

Routine Employee support Monitoring charts

The following charts¹ assist you as an employer to monitor and support your employee to maintain meaningful employment that benefits the workplace as well as the individual.

Good well-being means being comfortable, healthy and happy. Improving someone's well-being improves their chances of successful employment, just as successful employment can also underpin positive well-being.

It is important to assess well-being before employment and to monitor it during employment. It is also important to involve the employee in any assessment of their well-being as they remain the best judge of their own current situation and state.

Be aware that some of the factors that impact an employee's sense of well-being may or may not be controllable.

Name: _____

Date of Birth: _____

Date of initial assessment: _____

¹ The charts have been adapted and reproduced with permission from Makela, Kapasi and Pei (2019).

Makela, M., Kapasi, A., & Pei, J. (2019). Guide for employment professionals supporting employment in adults with Fetal Alcohol Spectrum Disorders_V2. Retrieved from [Supporting Employment in adults with Fetal Alcohol Spectrum disorder \(nofasd.org.au\)](https://www.nofasd.org.au)

Chart 1. Monitoring Well-being

Indicators of Well-Being		Date: _/_/_	Date: _/_/_	Date: _/_/_	Date: _/_/_	Date: _/_/_	Date: _/_/_
Basic Needs. <i>I know if my employee has access to:</i>	Appropriate housing/accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate nutrition and food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate medical care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate work wardrobe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support Network of Family and Friends	I know of my employee's personal support system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I am aware of whether the employee has regular contact with their support network.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I am aware of relationship concerns or difficulties that may impact the employee's employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health	I am aware of my employee's mental health status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I understand whether substance use is part of my employee's life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I understand the stressors and triggers in my employee's life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	I am aware of my employee's coping and self-care strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have identified possible accommodations that my employee will need in the workplace to support their mental health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have discussed those accommodations with my employee, and they have identified ones that might be more helpful to them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive Functioning	I am aware of my employee's unique cognitive strengths and challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I am aware of factors that can further impact on their cognitive challenges in the workplaces (e.g., distractions, bright lights, etc....).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have identified my employee's own strategies for managing their cognitive challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have identified ways in which the work environment can be adapted to support the employee in carrying out their work tasks to the best of their cognitive ability (e.g., maximising their strengths and minimising their cognitive challenges).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have discussed those accommodations with my employee and they have identified ones that might be more helpful to them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication and Language	I am aware of my employee's unique communication style, including their strengths and challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	I have discussed with my employee, the implications of their language and/or communication difficulties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have discussed with my employee, their preferred method of communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have shared information regarding my employee's unique communication style with their co-workers and other members of the supervisory or management team, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have planned to implement/ have implemented appropriate accommodations to facilitate appropriate communication between the employee with FASD and others who work with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have discussed with my employee, current language and communication accommodations implemented and they have identified which are useful for them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal/Justice Issues	I know whether my employee has legal issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I am aware of Australian laws regarding the employment of individuals with a criminal record history and a disability, as stipulated by the Australian Human Rights Commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I understand how my employee's <u>past</u> legal issues may impact on their current employment opportunities and I have discussed this with them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	I am aware of my employee's past or current legal issues and the implications of those on their employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I understand my employee's family needs and the implications of those on their employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chart 2: Monitoring job fit

Job Fit		Date: _/_/_	Date: _/_/_	Date: _/_/_	Date: _/_/_	Date: _/_/_	Date: _/_/_
Career Goals and Interests	The job continues to fit my employee's employment goals and interests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The job continues to motivate my employee to work to achieve their goal (e.g., social engagement, praise, money, contributing, making a difference, staying out of the justice system, etc...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have consulted with the employee and they feel that the job continues to for their employment goals and interests and they remain motivated to achieve their goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training & Education	My employee has the required level of training and education to continue to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I know if there are additional educational opportunities, or if further education is needed, and I have assisted my employee in obtaining this education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ideal # of hours and days of work per week	I have discussed the number of work hours and schedule with my employee and they have ascertained that these continue to be appropriate, and if not, I have assisted with the adjustments needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I am up to date on the other factors in my employee's life that can influence their schedule (e.g., childcare, transportation, meetings, etc...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job characteristics	The place of employment continues to provide or have accommodations to support the employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The place of employment provides a support person on site if needed (e.g., a person to answer questions or help with job tasks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The employee has regular or easy contact with their support person in case any issues arise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	The degree of routine of the place of employment continues to be a good match for the employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have provided the employee the opportunity to provide feedback regarding the adequacy of supports and accommodations available to them to carry out their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Duties & Expectations	The job duties are still a good fit for the employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have assisted the employee in any adjustments to job duties that are needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chart 3: Assessing currency of skills

After considering all above aspects of the employee's personal wellbeing, I believe that they are continuing to be valuable members of my workforce and are fulfilling their own career desires.		Date:	Date:	Date:	Date:	Date:	Date:
		__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
		Yes	Yes	Yes	Yes	Yes	Yes
		No	No	No	No	No	No
Employability Skills		Date:	Date:	Date:	Date:	Date:	Date:
		__/__/__	__/__/__	__/__/__	__/__/__	__/__/__	__/__/__
Communication & Social Skills	This workplace continues to be appropriate given the employee's current social/communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress Management	This workplace continues to be appropriate given the employee's stress management abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	This place of employment continues to be appropriate given the employee's time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Advocacy	The employee has reported being comfortable and able to advocate for him/herself within the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	This place of work continues to be appropriate given the employee's current teamwork skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List any successes and issue(s) that you may have regarding your employee's current employability skills. Detail your action plan to address this/these issue(s). Also note any progress that has been made in this area.

Date	Success Encountered	Current Issues	Agreed Action Plan	Progress Made	Additional Notes