






PRE-EMPLOYMENT TRANSITION SERVICES ACTIVITY GUIDE

	Job Exploration Activities	Workplace Readiness Activities	Self Advocacy Activities	Counseling on Post Secondary Activities	Work-Based Learning Experiences Activities
Freshman (14 - 15) 	Interest assessments Keys to Success Job Readiness Workshops Interest Exploration Career Index Plus	Interview Skill Building Intro to Job applications Job Readiness Workshops Communication practice Workplace Norms training Reacting to feedback Appropriate non-verbal communication Setting alarms on devices	Student led IEP Group leadership Develop understanding of accommodations Job Readiness Workshops Attend resource fairs Assess student's level of advocacy understanding Coping strategies for stress	Develop plan for ongoing education Explore degree and certification options Include post secondary plans in IEP Campus visits Explore concurrent enrollment options Job Readiness Workshops Attend college fairs	Visit career fairs Informational interviews Disability mentoring days Job shadows Guest speakers Career Mentorship Workplace Tours
Sophomore (15 - 16) 	Interests assessments Keys to Success Explore career pathways Informational Interviews Job Readiness Workshops Explore local employment trends Career Index Plus	Interview prep Job Readiness Workshops Workplace communication training Master application prep Resume building Interviewing skills development Understanding natural consequences	Group leadership Job Readiness Workshops Student lead IEP Skill/strength identification and development Develop understanding of accommodations Peer Mentoring Discuss own disability Know who to go to for help	Concurrent enrollment Campus visits ACT prep Major review and exploration Informational interviews Attend college fairs Job Readiness Workshops	Visit career fairs Informational Interviews Simulated workplace experience Job Shadows Disability Mentoring Days Guest Speakers Internship experiences Career Mentorship Understanding a timecard
Junior (16 - 17) 	Job Readiness Workshops Explore career pathways Keys to Success Guest Speakers Attend job fairs Interest Inventory Disability Mentoring days Career Index Plus	Job Readiness Workshops Resume preparation Interview preparation Master application development Soft skills training On the job training Personal vs. professional communication	Job Readiness Workshops Soft skills training Student led IEP Student specific accommodation training Group leadership Peer Mentoring Advocate for own needs Maintaining health and wellness	Concurrent enrollment Campus visit Explore majors and certifications Explore post secondary supports Informational interviews Attend college fairs Peer mentoring Job Readiness Workshops	Visit Career fairs Disability mentoring days Guest speakers Simulated Work Experience Internship experiences Job Shadows Career Related Competitions Volunteering Paid work experience
Senior/Post High (17 - 22) 	Job Readiness Workshops Keys to Success Senior Portfolio Virtual Job Shadow Guest Speakers Interest Inventory Disability Mentoring Days Career Index Plus	Job Readiness Workshops Interview preparation Resume development Soft skills training On the job training Disability Mentoring Days Peer Mentoring Online calendar for scheduling Following directions	Job Readiness Workshops Accommodation discussion training Student led IEP Group leadership Peer Mentoring Incorporate personal strengths in decision making	Campus tours – onsite and virtual Disability Resource Center Attend college fairs Post secondary services and supports review Peer mentoring Job Readiness Workshops	Visit career fairs Disability mentoring days Career Related Competitions Internship experiences Job shadows Paid work experience Using public transportation
Post-Secondary (18 - 22) 	Keys to Success Interest Inventories Disability Mentoring days Career Index Plus Job Readiness Workshops	Peer Mentoring Interviewing skills Soft skills training On the job training Disability mentoring days Resume development and definition Job Readiness Workshops	Group leadership Peer Mentoring Accommodation requests Disability resource center support Job Readiness Workshops	Post secondary services and supports review Peer Mentoring Disability Resource Center Academic advising Job Readiness Workshops	Informational Interviews Career Related Competitions Visit career fairs Disability mentoring days Guest Speakers Internship experiences Paid work experience Job shadows