### This tool, completed by the IPS Specialist, is completed within the first few weeks when someone enters an IPS program. The purpose of this tool is to learn more about the person’s life, experiences, preferences, and skills.

### It is important to gather information for the Career Profile from additional sources including, but not limited to: IVRS Counselor, Case Manager, Psychiatrist, teachers, family member(s), friends, education reports such as IEPs, etc.

### Note: The Career Profile should be updated with new information including new work or education experiences and preference changes; this can be completed, and dated, on this document, with the use of Job Start Forms, Job End Forms, and/or Education Experience Forms.

**Basic Information**

**Date Career Profile initiated:**

**Name:**

**Pronouns:**

**Address:**

**Email:**

**Phone number(s):**

**Best way to reach:**

**If I cannot reach you, is there anyone I can contact to get in touch with you?**

**IVRS Counselor:**

Referral sent to IVRS

**Case Manager:**

Referral sent for Case Management

**Therapist/Psychiatrist/other providers:**

*Add updated information to this section here; include dates:*

**Work Goal**

**What are your strengths? *(What do you enjoy doing? What accomplishments have you received? How do you interact with technology? What are your hidden talents? What areas have you excelled at in the past? What do other people say you’re good at or compliment you on?)***

**If you could have any job in the world, what would you love to do and get paid for it? *(Anything you’ve always wished you could do? What’s your dream job?)***

**What kind of work are you looking for now?\*\***

**What appeals to you about that type of work?**

**What job would you *not* want to do? Why?**

**What worries do you have about going back to work or switching jobs?**

**What do you hope to get out of working a job? *(How will getting a job enhance your life?)***

**Have you thought about how you might get back and forth to work? *(Do you drive? Do you have someone willing to take you and pick you up? Do you know the bus routes? Are you close to a bus route? Do you need a job that’s close to the bus?)***

**Are there supports that you know will help you with getting or keeping a job, or supports that have been helpful in the past that the IPS Specialist can provide *(Provide examples of supports that can be offered)?***

**What other preferences do you have for a job?**

**What kind of jobs do people you know have? What do you think of them for yourself?**

**Do you have a resume or would you like help creating one? (If yes, review resume for accuracy, formatting, typos, spelling, etc.)**      

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

***\*\*NOTE:*** *if a job seeker is unsure what type of work they would like to do or say they’ll work any job, consider playing “The Anything Game” with them to narrow down likes and dislikes. This is played by giving them a list of 20 potential job titles and asking them which jobs they would and would not enjoy and why. You can play by giving them five job titles at a time, and repeating until the list is complete, or all at once, choosing five jobs they would most and least enjoy working.*

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*      

**Education**

**Are you interested in going to school or attending vocational training now to advance your career? *(What educational or training programs are you interested in, or might help you achieve your work goals?)***

**Tell me about your education history (highest grade completed, best/worst subjects, likes/dislikes, special recognitions or awards):**

**Did you have an Individualized Education Plan (IEP) or 504 Plan in school? If so, what was included in your accommodations?**

**Were you in any advanced classes? If yes, what were they?**

**Tell me about any vocational training you’ve had:**

**Do you have copies of the degrees, licenses, certificates that you’ve earned, or do you know how to get copies?**

**How do you learn best? (By reading, listening, picture instructions, spoken instruction, watching others complete tasks first or trying things out yourself?)**

**What other occupations would you like to learn more about? Are you interested in learning which occupations are growing in our area? *(Share examples of career exploration including visiting businesses, informational interviewing, visiting training centers and educational programs…)***

**What other preferences do you have for additional educational or job/vocational training?**

**Would you need financial assistance to return to school? Would you like assistance learning about financial aid opportunities for education programs? *(Explain how IVRS may be able to fund education or training programs)*:**

