



Appendices

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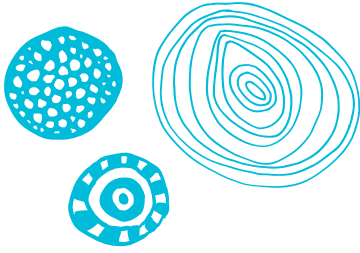
Additional material
available on the
[Foundry Website.](#)

Appendix A online only

*Available as Microsoft Word files

Appendix B online only

*Available as Microsoft Word files



APPENDIX A

Tools for Foundry Works! Participants

A.1 Template: Employment Supports

A.2 Template: Job Profile

A.3 Sample: Action Plan

A.4 Plan for Approaching Employers

A.5 Template: Action Planning for Job Maintenance

A.8 Template: Role of Control Tracking

A.9 Template: Decisional Balance Worksheet

A.10 Template: Personal Plan

Template: Employment Supports

Name: _____ Date: _____ Staff: _____

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

<p style="text-align: center;">Mental Health in the Workplace</p> <p><i>I would like support:</i></p> <p><input type="checkbox"/> Talking to my employer about my mental health</p> <p><input type="checkbox"/> Asking my employer for supports in the workplace</p> <p><input type="checkbox"/> Talking to someone about a problem I'm having at work</p>	<div></div> <div></div> <div></div> <div></div>
<p style="text-align: center;">Personal Preferences</p> <p><i>I prefer to work with someone:</i></p> <p><input type="checkbox"/> 1:1</p> <p><input type="checkbox"/> In a group setting</p> <p><i>Please tell me what's important to know about you as we start working together:</i></p> <div style="height: 150px;"></div>	<div style="height: 216px;"></div>

Template: Job Profile

Can you tell me about what's preventing you from working or finding work?

What is a typical day like?

Motivation to Work

1 2 3 4 5 6 7 8 9 10

Work/Volunteer History

Have you had a job or jobs before? What did you do? How long ago? Was it part-time or full-time? What did you like about this job? What did you learn? What skills did you gain? What didn't you like? Reasons for leaving?

What do you do for fun?

Career Interests (Long-Term Goals)

Job Interests (Short-Term Goals)

Type of Employment

☐ Full-time

☐ Part-time

- Days per week:
- Preferred days: M / T / W / Th / F / Sat / Sun
- Hours per day:

☐ Casual

Availability

☐ Mornings

☐ Afternoons

☐ Evenings

Times not available (e.g., ongoing appointments, commitments):

Location and Transportation

Where are you looking to work? How long are you willing to commute?

Skills and Strengths

Coping Strategies and Supports

Sample: Action Plan

Job seeker's goal in his or her own words: "I want to find work in photography that would give me more hours than I am able to work as an independent photographer. I'd like to find part-time work so that I can continue working independently as well."

Job seeker's strengths related to the work goal: Kenya has a certificate in photography from a vocational school, she has a portfolio to show prospective employers, and she has been working as a freelance photographer for two years. Kenya is knowledgeable about the technical aspects of photography and is creative. Good interviewing skills—Kenya is personable and passionate about photography. Kenya's mom supports her goal to find a job with more hours and Kenya has her own car.

Objectives:	Persons Responsible	Frequency	Target Date
1) Create a list of businesses that have jobs for which Kenya is qualified (Sears portrait studios, etc.).	Kenya and Marisol (employment specialist) will meet to make a list of businesses.	One to two times.	August 15, 20XX
2) Develop a resume and cover letter.	Kenya and Marisol will work on the resume and cover letter together.	One to two times.	August 30, 20XX
3) Learn about the types of positions available and hiring preferences of managers in businesses on our list (see #1).	-Marisol to visit at least one employer each week to ask to meet with a manager. She'll attempt to learn about the business and hiring practices of the manager. She'll offer to introduce Kenya.	Weekly	September 1, 20XX ongoing until employed
	-Kenya will learn about businesses by reading about them online (example, reading about what products Sears portrait studio offers).	Weekly	September 1, 20XX ongoing until employed
	-Kenya will visit the placement office of her vocational school to ask about where graduates have been finding work.	Once	September 30, 20XX

4) Apply for at least four jobs monthly.	-Kenya will submit applications and resumes for at least four jobs each month. Marisol and Kenya will talk together about job openings and businesses that may accept applications. -Marisol and Kenya will review jobs applied for weekly and decide on a plan to follow up on each application.	4 times each month. 3-4 times each month when Kenya and Marisol meet.	September 1, 20XX ongoing until employed September 1, 20XX ongoing until employed
--	--	--	--

Job seeker's signature

Date

Employment specialist's signature

Date

PLAN FOR APPROACHING EMPLOYERS

(Disclosure of a Disability at the Workplace)

