construction and Public Works Woodworking and Building Materials Electronics Maintenance of Motorized Equipment Environment and Landscaping Machining Social Services, Education or Judicial Beauty Care Other | Administration and Commerce Agriculture and Fishing Food Services and Tourism Construction and Public Works Woodworking and Building Materials Electronics Maintenance of Motorized Equipment Environment and Landscaping Machining Social Services, Education or Judicial Beauty Care Other | Administration and Commerce Agriculture and Fishing Food Services and Tourism Construction and Public Works Woodworking and Building Materials Electronics Maintenance of Motorized Equipment Environment and Landscaping Machining Social Services, Education or Judicial Beauty Care Other |

| Employment                       | Student | Parents | School Personnel  |
|----------------------------------|---------|---------|---|
| Needs with respect to employment |         |         | <ul> <li>Knowledge of myself (interests, strengths, weaknesses)</li> <li>Areas of work that match my interests and abilities</li> <li>Skills necessary for the different occupations</li> <li>Advantages and disadvantages of different occupations</li> <li>Attitudes towards work</li> <li>Opportunities for training</li> <li>Writing my curriculum vitae (CV)</li> <li>Job offers</li> <li>Job search</li> <li>Knowledge of the 'Black Market"</li> <li>Preparation for an interview</li> <li>Importance of good references</li> <li>Information on my limitations to give to the employer</li> <li>Resources available when working (CLE, CJE, SEMO)</li> <li>Other</li> </ul> |

| Professional<br>Skills   | Student  | Parents  | School Personnel   |
|--|--|--|--|
| <ul><li>(1) Can do easily</li><li>(2) Can do with difficulty</li><li>(3) Cannot do</li></ul> |  |  |  |
| Posture  | Posture Able to do for a long time Stand Sit Stand and sit alternately Able to do Bend Squat Kneel   | Posture Able to do for a long time Stand Sit Stand and sit alternately Able to do Bend Squat Kneel   | Posture Able to do for a long time Stand Sit Stand and sit alternately Able to do Bend Squat Kneel   |
| Use of limbs   | Use of limbs  Hands Arms Legs Feet Limbs on one side only  | Use of limbs  Hands Arms  Legs Feet Limbs on one side only   | Use of limbs  Hands Arms Legs Feet Limbs on one side only  |
| Fine Motor   | Fine Motor Coordinate movements Of the hands Of the upper body Of the lower body upper and lower together Pick up objects In 1 hand In 2 hands Between thumb and index finger Perform precise tasks Screw in and out Turn buttons Pick up with fingers | Fine Motor  Coordinate movements  Of the hands  Of the upper body  Of the lower body  upper and lower together  Pick up objects  In 1 hand  In 2 hands  Between thumb and index  finger  Perform precise tasks  Screw in and out  Turn buttons  Pick up with fingers | Fine Motor  Coordinate movements  Of the hands  Of the upper body  Of the lower body  upper and lower together  Pick up objects  In 1 hand  In 2 hands  Between thumb and index  finger  Perform precise tasks  Screw in and out  Turn buttons  Pick up with fingers |
| Moving from<br>place to place  | Move on flat ground Move quickly Move short distances Climb/descend a hill Climb/descend stairs Climb/descend a ladder Keep my balance   | Move on flat ground Move quickly Move short distances Climb/descend a hill Climb/descend stairs Climb/descend a ladder Keep my balance   | Move on flat ground Move quickly Move short distances Move long distances Climb/descend a hill Climb/descend stairs Climb/descend a ladder Keep my balance   |

