

Jobseeker:	Date:
Career Specialist:	Interviewee:
Relationship to jobseeker: <input type="checkbox"/> Self <input type="checkbox"/> Family member <input type="checkbox"/> Friend/peer <input type="checkbox"/> Service provider <input type="checkbox"/> Other: _____	For how long has the interviewee known the jobseeker? <input type="checkbox"/> 0-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 5-10 years <input type="checkbox"/> more than 10 years <input type="checkbox"/> N/A (self)
Has the jobseeker met with a benefits specialist? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Interests and Preferences

<i>What are some activities the individual enjoys?</i>	
<i>What are preferred leisure time activities? (sports, hobbies, etc.)</i>	
<i>In what environmental conditions does he/she thrive? (indoors/outdoors, noisy/quiet, many people/few people, slow/quick pace, time of day, etc.)</i>	
<i>What are some of his/her talents?</i>	
<i>How does he/she best learn a new task?</i>	
<i>Other comments (interests/preferences)</i>	

Life and Work Experiences

<i>Please describe any paid or unpaid work experiences (including volunteer activities) – focus on the tasks completed rather than the place.</i>	
<i>What types of household chores are completed regularly (both assigned and voluntary)</i>	
<i>In what community activities does he/she participate?</i>	

<i>Other comments (life and work experiences)</i>	
Skills and Knowledge	
<i>Has the individual been involved in any specific vocational training?</i>	
<i>Can you describe his/her academic skills (reading, math, time, money)?</i>	
<i>Other comments (skills and knowledge)</i>	
Dislikes, etc.	
<i>Are there particular activities he/she is "known" to dislike?</i>	
<i>Are there particular situations you recommend we avoid when searching for job opportunities?</i>	
<i>Other comments (dislikes, etc.)</i>	
Accommodation and Support Needs	
<i>What services are currently provided?</i>	
<i>What accommodations should be in place for the job seeker to meet with success (i.e, physical accessibility, technological, personal care, etc.)</i>	
<i>What supports might need to be maintained?</i>	
<i>Other comments (accommodation and support needs)</i>	

Transportation Resources	
<i>How does the individual currently get around in the community?</i>	
<i>What transportation resources will be necessary in order for the jobseeker to maintain a job?</i>	
<i>Other comments (transportation)</i>	
Other General Observations	
<i>How would you describe his/her temperament?</i>	
<i>What characteristics do you most admire in the jobseeker?</i>	
<i>Please explain a "dream" job for the jobseeker.</i>	
<i>Can you describe any "habits," routines or idiosyncrasies the individual demonstrates?</i>	
<i>Is there any additional information you would like to share regarding this jobseeker?</i>	
NOTES	