Some people ask their employment specialist to talk to employers on their behalf. For instance, if a person was interested in factory jobs, the employment specialist might meet managers of factories to learn more about those jobs and to advocate for the job seeker. When employment specialists talk to employers, they usually say that they help job seekers who have disabilities or that they help job seekers who have had mental health issues. The reasons that a person might want the employment specialist to talk to employers could include:

- Extra help with a job search. Employment specialists can describe the job seeker's strengths as a worker, learn about available jobs, and request interviews.
- Extra feedback about work performance. Employment specialists can keep in touch with employers after a person is hired to ask for feedback about how the person is performing the job, and to help if there is a problem. Some people benefit from a change in work hours, work duties, or help learning a job.

Others people do not give employment specialists permission to talk to employers on their behalf. Instead the employment specialist helps with finding job leads, filling out applications, practicing interviewing skills, and other job seeking activities. The reasons that some people would not want to disclose that they use supported employment services might include:

- Concern that employers will not hire a person with a disability. It is true that there is stigma about mental health problems and some employers probably do discriminate. But it is also true that many employers are interested in working with programs like IPS supported employment.
- Some people do not mind if their supervisor knows they are working with an employment program, but they would not want their co-workers to find out. Your employment specialist cannot guarantee that co-workers will not find out that you receive help from a supported employment program.
- Some people do not feel that this type of help is necessary.

Either option is fine. You should pick the strategy that feels most comfortable to you. It is also okay to change your mind during the job search, or after you are hired.

You probably have your own personal feelings about disclosure. Try working on the table below with your employment specialist.

Possible Advantages of Disclosure	Possible Disadvantages of Disclosure

When employment specialists talk to employers, it is usually possible for them to keep some things private. For example, some people do not want their employment specialist to share information like diagnosis or medications. Talk this over with your employment specialist and write down the things that you would not want the specialist to share with an employer.

If you might want your employment specialist to speak with employers, you can let the specialist know what information is okay to share, and what he or she should not say. You and your employment specialist should **stop here** and discuss what might be said to employers.

For now, what is your preference about approaching employers?

- ☐ I do not want my employment specialist to talk to employers.
- ☐ I am not sure right now and I would like some more time to think about this and receive some more information.
- ☐ I do not want my employment specialist to share information about me with employers. However, if my employment specialist is talking to an employer who has the type of jobs that I like and s/he hears about a good job lead, I would like to hear about that. Maybe I will decide to disclose to that employer.
- ☐ It is fine with me if my employment specialist talks to employers on my behalf.

Job Seeker

Date

Employment Specialist

Date

Template: Action Planning for Job Maintenance

Job Title: _____

Time	Task	Potential Challenge	Potential Solutions

Remember the concept of resiliency. This list cannot protect you from facing challenges; rather, it allows you to draw on how you can take control of stressful situations. Without going through challenges and reflecting on our resources/options, we would not have resiliency.

Template: Decisional Balance Worksheet

<p>Making a Change – Applying for Work</p>	<p>Benefits/Pros for Applying for Work/Working</p>	<p>Costs/Cons for Applying for Work/Working</p>
<p>Not Changing – Not Applying for Work</p>	<p>Benefits/Pros for Not Applying for Work/Working</p>	<p>Costs/Cons for Not Applying for Work/Working</p>

Template: Personal Plan

The change I want to make is:

My desire to make this change is (rate on a scale of 1–10):

My confidence in making this change is (rate on a scale of 1–10):

What would you need in order to raise this number by at least 1 point? Use your response to this question to assist in filling out the rest of this plan.

The most important reasons why I want to make this change are:

The strengths I bring to this change are:

The (SMALL) steps I plan to take in changing are:

Specific Action	When

The ways other people can help me are:

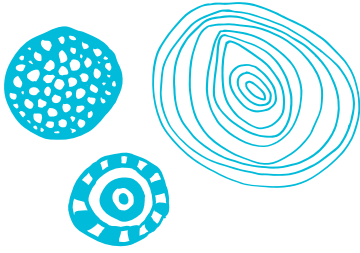
Person	Possible ways to help

Some things that could interfere with my plan are:

Possible obstacles	How to (KINDLY) respond

I will know that my plan is working when I see these results:

How is your confidence now? Speak with a counsellor, occupational therapist, friend, etc., about your remaining concerns and add them to/revise your **Personal Plan**.