| Professional Skills (1) Can do easily (2) Can do with difficulty (3) Cannot do | Student   | Parents   | School Personnel  |
|--|---|---|---|
| Handling<br>objects  | Lift objects less than 5 kg. Lift object more than 5 kg. Carry objects more than 5 kg. Push loads Pull loads Use power tools Drive a motorized vehicle  | Lift objects less than 5 kg. Lift object more than 5 kg. Carry objects more than 5 kg. Push loads Pull loads Use power tools Drive a motorized vehicle  | Lift objects less than 5 kg. Lift object more than 5 kg. Carry objects more than 5 kg.  Rush loads Pull loads Use power tools Drive a motorized vehicle   |
| Vision   | See far See close Distinguish details Use complete visual range Perceive distances Distinguish colours  | See far See close Distinguish details Use complete visual range Perceive distances Distinguish colours  | See far See close Distinguish details Use complete visual range Perceive distances Distinguish colours  |
| Hearing  | Hear sounds clearly Recognize voices Locate sounds  | Hear sounds clearly Recognize voices Locate sounds  | ☐ Hear sounds clearly ☐ Recognize voices ☐ Locate sounds  |
| Other<br>Senses  | □ Distinguish tastes □ Distinguish smells □ Distinguish textures □ Identify forms and objects by touching   | ☐ Distinguish tastes ☐ Distinguish smells ☐ Distinguish textures ☐ Identify forms and objects by touching   | ☐ Distinguish tastes ☐ Distinguish smells ☐ Distinguish textures ☐ Identify forms and objects by touching   |
| Tolerances   | Work in the cold Work in the heat Work in presence of dust, gas or fumes Work in a noisy environment Work in a wet environment Tolerate physical effort for a short time Tolerate physical effort for a long time | Work in the cold Work in the heat Work in presence of dust, gas or fumes Work in a noisy environment Work in a wet environment Tolerate physical effort for a short time Tolerate physical effort for a long time | Work in the cold Work in the heat Work in presence of dust, gas or fumes Work in a noisy environment Work in a wet environment Tolerate physical effort for a short time Tolerate physical effort for a long time |

| Professional                |   |   |   |
|-----------------------------|---|---|---|
| Skills                      | Student   | Parents   | School Personnel  |
| (1) Can do easily           | Student   | rarems  | School Personnel  |
| (2) Can do with             |   |   |   |
| difficulty<br>(3) Cannot do |   |   |   |
|                             | Sustain attention Concentrate Memorize in the short term (less than 30 minutes) Memorize in the long term | Sustain attention Concentrate Memorize in the short term (less than 30 minutes) Memorize in the long term | Sustain attention Concentrate Memorize in the short term (less than 30 minutes) Memorize in the long term |
|                             | (more than 1 day)   | (more than 1 day)   | (more than 1 day)   |
|                             | Learn new things and apply  | Learn new things and apply  | Learn new things and apply  |
|                             | them  | them  | them  |
|                             | Carry out repetitive work   | Carry out repetitive work   | Carry out repetitive work   |
|                             | Carry out simple  | Carry out simple  | Carry out simple  |
|                             | instructions  | instructions  | instructions  |
|                             | (less that 4 steps)   | (less that 4 steps)   | (less that 4 steps)   |
| Intellectual                | Carry out complex   | Carry out complex   | Carry out complex   |
|                             | instructions  | instructions  | instructions  |
| Activities                  | Follow a design   | Follow a design   | Follow a design   |
|                             | Distinguish different sizes   | Distinguish different sizes   | Distinguish different sizes   |
|                             | Classify objects by   | Classify objects by   | Classify objects by   |
|                             | category  | category  | category  |
|                             | File papers and documents   | File papers and documents   | File papers and documents   |
|                             | Organize my work  | Organize my work  | Organize my work  |
|                             | Make judgments  | Make judgments  | Make judgments  |
|                             | Be creative   | Be creative   | Be creative   |
|                             | Make associations between   | Make associations between   | Make associations between   |
|                             | ideas   | ideas   | ideas   |
|                             | Write a text  | Write a text  | Write a text  |
|                             | Carry out simple  | Carry out simple  | Carry out simple  |
|                             | mathematical  | mathematical  | mathematical  |
|                             | operations  | operations  | operations  |
|                             | Carry out complex   | Carry out complex   | Carry out complex   |
|                             | mathematical  | mathematical  | mathematical  |
|                             | operations  | operations  | operations  |
|                             | Measure distances   | Measure distances   | Measure distances   |
|                             | Measure liquids, weights  | Measure liquids, weights  | Measure liquids, weights  |
|                             | Tell the time   | Tell the time   | Tell the time   |
|                             | Understand the notion of  | Understand the notion of  | Understand the notion of  |
|                             | time  | time  | time  |

