



Unit 6-Writing Employment Objectives



The University of Georgia - The Institute on Human Development and Disability

WorkWorks

UNIT 6: JOB DEVELOPMENT

Writing Employment Objectives

It is helpful to develop a written employment plan with the individual; using measurable objectives, you can develop a plan that is practical and useful for both of you. The plan's objectives identify actions that the individual needs to take or skills that the consumer needs to master. Generally, the plan will include goals that can be classified in four areas:

1. Job attainment
2. Job performance
3. Job enhancement
4. Career advancement/career change

The use of task analysis can reduce complicated areas to more manageable bits of learning. If you learn that an individual wants to work in a specific field and you do not know the exact expectations for the job, you should identify a place where you can go to learn about the actual tasks involved in the work. (The next unit covers marketing and identifying employment opportunities and will present creative ways to find jobs and roles that fit individual interests.)

If you are able to assemble a team, all members of the team should be asked to participate in the attainment of objectives - they help develop the plan and they take steps that will ultimately support the individual in obtaining the goal. It is important that the plan include times for follow-up and review of strategies, resources, and responsible personnel. There should be frequent communication between team members about progress. The job coach or

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