APPENDIX B

Tools for Foundry Works! Specialists

B.1 Sample: Referral Form

B.2 Template: Career Profile

B.3 Career Profile Tip Sheet

B.4 Sample: Workshop Invitation Email

B.5 Connecting with Employers

B.6 Sample: Employer Contact Script

B.7 Sample: Employer Contact Log

B.8 Template: Foundry Works! Service Hold Letter

Sample: Referral Form

IPS Supported Employment/Education Referral

Date of referral: [Click here to enter text.](#)

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone number/s: [Click here to enter text.](#)

Best way to reach: [Click here to enter text.](#)

Case Manager/therapist: [Click here to enter text.](#)

Physician: [Click here to enter text.](#)

Other healthcare/social service providers: [Click here to enter text.](#)

What is the person saying about work? Why does s/he want to work now? What type of job?

[Click here to enter text.](#)

Is this person interested in gaining more education now to advance his/her career goals?

[Click here to enter text.](#)

Please include some information about the person's illness (diagnosis, symptoms, etc.). How might the person's illness (and/or substance use) affect a job or return to school?

[Click here to enter text.](#)

What are some of the person's strengths? (Experience, training, personality, supports, etc.)

[Click here to enter text.](#)

What job (type of job, hours, etc.) do you think would be a good match?

[Click here to enter text.](#)

Person making referral

Template: Career Profile

[Note that highlighted sections need to be adapted for Canadian context.]

Date of first visit: [Click here to enter text.](#)

Client's Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Phone number/s: [Click here to enter text.](#)

Best way to reach: [Click here to enter text.](#)

Case Manager/therapist: [Click here to enter text.](#)

GP/NP: [Click here to enter text.](#)

Psychiatrist: [Click here to enter text.](#)

FoundryWorks! Provider: [Click here to enter text.](#)

Other healthcare/social service providers: [Click here to enter text.](#)

PHN: [Click here to enter text.](#)

Work Goal

What is your dream job? What kind of work have you always wanted to do?

[Click here to enter text.](#)

.....

What are your long-term career goals?

[Click here to enter text.](#)

.....

What type of job do you think you would like to have now?

[Click here to enter text.](#)

.....

What is it that appeals to you about that type of work?

[Click here to enter text.](#)

.....

What type of job(s) do you know that you would not want?

[Click here to enter text.](#)

.....

Do you know people who are working? What types of jobs? What do you think about those jobs?

[Click here to enter text.](#)

.....

Is there anything that worries you about going to work? Why do you want to work?

[Click here to enter text.](#)

.....

Education

Are you interested in going to school or attending vocational training now to advance your work career?

[Click here to enter text.](#)

.....

Education/learning history

Did you complete high school?

☐ No

☐ Yes

If no, would you be interested in earning your GED/high school equivalency diploma?

☐ No

☐ Yes

☐ N/A

.....

Did you participate in vocational training classes in high school?

☐ No

☐ Yes

.....

Have you ever completed an apprenticeship (i.e., plumbing, welding, electrician, etc.)?

☐ No

☐ Yes

If so, what year? [Click here to enter text.](#)

.....

Did you complete any job related job-related training in the military?

☐ No

☐ Yes

☐ N/A

Please describe the training, including years and any certificates earned. [Click here to enter text.](#)

.....

Other education or training programs

☐ N/A

Name of Educational/ Training Institution: [Click here to enter text.](#)

City/State: [Click here to enter text.](#)

Years attended: [Click here to enter text.](#)

Type of degree or certificate sought: [Click here to enter text.](#)

Degrees, certificates, or classes completed: [Click here to enter text.](#)

If program was not completed, why not? [Click here to enter text.](#)

Liked most about the program: [Click here to enter text.](#)

Liked least about the program: [Click here to enter text.](#)

Type of financial aid used, if any: [Click here to enter text.](#)

Name of Educational/ Training Institution: [Click here to enter text.](#)

City/State: [Click here to enter text.](#)

Years attended: [Click here to enter text.](#)

Type of degree or certificate sought: [Click here to enter text.](#)

Degrees, certificates, or classes completed: [Click here to enter text.](#)

If program was not completed, why not? [Click here to enter text.](#)

Liked most about the program: [Click here to enter text.](#)

Liked least about the program: [Click here to enter text.](#)

Type of financial aid used, if any: [Click here to enter text.](#)

Name of Educational/ Training Institution: [Click here to enter text.](#)

City/State: [Click here to enter text.](#)

Years attended: [Click here to enter text.](#)

Type of degree or certificate sought: [Click here to enter text.](#)

Degrees, certificates, or classes completed: [Click here to enter text.](#)

If program was not completed, why not? [Click here to enter text.](#)

Liked most about the program: [Click here to enter text.](#)

Liked least about the program: [Click here to enter text.](#)

Type of financial aid used, if any: [Click here to enter text.](#)

.....

Do you have copies of the degrees, licenses, certificates that you have earned?

☐ No

☐ Yes

[Click here to enter text.](#)

.....

