

BACK TO BASICS: RATE YOURSELF

B	Behavior 1 2 3	Comments
A	Academics 1 2 3	Comments
S	Self-care 1 2 3	Comments
I	Interaction 1 2 3	Comments
C	Community 1 2 3	Comments
S	Self-monitoring 1 2 3	Comments

GOALS

Personal:

Academic:

Social:

SKILL SET ASSESSMENT

Read through and circle each skill set and identify each that you would define as a strength for you. This information could be based on what others have told you or what you have recognized as a strength within yourself. Think about the tasks you complete efficiently and successfully in different settings (i.e. a group project). After you have identified the skills in each set that are strengths, note the total number of skills identified in each set at the bottom. This information can be used to analyze and define your distinct skill set.

Skill Set A	
Categorizing Problem-solving Researching Detail recognition Information collection	Troubleshooting Data analysis Evaluating Synthesizing information Comparing
Total for Skill Set A:	
Skill Set B	
Initiating Time management Prioritizing Emotional regulation Planning	Memory for details Focus Task completion Multi-tasking Task analysis
Total for Skill Set B:	
Skill Set C	
Verbal communication Nonverbal communication Active listening Collaborating Questioning	Self-management Conflict management Making connections Negotiating Consulting
Total for Skill Set C:	
Skill Set D	
Organizing Strategic thinking Decision-making Facilitating Giving feedback	Coordinating Delegating Evaluating Reporting Team-building
Total for Skill Set D:	