| Professional Skills (1) Can do easily | Student                     | Parents                     | School Personnel            |
|---------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| (2) Can do with difficulty            |                             |                             |                             |
| (3) Cannot do                         |                             |                             |                             |
|                                       | Make choices                | Make choices                | Make choices                |
|                                       | Able to start tasks on my   | Able to start tasks on my   | Able to start tasks on my   |
|                                       | own<br>Take initiative      | own<br>Take initiative      | own Take initiative         |
|                                       | Persevere                   | Persevere                   | Persevere                   |
|                                       | Adapt to changes            | Adapt to changes            | Adapt to changes            |
| Behaviour                             | Handle competition          | Handle competition          | Handle competition          |
| Denavioui                             | Take responsibility         | Take responsibility         | Take responsibility         |
|                                       | Follow rules                | Follow rules                | Follow rules                |
|                                       | Respect time limitations    | Respect time limitations    | Respect time limitations    |
|                                       | Have a positive self image  | Have a positive self image  | Have a positive self image  |
|                                       | Handle stress               | Handle stress               | Handle stress               |
|                                       | Be rigourous                | Be rigourous                | Be rigourous                |
|                                       | Be on time                  | Be on time                  | Be on time                  |
|                                       | Work in a safe manner       | Work in a safe manner       | Work in a safe manner       |
|                                       | Respect the standards for   | Respect the standards for   | Respect the standards for   |
|                                       | the quantity of work        | the quantity of work        | the quantity of work        |
|                                       | Respect the standards for   | Respect the standards for   | Respect the standards for   |
|                                       | the quality of work         | the quality of work         | the quality of work         |
|                                       | Socialize                   | Socialize                   | Socialize                   |
|                                       | Work in a team              | Work in a team              | Work in a team              |
|                                       | Work alone (autonomy)       | Work alone (autonomy)       | Work alone (autonomy)       |
| Social                                | Listen                      | Listen                      | Listen                      |
| Relations                             | Hold a conversation         | Hold a conversation         | Hold a conversation         |
|                                       | Collaborate with superiors  | Collaborate with superiors  | Collaborate with superiors  |
|                                       | Collaborate with colleagues | Collaborate with colleagues | Collaborate with colleagues |
|                                       | Speak                       | Speak                       | Speak                       |
|                                       | Write                       | Write                       | Write                       |
|                                       | Communicate my ideas        | Communicate my ideas        | Communicate my ideas        |
| Communication                         | (speaking, non-verbal,      | (speaking, non-verbal,      | (speaking, non-verbal,      |
|                                       | signing)                    | signing)                    | signing)                    |
|                                       | Read                        | Read                        | Read                        |
|                                       | Use the telephone           | Use the telephone           | Use the telephone           |
|                                       | Use email                   | Use email                   | Use email                   |

| Dreams with respect to work                            | Student | Parents | School Personnel |
|--|---------|---------|------------------|
| Dreams   |         |         |                  |
| Principal<br>demands of<br>this work                   |         |         |                  |
| Skills and<br>qualities for<br>this work               |         |         |                  |
| Limitations<br>or<br>difficulties<br>with this<br>work |         |         |                  |
| Solutions<br>and means                                 |         |         |                  |