Are you interested in earning a specific certificate, license, or degree for work?

☐ No

☐ Yes

[Click here to enter text.](#)

.....

If the individual is not interested in additional schooling or technical training now, skip the next set of questions and ask about work history instead.

What type of job are you interested in obtaining?

[Click here to enter text.](#)

Do you know of a specific training/education program you would like to pursue?

[Click here to enter text.](#)

What is it about that field that interests you?

[Click here to enter text.](#)

Do you know about the availability of those jobs in this area? What is the occupational outlook for those jobs?

[Click here to enter text.](#)

.....

When would you like to start an educational or training program?

[Click here to enter text.](#)

.....

How long do you want to go to a school or training program? What is your timeframe for completing education or training?

[Click here to enter text.](#)

.....

Would you be interested in visiting some local programs (community college, four-year college, adult vocational training) to learn about different options for degrees and certificates?

[Click here to enter text.](#)

.....

Are there any other job training or educational opportunities that you would like to learn more about?

[Click here to enter text.](#)

.....

School Experiences

“Let’s talk about some of your school experiences and how they were for you.”

			Comments
Being called on in class	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.
Social situations	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.
Taking tests	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.
Learning from lecture	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.
Learning by reading	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.
Learning hands on	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.
Concentration	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.
Memory	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.
Using computers	<input type="checkbox"/> Okay	<input type="checkbox"/> Problem	Click here to enter text.

.....

Did you have an IEP (individual education plan) while you were in school? Did that include different strategies to help you learn? What were those?

[Click here to enter text.](#)

.....

Were you in any advanced classes? Which ones?

[Click here to enter text.](#)

.....

Has anyone ever told you that you had a learning disability? What do you know about that? What accommodations have helped you in the past?

[Click here to enter text.](#)

.....

What are your strengths related to being a student?

[Click here to enter text.](#)

.....

What languages do you know?

[Click here to enter text.](#)

.....

Plans for School and Training

What do you need in order to start school?

- ☐ Access to a computer ☐ Computer literacy ☐ Quiet place to study ☐ Transit card
☐ Financial aid ☐ Books/ supplies ☐ Mental health support ☐ Help with transit route
☐ Help studying ☐ Childcare ☐ Help with a study calendar
☐ Help navigating campus ☐ Help talking to teachers/instructors
☐ Other: [Click here to enter text.](#)

Comments: [Click here to enter text.](#)

.....

What are your resources for paying for school tuition? For books? For other school costs?

[Click here to enter text.](#)

.....

Have you ever received financial aid for school? Have you ever had a grant? What type? Have you ever defaulted on a grant or student loan?

[Click here to enter text.](#)

.....

Do you need any type of classroom accommodations?

[Click here to enter text.](#)

.....

What other types of supports may help you succeed in school or training?

[Click here to enter text.](#)

.....

Work Experience

Most recent job

☐ N/A – Person has no work experience

Job title: [Click here to enter text.](#)

Employer: [Click here to enter text.](#)

Job duties: [Click here to enter text.](#)

Start Date: [Click here to enter text.](#) End Date: [Click here to enter text.](#)

How many hours per week: [Click here to enter text.](#)

How did you find this job? [Click here to enter text.](#)

What did you like about job? [Click here to enter text.](#)

What did you dislike? [Click here to enter text.](#)

What was your supervisor like?
Your co-workers? [Click here to enter text.](#)

Reason for leaving job? [Click here to enter text.](#)

Other info about job: [Click here to enter text.](#)

Next most recent job

☐ N/A – Person has only had one job

Job title: [Click here to enter text.](#)

Employer: [Click here to enter text.](#)

Job duties: [Click here to enter text.](#)

Start Date: [Click here to enter text.](#) End Date: [Click here to enter text.](#)

How many hours per week: [Click here to enter text.](#)

How did you find this job? [Click here to enter text.](#)

What did you like about job? [Click here to enter text.](#)

What did you dislike? [Click here to enter text.](#)

What was your supervisor like?
Your co-workers? [Click here to enter text.](#)

Reason for leaving job? [Click here to enter text.](#)

Other info about job: [Click here to enter text.](#)

Next most recent job

☐ N/A – Person has only had two jobs

Job title: [Click here to enter text.](#)

Employer: [Click here to enter text.](#)

Job duties: [Click here to enter text.](#)

Start Date: [Click here to enter text.](#) End Date: [Click here to enter text.](#)

How many hours per week: [Click here to enter text.](#)

How did you find this job? [Click here to enter text.](#)

What did you like about job? [Click here to enter text.](#)

What did you dislike? [Click here to enter text.](#)

What was your supervisor like?
Your co-workers? [Click here to enter text.](#)

Reason for leaving job? [Click here to enter text.](#)

Other info about job:

[Click here to enter text.](#)

.....