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Work Experience**

***Favorite* job:**  N/A – Person has no work experience

**Job Title and Duties:**

**Employer:**      

**Start Date:**

**End Date:**

**Hours worked per week:**

**How did you find this job:**

**What did you like about this job? Why was it your favorite?**

**What did you dislike?**

**What was your supervisor like?**

**Did you get along with your co-workers?**

**Why did you leave the job?**

**Who supported you, or what supports did you have for this job?**

**Second Favorite job:**  N/A – Person has only had one job

**Job Title and Duties:**

**Employer:**      

**Start Date:**

**End Date:**

**Hours worked per week:**

**How did you find this job:**

**What did you like about this job?**

**What did you dislike?**

**What was your supervisor like?**

**Did you get along with your co-workers?**

**Why did you leave the job?**

**Who supported you, or what supports did you have for this job?**

***Least* favorite job:**  N/A – Person has only had two jobs

**Job Title and Duties:**

**Employer:**      

**Start Date:**

**End Date:**

**Hours worked per week:**

**How did you find this job:**

**What did you like about this job?**

**What did you dislike?**

**What was your supervisor like?**

**Did you get along with your co-workers?**

**Why did you leave the job?**

**Who supported you, or what supports did you have for this job?**

**Another notable job you’ve had:**  N/A – Person has only had three jobs

**Job Title and Duties:**

**Employer:**      

**Start Date:**

**End Date:**

**Hours worked per week:**

**How did you find this job:**

**What did you like about this job?**

**What did you dislike?**

**What was your supervisor like?**

**Did you get along with your co-workers?**

**Why did you leave that job?**

**Who supported you, or what supports did you have for this job?**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Military Experience**

**N/A** – No military experience

**Branch:**

**Dates:**

**Training or work experience:**

**Certificate or license(s):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Cultural Background**

**IPS Specialist PRO-TIP:** Use the following script to introduce the next set of questions to the person: **“Your cultural background and story are important to help learn who you are and how employment and education fits into your life.”**

**Describe what you think about when asked about your cultural background:**

**How do you identify yourself (*race, ethnicity, gender, color, economic status, religion, etc.*)?**

**What is important to you in terms of your background and culture (*race, ethnicity, color, gender, economic status, religion, etc.*)?**

**Are there any cultural norms that would assist you in feeling comfortable at work/school?**

**Which languages do you speak? Which languages do you prefer?**

**What special events, religious practices or holidays do you celebrate? Are there family traditions that you (including with your family) still practice?**

**Do you have preferences regarding the culture, gender, or background of your supervisor/teacher? For instance, is it important to have someone that is a certain gender, race/ethnicity, etc.?**

**Have you felt discriminated against or treated unfairly regarding a job or at school? If so, could you tell me about that?**      

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, care coordinator, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Health**

**Please tell me about your mental health.*****(What does it look like when you’re experiencing symptoms of your mental health? E.g. isolating, substance use, over sleeping, etc.* *What are you like when your mental health is stable?)***

**What and/or who helps you manage symptoms?**

**How does your physical health impact you?**

**Any issues with lifting?**

**Standing for long periods?**

**Sitting for long periods?**

**Walking?**

**Stairs?**

**Would you like/need assistance requesting any accommodations for the workplace/educational setting?**

**Do you use drugs/alcohol to manage your mental health? Are there certain times of the day/week you use more often?**      

**IF YES: What would help you manage substance use so that you can be more productive and safer at work or school?**      

**No concerns**

**What is your system to remember appointments? Do you have any issues with your memory? Has anything helped with memory problems in the past?**

**How would you rate your ability to concentrate? Are there things that help you concentrate better?**

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Social Strengths**

**What are your social strengths that could help you in a job or in school?**

**How do you work with others on a job *(do you like working more alone, with a team, with others but having a specific task, having specific direction, etc.)*?**

**Describe the personality of a supervisor/teacher whom you would enjoy.**

**What helps you to have positive interactions with others in the workplace/educational settings?**

### Personal Relationships:

**Who are your family members and/or supporters and how do they feel about you going to work?**

**Who would you call first if you were offered a job tomorrow?**

**Who would you be able to count on if you needed support about a concern at work? How might they be able to support you?**