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|-----------|-----------|---------------------|
| Comments: |           |                     |
| and means |           |                     |
| Solutions |           |                     |

| Life Skills                     | Student  | Parents  | School Personnel   |
|---------------------------------|--|--|--|
| Needs with respect to housing   | Choice of housing appropriate to situation Comparison of housing Search for housing Signature of lease or contract Advantages of home insurance Use of electronic appliances and other basic tools Organization of personal space Interior maintenance Exterior maintenance Other: | Choice of housing appropriate to situation Comparison of housing Search for housing Signature of lease or contract Advantages of home insurance Use of electronic appliances and other basic tools Organization of personal space Interior maintenance Exterior maintenance Other: | Choice of housing appropriate to situation Comparison of housing Search for housing Signature of lease or contract Advantages of home insurance Use of electronic appliances and other basic tools Organization of personal space Interior maintenance Exterior maintenance Other: |
| Needs with respect to nutrition | Planning of well-balanced meals Buying good food Use a shopping list Use of electronic appliances Following a recipe Use of restaurants Other:   | <ul> <li>☐ Planning of well-balanced meals</li> <li>☐ Buying good food</li> <li>☐ Use a shopping list</li> <li>☐ Use of electronic appliances</li> <li>☐ Following a recipe</li> <li>☐ Use of restaurants</li> <li>☐ Other:</li> </ul>   | Planning of well-balanced meals Buying good food Use a shopping list Use of electronic appliances Following a recipe Use of restaurants Other:   |
| Worries and difficulties        |  |  |  |
| Solutions<br>and means          |  |  |  |

| Comments: |  |  |
|-----------|--|--|

| Life Skills                                    | Student  | Parents  | School Personnel   |
|--|--|--|--|
| Needs with<br>respect to<br>clothing           | Buying clothes Reading tags that describe care needed Washing and drying clothes Ironing Use of appropriate cleaning materials Use of washing machine and dryer Other:   | Buying clothes Reading tags that describe care needed Washing and drying clothes Ironing Use of appropriate cleaning materials Use of washing machine and dryer Other:   | Buying clothes Reading tags that describe care needed Washing and drying clothes Ironing Use of appropriate cleaning materials Use of washing machine and dryer Other:   |
| Needs with respect to personal care and health | Personal hygiene Dressing appropriately Keeping physically fit Understanding of the risks associated with illegal substance use Recognition of signs of sickness and need for help Use of CSSS Care of minor injuries Taking medication Knowing where to get help parent friend agency worker Identification of emergency Knowledge of emergency procedures 911 fire extinguishers Identification of dangerous situations house community work Safe behavior house community work Other: | Personal hygiene Dressing appropriately Keeping physically fit Understanding of the risks associated with illegal substance use Recognition of signs of sickness and need for help Use of CSSS Care of minor injuries Taking medication Knowing where to get help parent friend agency worker Identification of emergency Knowledge of emergency procedures 911 fire extinguishers Identification of dangerous situations house community work Safe behavior house community work Other: | Personal hygiene Dressing appropriately Keeping physically fit Understanding of the risks associated with illegal substance use Recognition of signs of sickness and need for help Use of CSSS Care of minor injuries Taking medication Knowing where to get help parent friend agency worker Identification of emergency Knowledge of emergency procedures 911 fire extinguishers Identification of dangerous situations house community work Safe behavior house community work Other: |
| Worries<br>and<br>difficulties                 |  |  |  |
| Solutions and means                            |  |  |  |