Military Experience

☐ Not applicable because person was not in the military

Branch:

[Click here to enter text.](#)

Dates:

[Click here to enter text.](#)

Training or work experience:

[Click here to enter text.](#)

Certificate or license:

[Click here to enter text.](#)

.....

Cultural Background

"Our agency aims to work with people from different backgrounds and with diverse experiences. The next set of questions will help me understand your background and culture, which may help us in planning for jobs."

What is important to you in terms of your background and culture? (i.e., race, ethnicity, color, gender, economic status, etc.)

[Click here to enter text.](#)

.....

Which different languages do you speak? Which language do you prefer?

[Click here to enter text.](#)

.....

What special events or holidays do you celebrate? Are there family traditions that you still practice? How would you like your family involved as we move forward in the process of getting and keeping a job?

[Click here to enter text.](#)

.....

Is it important to you whether your work supervisor is male or female?

[Click here to enter text.](#)

.....

Have you ever felt discriminated against or treated unfairly when you were looking for work or on the job? Could you tell me about that?

[Click here to enter text.](#)

.....

Mental Health

Date mental health assessments completed: [Click here to enter text.](#)

GAD-7: [Click here to enter text.](#) **Symptom Severity:** Choose an item.

PHQ-9: [Click here to enter text.](#) **Symptom Severity:** Choose an item. **Suicidal Ideation:** [Click here to enter text.](#)

Suicide risk assessment and safety plan: [Click here to enter text.](#)

Canadian Personal Recovery Outcome Measurement (C-PROM) Adjusted Score: [Click here to enter text.](#)

Has anyone ever told you that you have a mental illness? If so, what did they say?

[Click here to enter text.](#)

.....

How does your mental illness affect you?

[Click here to enter text.](#)

.....

What are the first signs that you may be experiencing a symptom flare-up?

[Click here to enter text.](#)

.....

How do you cope with your symptoms?

[Click here to enter text.](#)

.....

What medicines do you take and when do you take them?

[Click here to enter text.](#)

.....

How do the medicines work for you?

[Click here to enter text.](#)

.....

Physical Health

How is your physical health? Do you have any health problems?

[Click here to enter text.](#)

.....

Do you have any problems with the following:

Standing for long periods

☐ No

☐ Yes

Can you stand for more than an hour?

☐ No

☐ Yes

Sitting

☐ No

☐ Yes

How long can you sit?

[Click here to enter text.](#)

Climbing stairs?

☐ No

☐ Yes

How many flights? How often?

[Click here to enter text.](#)

Lifting

☐ No

☐ Yes

How much can you lift?

[Click here to enter text.](#)

Endurance

☐ No

☐ Yes

How many hours could you work each day?

[Click here to enter text.](#)

Each week?

[Click here to enter text.](#)

What is the best time of day for you?

[Click here to enter text.](#)

Cognitive Health

Do you have problems with memory?

[Click here to enter text.](#)

Concentrating?

[Click here to enter text.](#)

Doing things fast (psychomotor speed)?

[Click here to enter text.](#)

If so, what things have helped with these issues in the past?

[Click here to enter text.](#)

Getting Ready for a Job

Do you have the clothes you will need for a job? For interviews?

[Click here to enter text.](#)

Do you have an alarm clock or way to wake up for work?

[Click here to enter text.](#)

Do you have two forms of identification? Picture ID, social security card...?

[Click here to enter text.](#)

How will you get to work?

[Click here to enter text.](#)

Interpersonal Skills

Would you like a job that involved working with the public?

[Click here to enter text.](#)

.....

Where do you live and with whom do you live?

[Click here to enter text.](#)

.....

Who do you spend time with? How often do you see or talk to them?

[Click here to enter text.](#)

.....

Who can help us think about jobs you would enjoy?

[Click here to enter text.](#)

.....

☐ Appointment made with this person to discuss jobs.

If not, why? [Click here to enter text.](#)

.....

Once you are employed, who would be a good person to support you?

[Click here to enter text.](#)

.....

Anyone else?

[Click here to enter text.](#)

.....

Benefits

Do you receive any of the following benefits?

☐ SSI ☐ SSDI ☐ Housing Subsidy ☐ Food Stamps ☐ TANF

☐ Retirement from previous job ☐ VA benefits (combat related? ☐ Yes)

☐ Spouse or dependent child receives benefits

☐ Medicaid ☐ Medicare ☐ Other benefits: [Click here to enter text.](#)

☐ Unsure which benefits s/he receives

☐ No benefits

.....

Do you manage your own money?

[Click here to enter text.](#)

.....

☐ Referral made to Ministry of Social Development Outreach Worker.

If no referral, why not: [Click here to enter text.](#)

.....