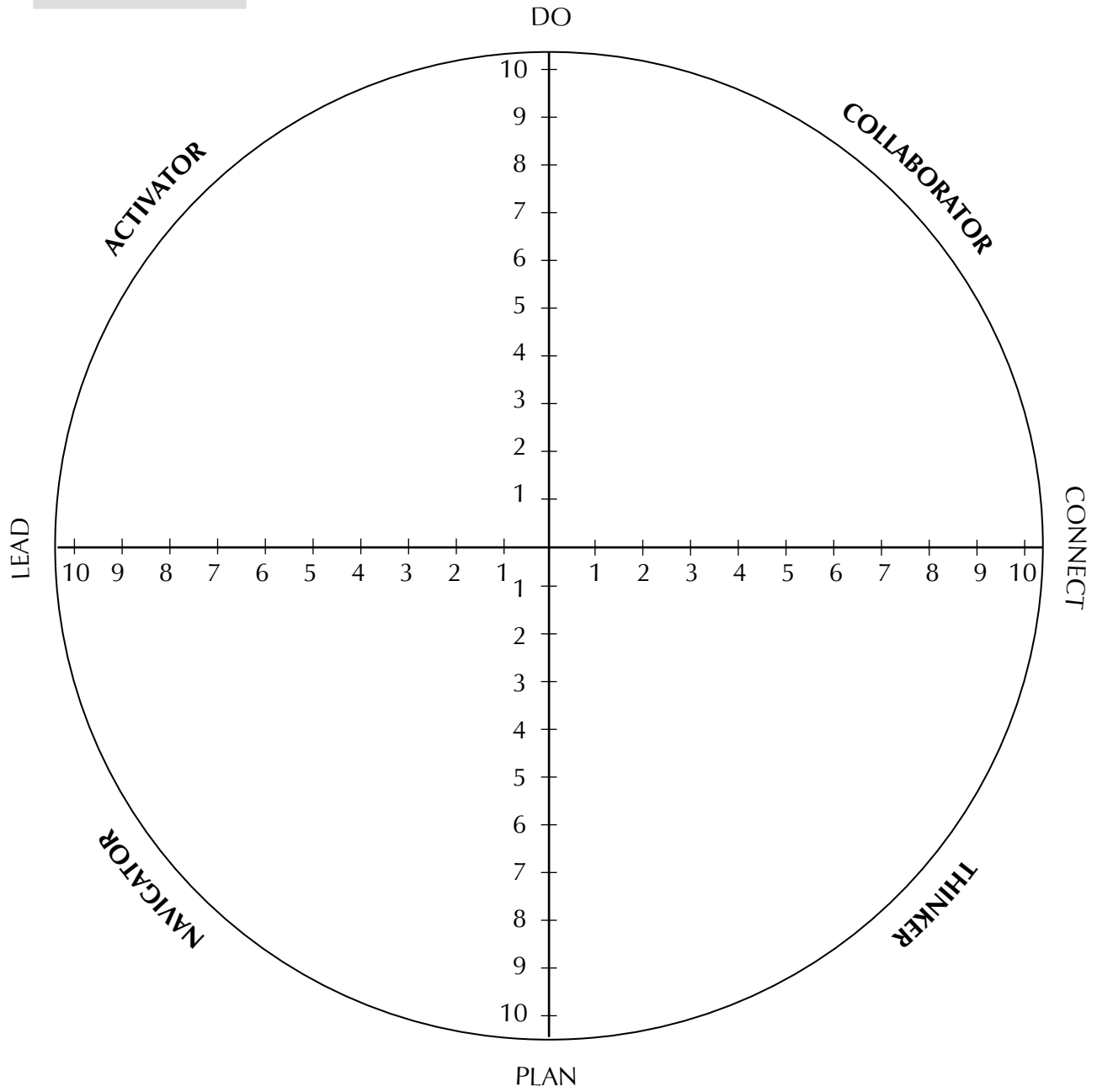
PREFERENCE STATEMENTS

Plan	Do
<input type="checkbox"/> I like to set timelines	<input type="checkbox"/> I work best under pressure
<input type="checkbox"/> I work best with a plan in place	<input type="checkbox"/> I like to just start the project
<input type="checkbox"/> I like to set goals	<input type="checkbox"/> The goal is to get the project finished
<input type="checkbox"/> I'm good at developing a vision	<input type="checkbox"/> I can follow a plan well
<input type="checkbox"/> I like to organize projects	<input type="checkbox"/> It is better for people to assign me tasks
<input type="checkbox"/> It is best to assign roles to team members	<input type="checkbox"/> Everyone contributes in their own way
<input type="checkbox"/> I use a good planning system	<input type="checkbox"/> I have a good memory
<input type="checkbox"/> I need to set guidelines for projects	<input type="checkbox"/> I like to be creative
<input type="checkbox"/> Measurable outcomes are important	<input type="checkbox"/> Task completion is what is important
<input type="checkbox"/> I like to clarify expectations in the beginning	<input type="checkbox"/> I like to just get to work
Total:	Total:

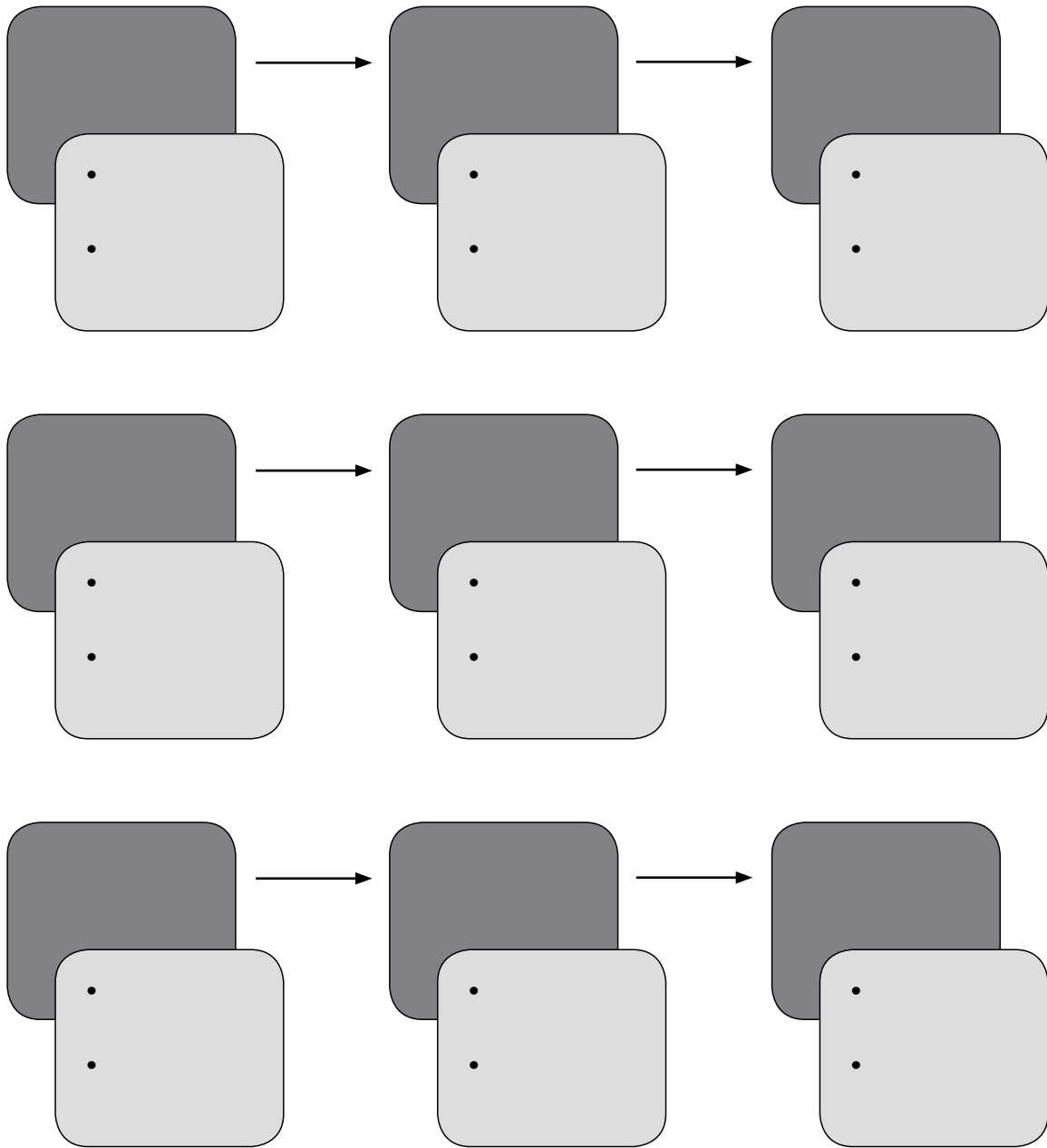
PREFERENCE STATEMENTS

Lead	Connect
<input type="checkbox"/> I like to look for people's strengths	<input type="checkbox"/> I can identify commonalities
<input type="checkbox"/> I like to direct the process	<input type="checkbox"/> I like to partner throughout the process
<input type="checkbox"/> It is very important to monitor progress	<input type="checkbox"/> It is important to monitor communication
<input type="checkbox"/> I like to assign tasks to different members	<input type="checkbox"/> I like to watch roles evolve
<input type="checkbox"/> I feel better when I define the goals	<input type="checkbox"/> I enjoy developing the goals as a team
<input type="checkbox"/> I enjoy taking risks to be innovative	<input type="checkbox"/> Innovation occurs through partnerships
<input type="checkbox"/> I can communicate the objectives clearly	<input type="checkbox"/> I can identify progress from each member
<input type="checkbox"/> I am confident in my ability	<input type="checkbox"/> I am confident in the ability of my team
<input type="checkbox"/> I value the perspective of each member	<input type="checkbox"/> I value the linkages between each member
<input type="checkbox"/> I can keep the team motivated to the end	<input type="checkbox"/> I can help build lasting partnerships
Total:	Total:

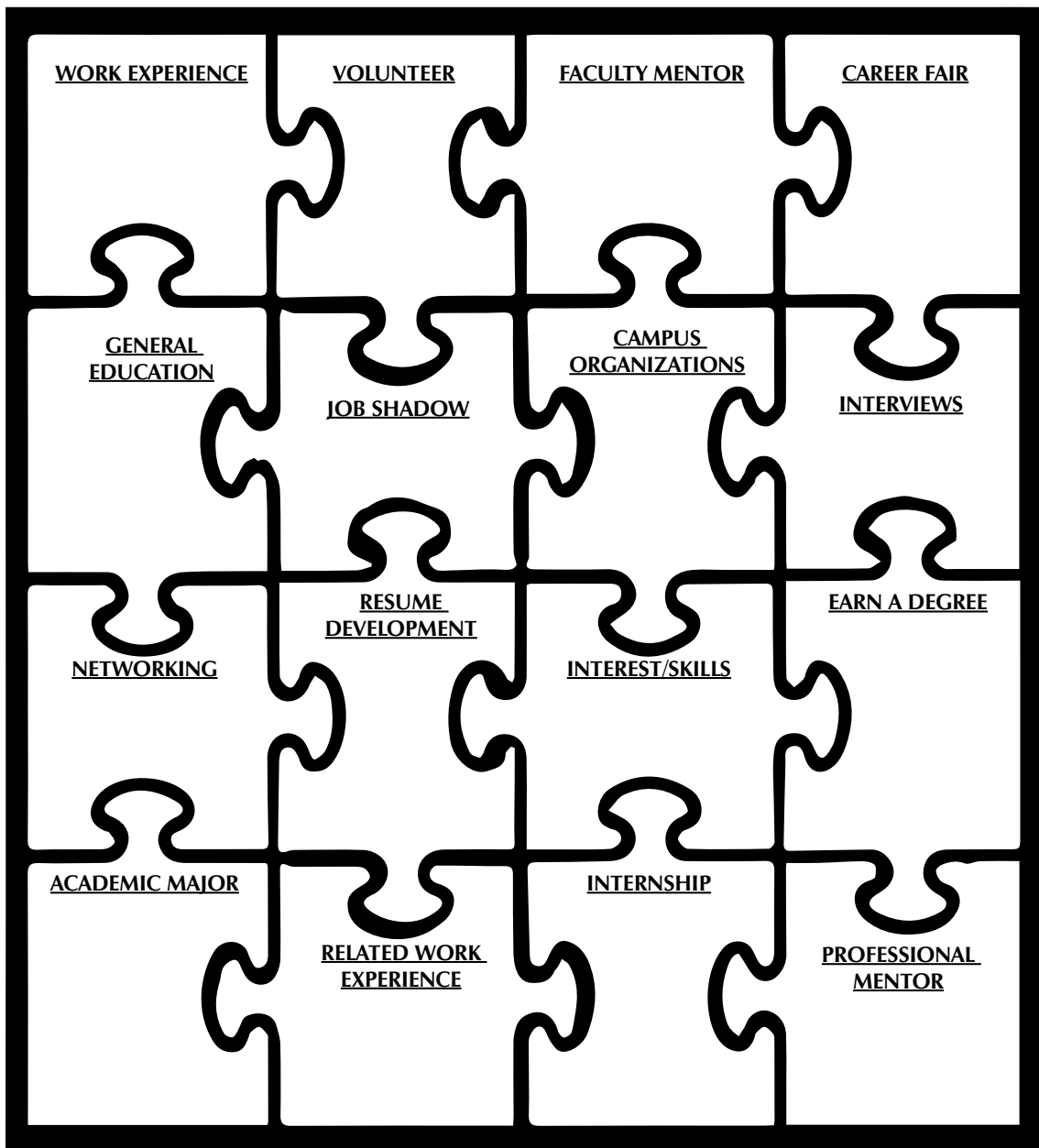
ROLE GRAPH



SKILL DEVELOPMENT CHECKPOINT SYSTEM



CAREER PREPARATION PUZZLE



CAREER PREPARATION RESOURCE GUIDE

Resource	Contact	Important Information
<i>Asperger's Syndrome Workplace Survival Guide: A Neurotypical's Secrets for Success</i>	Author, Barbara Bissonnette www.jkp.com	First impressions, communication skills, and executive functions at work
<i>Asperger's on the Job: Must-have Advice for People with Asperger's</i>	Author, Rudy Simone www.fhAutism.com	Real-life scenarios
Disability Resource Center	Director: _____ Website: _____	Accommodations Advocacy Understand ASD
College Career Services	Director: _____ Website: _____	Resume help Practice interviews

ACTION PLANNING AND MAKING CONNECTIONS

ACTION	<ul style="list-style-type: none">• Deadline• How will you take action?
CAREER	

NETWORKING CONTACTS

Name:

Contact Information:

Name:

Contact Information:

Name:

Contact Information:

Name:

Contact Information:

Name:

Contact Information:

BLANK RESUME

Name: _____

Address _____

Number: _____

Email: _____

EDUCATION

University: _____

Degree: _____

Expected graduation date: _____

University GPA: _____

WORK EXPERIENCE

Company: _____ **Start/End Date of Employment:** _____

Position Title: _____

- Duties: _____
- Duties: _____
- Duties: _____
- Duties: _____

Company: _____ **Start/End Date of Employment:** _____

Position Title: _____

- Duties: _____
- Duties: _____
- Duties: _____
- Duties: _____

Company: _____ **Start/End Date of Employment:** _____

Position Title: _____

- Duties: _____
- Duties: _____
- Duties: _____
- Duties: _____

SKILLS AND CERTIFICATIONS

ACTIVITIES AND HONORS

REFERENCE

Name: _____ **Contact Number:** _____

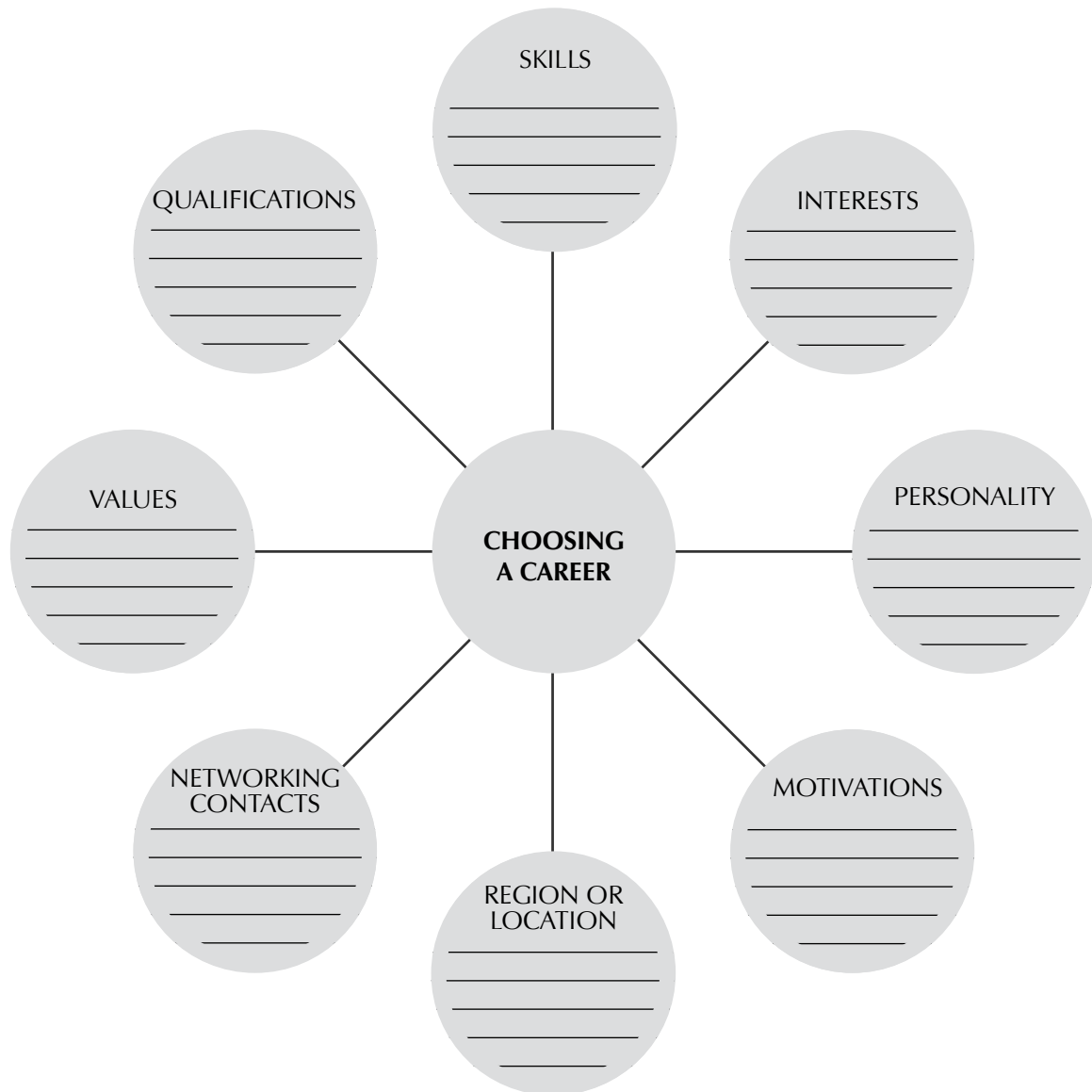
Position: _____

Name: _____ **Contact Number:** _____

Position: _____

CAREER WEB

Identify the elements involved in choosing a career, given a set of specific areas to get you started. List the elements you consider in each corresponding area.



CAREER EXPLORATION GUIDE: OPTION ONE

Position Title:

Job Tasks:

Environmental Factors:

Accommodation Needs, if any:

Application and Interview Process:

Education Requirements:

Employment Experience:

Relocation or Travel:

Salary Range:

CAREER EXPLORATION GUIDE: OPTION TWO

Position Title:

Job Tasks:

Environmental Factors:

Accommodation Needs, if any:

Application and Interview Process:

Education Requirements:

Employment Experience:

Relocation or Travel:

Salary Range:

CAREER EXPLORATION GUIDE: OPTION THREE

Position Title:

Job Tasks:

Environmental Factors:

Accommodation Needs, if any:

Application and Interview Process:

Education Requirements:

Employment Experience:

Relocation or Travel:

Salary Range:

PRIOR TO SUBMITTING YOUR RESUME OR APPLICATION

Job applied for: _____

Interesting facts about the company:

1. _____
2. _____
3. _____

Interesting facts about the company's history:

1. _____
2. _____
3. _____

Is this a reputable job? Yes / No

Skills that qualify you for this position: _____

Key words in the job description that stand out to you: _____