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| Life Skills                          | Student   | Parents   | School Personnel  |
|--------------------------------------|---|---|---|
| Needs with respect to handling money | The value of money Use of money Care whit payments Purchases Counting up to \$20 Use of vending machines Budgeting Bank transactions Use of credit card Getting change Saving money Calculating discounts Filling out income tax forms Other: | The value of money Use of money Care whit payments Purchases Counting up to \$20 Use of vending machines Budgeting Bank transactions Use of credit card Getting change Saving money Calculating discounts Filling out income tax forms Other: | The value of money Use of money Care whit payments Purchases Counting up to \$20 Use of vending machines Budgeting Bank transactions Use of credit card Getting change Saving money Calculating discounts Filling out income tax forms Other: |
| Worries<br>and<br>difficulties       |   |   |   |
| Solutions<br>and means               |   |   |   |
| Comments:                            | 1   |   | <u> </u>  |

| Life Skills                           | Student   | Parents   | School Personnel   |
|---------------------------------------|---|---|--|
| Methods of<br>transport               | On foot     alone    accompanied     On bicycle     alone    accompanied     In a taxi     alone    accompanied     On public transport     alone    accompanied     On adapted transport     alone    accompanied     By car     I have a driver's license | On foot   | On foot  |
| Needs with<br>respect to<br>transport | Accompaniment  Information  Public Transport  Adapted Transport   | Accompaniment Information  Public Transport  Adapted Transport  | Accompaniment Information  Public Transport  Adapted Transport  Information  Inform |
| Needs with<br>respect to<br>travel    | <ul><li>☐ Knowledge of the Driving</li><li>Code</li><li>☐ Planning itineraries</li><li>☐ Other:</li></ul>   | <ul><li>☐ Knowledge of the Driving</li><li>Code</li><li>☐ Planning itineraries</li><li>☐ Other:</li></ul> | <ul><li>☐ Knowledge of the Driving</li><li>Code</li><li>☐ Planning itineraries</li><li>☐ Other:</li></ul>  |
| Worries<br>and<br>difficulties        |   |   |  |
| Solutions<br>and means                |   |   |  |

Comments:

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|---------|-----------|------|------|--------|

| Social<br>Relations                    | Student  | Parents  | School Personnel  |
|--|--|--|---|
| Needs with respect to social relations | Enter into relationships with others  Knowledge of rules of etiquette regarding others parents friends teachers employers Respect for others: parents friends teachers employers Following instructions Respect the opinion of others Giving and receiving compliments and criticisms Identify problems and conflicts in different situations Knowledge of rights and responsibilities: individual employee renter Self respect Knowledge of rules of etiquette in different milieus Respect of rights and property of others Understand: effect of behaviour on others leffect of others on behaviour lidentify helpful resources in environment Use of helpful resources | Enter into relationships with others  Knowledge of rules of etiquette regarding others  □ parents □ friends □ teachers □ employers  Respect for others: □ parents □ friends □ teachers □ employers □ Following instructions □ Respect the opinion of others □ Giving and receiving compliments and criticisms □ Identify problems and conflicts in different situations □ Knowledge of rights and responsibilities: □ individual □ employee □ renter □ Self respect □ Knowledge of rules of etiquette in different milieus □ Respect of rights and property of others Understand: □ effect of behaviour on others □ effect of others on behaviour □ Identify helpful resources in environment □ Use of helpful resources | Enter into relationships with others  Knowledge of rules of etiquette regarding others  parents friends teachers employers  Respect for others: parents friends teachers employers  Following instructions Respect the opinion of others Giving and receiving compliments and criticisms  Identify problems and conflicts in different situations  Knowledge of rights and responsibilities: individual employee renter Self respect Knowledge of rules of etiquette in different milieus Respect of rights and property of others Understand: effect of behaviour on others effect of others on behaviour Identify helpful resources in environment Use of helpful resources |
| Worries                                | Other:   | Other:   | Other:  |
| and difficulties                       |  |  |   |
| Solutions and means                    |  |  |   |

Comments:

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| Other<br>Dreams  | Student | Parents | School Personnel |
|--|---------|---------|------------------|
| Dreams with<br>respect to<br>other parts<br>of life              |         |         |                  |
| Skills and qualities to realize these dreams                     |         |         |                  |
| Limitations<br>or<br>difficulties<br>with<br>realizing<br>dreams |         |         |                  |
| Solutions<br>and means<br>to realize<br>dreams                   |         |         |                  |