Disclosure

Please explain that each person using supported employment services can decide whether or not their provider will contact employers on their behalf.

What could be some of the advantages of having an employment specialist contact employers on your behalf?

[Click here to enter text.](#)

.....

What could be some of the disadvantages?

[Click here to enter text.](#)

.....

Are there any things that you would **not** want your employment specialist to share with an employer?

[Click here to enter text.](#)

.....

Do you know whether or not you would like your specialist to go ahead and contact employers on your behalf? (It is okay to change your mind at any time):

[Click here to enter text.](#)

.....

If you decided that the specialist should not contact employers, what things would you like him or her to do in order to help you find a job?

- ☐ Help with job leads ☐ Help filling out applications ☐ Help writing a resume
☐ Rides to job interviews ☐ Practicing job interview questions and answers
☐ Help following up on applications ☐ Other: [Click here to enter text.](#)

.....

Substance Use

How much alcohol do you drink?

[Click here to enter text.](#)

How often?

[Click here to enter text.](#)

Is there a particular time of day?

[Click here to enter text.](#)

.....

What drugs do you, or have you, used?

[Click here to enter text.](#)

How often?

[Click here to enter text.](#)

.....

Legal History

Have you ever been arrested?

[Click here to enter text.](#)

Have you ever been convicted of a crime?

[Click here to enter text.](#)

Conviction 1:

Year:

[Click here to enter text.](#)

[Click here to enter text.](#)

Sentence:

[Click here to enter text.](#)

Conviction 2:

Year:

[Click here to enter text.](#)

[Click here to enter text.](#)

Sentence:

[Click here to enter text.](#)

Conviction 3:

Year:

[Click here to enter text.](#)

[Click here to enter text.](#)

Sentence:

[Click here to enter text.](#)

Conviction 4:

Year:

[Click here to enter text.](#)

[Click here to enter text.](#)

Sentence:

[Click here to enter text.](#)

Conviction 5:

Year:

[Click here to enter text.](#)

[Click here to enter text.](#)

Sentence:

[Click here to enter text.](#)

What problems, if any, were you having in your life at the time of the offenses?

[Click here to enter text.](#)

Do you have any pending legal charges? If so, what charge?

[Click here to enter text.](#)

Parole Officer name:

[Click here to enter text.](#)

PO phone number:

[Click here to enter text.](#)

Do you have a copy of your rap sheet?

☐ No

☐ Yes

Do you want to get a copy of it?

☐ No

☐ Yes

Daily Activity

What is a typical day like for you from the time you get up until you go to bed?

[Click here to enter text.](#)

Are there places in your neighborhood that you like to go to?

[Click here to enter text.](#)

Do you belong to clubs, groups, a church, etc.?

[Click here to enter text.](#)

.....

What hobbies or interests do you have?

[Click here to enter text.](#)

.....

What are your typical sleep hours? Do you have problems falling asleep, staying asleep or waking up? Nightmares?

[Click here to enter text.](#)

.....

Networking Contacts (Family, friends, previous employers, other)

[Click here to enter text.](#)

Information from Family, Previous Employers or Others

[Click here to enter text.](#)

_____ Date: _____
Staff signature

_____ Date: _____
Client signature

CAREER PROFILE TIP SHEET

Designed to make completing the profile more appealing. (Perfect to stick to the desktop)



GETTING STARTED



Begin by listening, learning, and building trust.

You are just getting to know each other. Instead of focusing on paperwork, review and memorize important questions to ask *before* meeting. If needed, bring a small pad to take notes and offer to share these with person. Listen for subtle tidbits of information related to employment/education to keep conversation focused. [Meet outside the office to learn the most!](#)

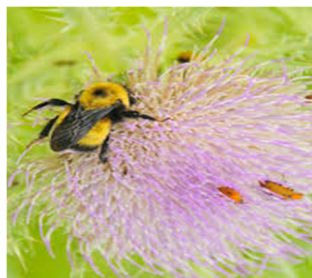
- Start where person is at and go at their pace.
- Listen with openness & curiosity to *person's story*.
- Use open-ended questions to discover details
 - Ask who, what, where, when, how (not why.)
- Use questions to guide, but avoid interrupting.
- Be hospitable – help person feel comfortable.
- Ideas on where to meet (ask person first):
 - Library, café, laundromat, park, book store, university, hotel lobby.

GATHERING INFORMATION

Be okay not knowing everything at once – the details will come in time.

"HELP!
I'LL NEVER GET
THIS DONE!"

