

## Maintaining Employment Assessment Charts

A goal of employment services professionals should be to ensure the right conditions are in place for the person with FASD (referred to as the client) to maintain the employment they have gained. Once the person with FASD has gained employment and their well-being assessed to be positive, the employment professional should endeavor to assess that the workplace remains a good fit for the employee. The following charts<sup>1</sup> can be used to assess whether the workplace remains a good fit and to support an employee to sustain employment. These charts should be completed by employment services professionals, ideally together with the employee, as part of monitoring the suitability of the work environment over time. The final table allows the employment professional to highlight concerns and target specific actions to support the employee.

Chart 1: Maintaining Job Fit

Chart 2: Assessing Currency of Employability skills

Chart 3. Assessing the Relationships Amongst the Employer, Employee and Employment Services Professional.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Job Position: \_\_\_\_\_

Date of initial assessment: \_\_\_\_\_

<sup>1</sup> 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/supporting-employment-in-adults-with-fetal-alcohol-spectrum-disorder)

### Chart 1. Maintaining Job Fit

Job Fit		Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/
<b>Career Goals and Interests</b>	The job continues to fit the employee’s employment goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The job continues to fit with the employee’s hobbies and career interests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The job continues to motivate the 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"/>
<b>Training &amp; Education</b>	The 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 or professional development opportunities, or if further skills training is needed, and I have assisted the employee in obtaining this opportunity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ideal # of hours and days of work per week</b>	The number of work hours and schedule continues to be appropriate for the employee, 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 the 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"/>



<b>Job characteristics</b>	The place of employment continues to provide or have accommodation to support the employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The employer (and/or other staff) provides a support person on site if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The place of employment is helping the employee implements lists and reminders as needed	<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"/>
<b>Job Searching</b>	Specific job duties and tasks have been reviewed with employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Job Duties &amp; Expectations</b>	The job duties are still a good fit for the employee or have been adapted as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The employee has been consulted regarding any adjustments to job duties that they may need.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



On the table below, outline any concerns that you hold and describe your action plan to address these issues. To ensure a collaborative and respectful approach, please endeavour to involve the employee in this process. Note any progress that has been made in these areas.

Current Issues	Date	Agreed Action Plan	Progress Made	Additional notes	Signatures (of employment professional and employee)



### Chart 2: Assessing Currency of Employability Skills

Employability Skills		Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/	Date: _/_/
<b>Cognition</b>	This workplace continues to be appropriate given my employee's cognitive strengths and weaknesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Language Skills</b>	This workplace continues to be appropriate given the employee's current language skills						
<b>Communication Skills</b>	This workplace continues to be appropriate given the employee's current communication skills						
<b>Interpersonal/Social Skills</b>	This workplace continues to be appropriate given the employee's current interpersonal/social skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emotion Regulation</b>	This workplace continues to be appropriate given the employee's current emotion regulation skills						
<b>Stress Management</b>	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"/>
<b>Time Management</b>	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"/>
<b>Self-Advocacy</b>	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"/>
<b>Teamwork</b>	This place of work continues to be appropriate for the employee's current teamwork skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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### Chart 3. Assessing the Relationships Amongst the Employee, the Employers and Myself as the Employment Services Professional.

Relationships		Date: _/_/___	Date: _/_/___	Date: _/_/___	Date: _/_/___	Date: _/_/___	Date: _/_/___
<b>Client &amp; Employer Relationship</b>	I have discussed the employee-employer relationship with the employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have discussed the employee-employer relationship with the employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strengths in the employee-employer relationships have been identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Any conflict(s) have been identified and communicated and I have created a plan in order to address any difficulties to foster a healthy workplace relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The goals have been established and the plan has been implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Client &amp; employment professional relationship</b>	The employee and I have had a conversation regarding our working relationship and identified areas for improvement (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The employee and I have identified the strengths within our relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	the employee and I have identified any areas of conflict or potential conflict and have created a plan in order to address these conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	The plan has been implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The employee and I have celebrated their employment successes (e.g., rewards, praise, a meal or coffee, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employment professional and employer relationship.</b>	I have had a conversation with the employer about my role as an employment professional for the client and we have discussed the employer-employment professional relationship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have provided the employer with information about FASD/I am confident about the employer's knowledge of FASD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I have informed the employer that I need to be informed of changes and transitions (e.g., changes in staff, management, tasks and duties, etc.) ahead of time so I can advise the employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strengths and challenges have been identified and communicated and I have created a plan in order to address these difficulties. Where relevant, I have shared my plan with the employer and/or the employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The plan has been implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If a dismissal is deemed necessary, I have discussed a dismissal plan with the employer, including that I be notified ahead of time in order to organize the appropriate supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	I have used different assessment measures to assess how well the job is going (i.e., satisfaction survey, debriefs/check-ins, etc.) in person, via telephone or email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Good job for the Client</b>	<b>I believe that this continues to be a good place of employment for the employee</b>	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___	<b>Date:</b> _/_/___
		<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
		<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>	<b>No</b>

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