**Template: Employment Supports**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| *What do you need? Check what applies to you.* | *Date Completed:* |
| **Career Planning**  *Interested in:*   * Learning about my interests, skills and values * Finding information about careers that match my interests, skills and values * Creating a plan to get me closer to my long-term goals |  |
| **Job Search**  *Not sure how to:*   * Find jobs that match my skills and interests * Write a resume to market my skills * Write a cover letter * Interview for a job |  |
| **Resources**  *Things I need to support my employment goals:*   * Housing * Bus pass to get to/from work * Bank account * Money to meet my basic needs * Money skills — understanding my paycheque * Money skills — budgeting * Work clothes (please describe): * Work gear/supplies (please describe): * Personal care/hygiene supplies (please describe): * Social Insurance Number (SIN) * ID |  |
| **Personal Needs**  *I’m concerned about:*   * Feeling stressed, depressed, anxious, angry * Communicating with other people * Lack of energy or motivation * Difficulty with sleep (too much/too little) * My substance use * Other (please describe): |  |

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| **Mental Health in the Workplace**  *I would like support:*   * Talking to my employer about my mental health * Asking my employer for supports in the workplace * Talking to someone about a problem I’m having at work |  |
| **Personal Preferences**  *I prefer to work with someone:*   * 1:1 * In a group setting   *Please tell me what’s important to know about you as we start working together:* |  |