- Use existing information to populate form.
- Ask care managers, therapists, psychiatrists, Vocational Rehabilitation counselors, peers, family members (with permission) for information.
 - If no team, then ask for permission to chat with people who know person.
- Schedule time each day to add information to profiles until complete – keep at it!
- Have a goal to learn at least three new things about person with each meeting.
- Keep profile alive by using it and adding new information as it's discovered over time.
 - Share additions with job seekers and put in clinical file.



ADDITIONAL RESOURCES

⇒ www.ipsworks.org

BENEFITS OF PROFILE

- ⇒ Discovers passions and interests and strengths
- ⇒ Guides job choices and educational goals
- ⇒ Identifies disclosure preferences
- ⇒ Identifies supportive people to involve
- ⇒ Shows employment history
- ⇒ Illuminates supports needed
- ⇒ Informs useful job search and follow-along plans
- ⇒ Facilitates brainstorming of ideas in supervision

BASIC TIPS TO GET STARTED

QUESTIONS TO ENGAGE JOB SEEKER

How did you get here today?

So tell me about your morning.

What jazzes you about going to work/school?

How might being employed change your life?

What do people say you are good at?

What activity have you noticed makes you lose track of time?

What do you want life to look like in 3 years?

When was the last time you felt good? What would it take to reach that again?

With whom do you like to spend time?

What would be the smallest or easiest 1st step for you?

Imagine that you are *truly confident* that others will support you. What might you do?

What do you think you are good at? What makes you unique?

If you could talk to your future self, what would you say?

When do you feel most like your true self?

- **Complete profile** within **first few weeks** of meeting with new person.
- **Explain that the various questions** being asked are helpful for understanding the person's interests, strengths, uniqueness, culture, and experiences. Answers **help with planning together** for the best job or educational pursuits.



- **DISCLOSURE:** **Remember to explain** that the person can decide whether or not the IPS specialist will contact employers on job seeker's behalf AND this **decision can be changed** at any time.

Show Belief. Highlight Possibilities.

Develop your own creative questions that demonstrate belief in the person and in possibilities.



Bring people into the future by asking questions that energize and inspire hope.

Focusing on the past too much can hold people back and may get boring.



Action steps increase hope, confidence, and engagement.

Gather information while being active in the community.

Develop & review action steps at each meeting.

Meet as frequently as possible to keep momentum.

Remember to record frequently and share with job seeker and team!

Sample: Workshop Invitation Email

Hello,

Please note that Foundry Works! will be running the following workshops this week:

Employment Skills Workshop

[Insert day, date and time]

[Insert Foundry centre name and address or add link if virtual]

In this session, we will talk about _____.
Snacks are offered and you get **paid** for your time.

Wellness Workshop

[Insert day, date and time]

[Insert Foundry centre name and address or add link if virtual]

In this session, we will talk about _____.
Snacks are offered and you get **paid** for your time.

Although all workshops are drop-in, please respond to this email letting us know if you would like to attend.

We hope to see you there.

Thanks,

Connecting with Employers

Before connecting with an employer about getting involved with the Foundry Works! program, the specialist can take several steps to prepare:

- Review the report [*Accommodation and Compliance: Low Cost, High Impact*](#) from the Job Accommodation Network. It looks at the “dollars and cents” of accommodating employees who face barriers to employment and shows that providing accommodations is good business sense. It is much more costly to lose employees and have to rehire and retrain;
- Review the [*IPS Trainer's Guide*](#) from IPS Works, particularly Chapter 5: Helping People Find Jobs;
- Research the employer to learn what they do, their mission and their values. A little knowledge goes a long way towards earning their trust and building a strong partnership; and
- Think about the approach to discussing the importance of diverse and equitable hiring practices. It is important to respect the employer's existing Diversity, Equity and Inclusion (DEI) practices, while offering to support their efforts.

Sample: Employer Contact Script

How to connect with employers to potentially hire Foundry Works! youth.

Sample phone call script:

- a. *Hello! My name is X, I am a (Vocational Counsellor, Occupational Therapist, etc.) and I was hoping to speak with a hiring manager.*
- b. *I am calling to inquire about....*
 - i. *How one gets started in your industry.*
 - ii. *How your application process works.*
 - iii. *If you are currently hiring.*
- c. *Once employer has responded to the above (or other similar inquiry):*
 - i. *Have you heard of Foundry? (If not, share our integrative services for youth and young adults.)*
 - ii. *We have recently received Federal funding to assist youth who face barriers to employment get a foot-in-the door opportunity; many of our clients are eager to work however do not have access to a computer, are single parents, etc., which has prevented them from being competitive in the job market. What we've seen work in the past is sending resumes directly to hiring managers, where I can then flag the person's competencies and you can make a match with the role you are looking to fill.*
 - iii. *Might you be open to this sort of referral relationship?*
- d. *Attempt to hear employer's needs first before introducing your 'Ask.'*
- e. *Optimally this interaction occurs in person, and it may not include an 'Ask' per se in the first meeting, but over time you will learn of the company's culture, staffing needs, etc., to best ensure a supportive work environment and make an appropriate client referral.*

This relationship lays the groundwork for you to best support participants through the job maintenance phase.

