**CE JOB NEGOTIATION FORM**

**Date:**

Job Seeker:

CID Number:  DRS Counselor:

Rehab Tech:

Name of the Contractor Agency:

Employment Consultant:

Business:

Business Contact:  Title:

Phone:  Email Address:

Business Description:

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| 1) description of the business’s products and services: |
| 2) number of employees: |
| 3) production needs: |
| 4) quality needs: |

How was this business identified for this job seeker? (Include the person who recommended the business if applicable.

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Describe how / why this business matches a vocational goal / theme of the job seeker.

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**INFORMATIONAL INTERVIEW** Date of the interview:

Identifying Unmet Business Needs (sample questions)

* Do you have any tasks that several employees do that could be done more efficiently by one employee?
* Do employees have duties that take them away from their area of expertise?
* Are there busy times when you could use extra help?
* Is there work that you would like to see completed more often?
* Do you have work that is not being done that would make your business more productive?
* Do you routinely pay for overtime work or temporary work services?
* Do you have specific tasks that are not getting done, because employees are completing other higher priority tasks?

Findings from Informational Interview with the Business (Include answers to any of the previous questions or additional findings from the interview.)

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Does the business match the job seeker’s vocational goals / themes? YES  NO

Describe tasks that match the job seeker’s vocational goal / themes. Focus on any tasks that the employment specialist wants to observe coworkers complete for further analysis.

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Time spent on the informational interview:  Date for follow-up workplace observation:

**JOB SITE OBSERVATION INFORMATION**

Date of observation:  Length of the observation:

Employment Consultant completing observation:

Job Seeker Represented:

Describe the workplace culture/climate or other environmental factors.

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Describe each job duty / task that was observed. Things to include in your description: 1) when is this job duty / task completed? 2) Who / how many employees complete this job duty / task? 3) Who was observed? If helpful, use the job analysis form when completing the observation.

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| Description of the Job Duty | **A.** Describe how the job duty matches the job seeker’s interests and skills. **B.** Is this a possible task that could be negotiated and why? |
| 1.  2.  3. | A.  B. |
| 1.  2.  3. | A.  B. |
| 1.  2.  3. | A.  B. |
| 1.  2.  3. | A.  B. |

Follow up to with Business: YES  NO

If yes, describe how hiring the job seeker could meet an unmet business need.

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If yes, what is the benefit to the business for customizing a job description based on the identified job duty / task(s)? Include any cost/benefit to customizing this position.

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Date of follow-up:  Employment proposal developed: YES  NO