

	Results	Comments	Most effective question asked	Phone Number, email address	Contact Person	Company Name, Address
1.						
2.						
3.						
4.						
5.						

## National Certificate in Employment Services Assignment: Step II

### Details:

- ♣ Completed assignment should be received at CTAT within 3 months of training date
- ♣ Completed assignment must be reviewed and approved by the Employment Consultant's Supervisor
- ♣ All components of the assignment will focus on 1 specific job seeker that you are serving.
- ♣ Check off the items on this form, print your name and contact information, attach the documentation, have your supervisor check the assignment and complete the back of this form, mail to CTAT.
- ♣ Reminder: Did you check your spelling, grammar and legibility?

### Assignment includes:

- Completed Personal Profile on 1 job seeker
- Documentation on 1 tool from Brain Storming tools (What Works, What Doesn't; Bounty Hunter; ID tasks, jobs, leads; Beyond the 5 F's)
- Documentation on 1 tool from Exploration tools (Right Now, Job Shadow, Situational Assessment, Trial Work Period, Volunteering)
- Documentation on 1 tool from Planning tools (Networking, Career Planning Meeting, Disclosure/Accommodations, Action Plan, Sales Strategies)
- Documentation of 5 informational interviews
- Documentation of successful placement process of same 1 job seeker & documentation the person was placed in a job (i.e. employer, wages, hour, etc. Complete the attached Placement Form for this part of the assignment.
- Supervisor Review (on back)

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Send to:  
CTAT Assignments  
9900 E. Iliff Ave.  
Denver, CO 80231



## Supervisor Review

Instructions: Supervisor will review the assignment for the following items. Failure to have a supervisory review will result in the document being returned to the Employment Consultant (EC).

Employment Consultant Name \_\_\_\_\_

Minimum Standard	Yes	No	Comments
Assignment includes a Personal Profile			
Profile is legible, complete, and thorough			
EC spent time with job seeker in a variety of settings			
EC sought information from multiple sources			
Assignment includes 1 brain storming tool			
Assignment includes 1 planning tool			
Assignment includes 5 informational interviews			
Informational Interviews resulted in an identification of the company's needs			
Job development resulted in a job that is creative & exciting for the job seeker			
Assignment includes documentation of the job development process			
Documentation exists that the person was placed in job— employer, hours, wages, etc. Completed Placement Form is attached			

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## Job Placement

Job Seeker: \_\_\_\_\_

Date of Placement: \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Employer City: \_\_\_\_\_ Employer State: \_\_\_\_\_

Average Hours Worked Per Week: \_\_\_\_\_

Hourly Wage: \_\_\_\_\_