Sample: Employer Contact Log

Date of Contact: _____

Name of Contact: _____ ☐ has hiring responsibility

Purpose of the Contacts: ☐ To secure an appointment

☐ To learn about the employer

☐ Talk about a candidate

☐ Ongoing relationship

☐ Other: _____

Information learned about the employer's business and hiring preferences (or other notes):

Next step (include date):

Employment specialist signature: _____

Template: Foundry Works! Service Hold Letter

[Insert date]

Dear [Insert name],

We are sending you this letter as we would like to speak with you about your involvement with the Foundry Works! program. Despite our attempts to reach out to you three times in the last month, we have not been able to meet with you.

We would like to continue to provide employment, mental health and other supports to you, but in order to do this we need to be able to reach you through individual and/or group sessions. These expectations were reviewed with you when you signed up for the Foundry Works! program.

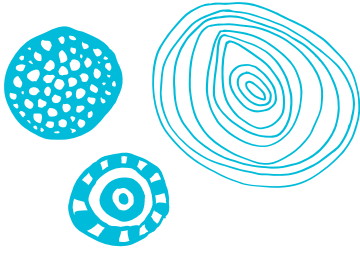
We understand that motivation to work comes and goes. At this time, you have been removed from our list of active clients. If you would like to reconnect with our services, please contact the Foundry Works! [Insert role and name], as you did when first applying to the program. [Insert name] can be reached at [Insert phone number and email].

It was a pleasure working with you, and I hope you consider reconnecting if you need the support.

Best regards,

[Insert name]

[Insert title]



APPENDIX C

Procedures

C.1 Onboarding

C.2 Standard Operating Procedures for Guest Speakers

Onboarding

Key information for the new employee onboarding process.

Contact information

Employee Name	
Employee ID	
Email (work)	
Email (personal)	
Phone (home)	
Phone (work)	
Address	

Key contact list

Title	Name	Phone (work)	Email Address

New hire checklist

	Responsible	Complete?
Introduction to other staff and orientation		
Confirmation of offer letter and acceptance		
Tour of facilities		
Job description review		
Building access, ID cards, keys		
Computer		
Department email lists		

Payroll & Benefits

	Responsible	Complete?
Criminal record check		
Direct deposit form		
Enrollment in Municipal Pension Plan		
Enrollment in group benefits		
Enrollment in group Medical Services Plan		

Standard Operating Procedures for Guest Speakers

Inviting guest speakers to present at Foundry Works! workshops

A variety of guest speakers can be invited to present at Foundry Works! workshops.

An educational guest speaker is someone who presents on topics that are not directly covered by the program, e.g., public speaking, dealing with rejection, budgeting, etc.

An employer guest speaker is someone who can speak about their job, past experiences and how they got to where they are now, particularly in industries and fields of work that are of interest to the youth.

The Foundry Works! specialist will:

- Identify guest speakers that can present on topics that are interesting and appropriate for youth.
- Gather information about the guest speaker, e.g., name, credentials and topic.
- Consult with the team to determine if the presenter is a good fit.
- Email the guest speaker to introduce the Foundry Works! program and express interest in having them present on a topic of interest to the youth. (See sample introductory email below.)
- If the guest speaker is interested, set up a call to answer their questions and discuss scheduling.
- Schedule the guest speaker and confirm with the team.
- Email the guest speaker with details about an honourarium, if applicable.
- Ensure that workshops are promoted within the centre, through Foundry Virtual BC and online, to broaden the reach of the Foundry Works! program to more young people. Priority is given to program participants, but other young people may be given the opportunity to attend.

Sample: Introductory email to guest speaker

My name is [Insert name] and I am a [Insert role] at Foundry Works!. I would like to invite you to speak to the youth in our program on [Insert chosen topic].

Foundry Works! is a flexible, wrap-around service to help at-risk youth (ages 16-24) develop work skills and gain paid work experience to successfully transition into the labour market. The youth in this program face multiple barriers to employment, and eligibility for the program includes experiencing any of the following: living with mental illness, substance use, living in a low income household, homelessness, early leaver of school, leaving care of the child welfare system, LGBTQI, living with a disability, low levels of literacy and numeracy and/or belonging to a visible minority group.

A presentation from you on [Insert topic] would provide valuable information for our youth, to assist them in their everyday lives and in future employment opportunities. Our presentations range in length but are typically 1-3 hours. If you are interested in presenting to our youth, please contact me at this email and I will provide you with further details.