**If I meet your family members/supporters, what should I know about their culture?**

**What do you think they would tell me about you, your strengths and what you’d be good at?**

**What are your current living arrangements and who do you live with?**

**Is there anywhere in your community that you like to hang out, visit or spend time at?**

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Benefits**

**Do you receive any of the following benefits?**

|  |  |  |  |
| --- | --- | --- | --- |
| SSI | SSDI | Housing Subsidy | Food Stamps/SNAP |
| TANF | Retirement from previous job | VA Benefits | Were VA Benefits Combat Related? |
| Spouse or Dependent Child Receives Benefits | Medicaid  Waiver/HAB: | Medicare | No Benefits |
| Unsure which benefits they receive | Other Benefits: | | |

**Do you know how work will affect your benefits? How did you learn this information? Do you know about work incentives that may allow you to earn more money by working?**

**Referral made to Benefits Planner. Date:**

**Disability Rights Iowa**

**IVRS**

**Other:**

**Appointment date with Benefits Planner (if available):**

**If no referral made, document reason:**

**Would it be helpful to you for me to attend the benefits planning appointment with you? (*Explain this is to help take notes, understand the information, for support, etc.*)**

**Would you like assistance with requesting your BPQY from Social Security? *(Explain what a BPQY is for those that aren’t aware, and explain it could potentially speed up the process of receiving benefits planning assistance)*:**      

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Preference for Sharing Personal Information at Work (Disclosure Plan)**

**Please Explain** that each person using IPS services can decide whether or not their Specialist will contact employers or education programs on their behalf and that they can change their mind at any time. Give examples of how their information may be shared at the beginning of this discussion.

**NOTE**: “**Disclosure Worksheet**” can also be used, found at this link: [Iowa IPS Toolbox](https://learn.uiowa.edu/browse/uihc/ucedd/courses/ips-toolbox-for-supervisors-and-employment-specialists).

**What could be some advantages of having an IPS Specialist contact employers (or education programs) on your behalf?**

**What could be some of the disadvantages?**

**If you decided to share information with an employer (or education program), what would you want to share? Would you be OK with sharing:**

***Information about where the IPS Specialist works?***

***Information about your mental health or symptoms?***

***Information about your legal history?***

***Information about any other disabilities or physical health struggles?***

***Any other information you want to share?***

**What information, if any, would you prefer to keep private?**

**Your preference for disclosure *(whether or not to disclose at this time, when, with whom, under what conditions…)*:**

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Planning for Pre-Employment Screening Process**

**Do you have any concerns about a pre-employment screening *(background check, drug screen, suspended license…)*?**

**Do you have any restrictions regarding where you can work or go to school? When you are available?**

### Justice Involvement

**N/A** – No justice involvement

**Are you aware of any charges on your legal record? Would you like help learning if there is anything on your legal record (background/rap sheet)?**

**Do you have any pending legal charges?**

**PROBATION/PAROLE: Contact information:**  **N/A** – no probation/parole officer

**Would it help if I let your probation/parole officer know that we’re looking for a job/school *(get release of information signed)*?**

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Daily Routines**

**What is your daily routine? *(Include the person’s sleep hours, self-care, responsibilities, etc.)*:**

**What would a perfect day look like for you – including work/school?**

**What time of day do you feel your best?**

**Are there places in your neighborhood that you like to go to?**

**Do you belong to clubs, groups, a church, etc.?**

**What hobbies or interests do you have? What are your preferences for a social environment?**

**Information from additional contributors – list who provided which information (i.e., family members, significant other, case manager, therapist, nurse, psychiatric provider, IVRS counselor, natural supports, former teacher(s), coach, neighbor, friend, etc.):**

*Section initially completed on (DATE):*

*Add updated information to this section here; include dates:*

**Additional Information**

**Is there anything else you would like me to know about you and/or your goals (i.e., personal, employment, education)?**

**Date Career Profile sent to Mental Health Team:**

Job Seeker/Student Signature Date

IPS Specialist Signature Date