What about your degree/experiences align with what they are looking for?

What about the company's mission/vision statements align with your values?

When was this position posted: _____

The deadline for submitting your application/resume: _____

Concerns: _____

JOB SHADOWING PREPARATION GUIDE

Potential career:
Community connections:
Career center contacts:
Department of Vocational Rehabilitation contacts:
Alumni Affairs contacts:
Researched information about the company:
Scripted introductory email:
Potential discoveries:
Potential questions:
Advice offered:
Follow-up scripted email:

INFORMATIONAL INTERVIEW STRUCTURE

Business card information

Name: _____ Email: _____

CAREER TRAJECTORY QUESTIONS

*What is the preferred college degree?

*What is the potential career growth?

*What are some potential future trends for the field?

CAREER TRAJECTORY QUESTIONS

*What is the physical working environment like?

*What are the social expectations at this company?

*What is the potential for a career mentor?

INTERNSHIP EVALUATION

Intern: _____ Date: _____

Supervisor: _____

Unacceptable → Average → Mastered

Social interaction

Handles stress well	1	2	3	4	5
Makes eye contact	1	2	3	4	5
Refrains from social infractions (e.g. excessive talking)	1	2	3	4	5
Admits mistakes	1	2	3	4	5
Accepts praise	1	2	3	4	5
Cooperative and courteous	1	2	3	4	5

Communication

Listens and pays attention	1	2	3	4	5
Expresses personal needs	1	2	3	4	5
Respects the rights and privacy of others	1	2	3	4	5
Asks for help when needed	1	2	3	4	5

Appearance

Maintains clean appearance	1	2	3	4	5
Dresses appropriately for the job	1	2	3	4	5
Has good general hygiene	1	2	3	4	5

Job performance

Follows directions	1	2	3	4	5
Accepts constructive criticism/feedback	1	2	3	4	5
Follows rules and regulations	1	2	3	4	5
Asks for help when needed	1	2	3	4	5
Maintains good attendance	1	2	3	4	5

Unacceptable → Average → Mastered

Arrives on time for work/leaves on time	1	2	3	4	5
Attentive to the job at hand	1	2	3	4	5
Completes task accurately	1	2	3	4	5
Works well with co-workers	1	2	3	4	5
Initiates new tasks	1	2	3	4	5

Comments

DIFFERENCE BETWEEN CAREER AND JOB

