

Pre-Employment Transition Services- Guiding Intake Questions

The following questions are intended for provider staff to use as conversation starters or prompts when meeting with students to discuss Pre-Employment Transition Services (Pre-ETS). The questions below are not all encompassing, nor are they required to be asked and answered. The goal of the questions is to help foster conversations with the student that help determine what Pre-ETS components a student should participate in. Using an overall scale from 1-10 can help you determine the student's experience and level of need for each component.

General

- Why are you interested in Pre-ETS services/this program?
- What services are you looking to receive?
- What is your learning style?
- Do you learn best in group or individual settings?

Job Exploration

Rate their overall level of knowledge and experience using the scale:

1= no knowledge and experience, 10=high level knowledge and experience. = /10

Prompts:

- Have you tried any jobs before, and if so, what were they?
- Have you ever taken a career interest survey?
- What is your dream job?
- What types of careers would you like to learn about?

Work Readiness

Rate their overall level of knowledge and experience using the scale:

1= no knowledge and experience, 10=high level knowledge and experience. = /10

Prompts:

- Do you have a resume?
- Do you have valid IDs for work?
- Have you ever had an interview?
- Do you know how to fill out a job application?
- What soft skills do you have?
- What hard skills do you have?

*Not a MRC required document

Work-based Learning Experience

Rate their overall level of knowledge and experience using the scale:

1= no knowledge and experience, 10=high level knowledge and experience. = /10

Prompts:

- Have you ever volunteered, had an internship, or a paid job? If yes, can you tell me about them?
- What type of environment/setting do you want to work in?
- What kind of supervision would you want at a worksite?
- What types of activities would you be willing to participate in (i.e. job shadowing, volunteering, internship, etc.)

Post-secondary Education and Vocational Counseling

Rate their overall level of knowledge and experience using the scale:

1= no knowledge and experience, 10=high level knowledge and experience. = /10

Prompts:

- Do you want to go to college or trade school?
- If yes, how will you pay for school/job training?
- Do you know what supports you need in a school setting?
- Do you know about available job training programs in your area?

Self-Advocacy and Mentoring

Rate their overall level of knowledge and experience using the scale:

1= no knowledge and experience, 10=high level knowledge and experience. = /10

Prompts:

- Do you know what your disability is and how it impacts your learning style?
- Do you feel comfortable speaking up for yourself?
- Are you interested in a mentor?
- Do you know your rights?