

## Tool

# Positive Personal Profile – Discovery

Job Seeker: \_\_\_\_\_ Date \_\_\_\_\_  
:

Career Specialist: \_\_\_\_\_

Interviewee  
: \_\_\_\_\_

Relationship to job seeker:

- ☐ Self ☐ Friend/peer ☐ Family member  
☐ Service provider ☐ Other:

For how long has the interviewee known the jobseeker?

- ☐ 0 – 3 years ☐ 3 – 5 years ☐ 5 – 10 years  
☐ more than 10 years ☐ N/A (self)

Has the jobseeker met with the benefits specialist?

- ☐ Yes ☐ No

| Interests and Preferences                                     |  |
|---------------------------------------------------------------|--|
| What are some activities the individual enjoys? Any passions? |  |

|                                                                                                                                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| What are some leisure time activities? (sports, hobbies, etc.)                                                                                    |  |
| In what environmental conditions does he/she thrive? (indoors/ outdoors, noisy/quiet, many people/few people, slow/quick pace, time of day, etc.) |  |
| What are some of his/her talents?                                                                                                                 |  |
| How does he/she best learn a new task?                                                                                                            |  |
| Other comments (interests/preferences)                                                                                                            |  |

| Life and Work Experiences                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please describe any paid or unpaid work experiences (including volunteer activities) – focus on the tasks completed rather than the place. |  |
| What types of household chores are completed regularly (both assigned and voluntary)                                                       |  |

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|------------------------------------------------------------------------|--|
| In what community activities does he/she participate?                  |  |
| Other comments (life and work experiences)                             |  |
| <b>Skills and Knowledge</b>                                            |  |
| Has the individual been involved in any specific vocational training?  |  |
| Can you describe his/her academic skills (reading, math, time, money)? |  |
| Other comments (skills and knowledge)                                  |  |

|                                                                                          |  |
|------------------------------------------------------------------------------------------|--|
| <b>Dislikes, etc.</b>                                                                    |  |
| Are there particular activities he/she is “known” to dislike?                            |  |
| Are there particular situations you recommend we avoid when searching for opportunities? |  |
| Other comments (dislikes, etc.)                                                          |  |

| Accommodation and Support Needs                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
| What services are currently provided?                                                                                                            |  |
| What accommodations should be in place for the job seeker to meet with success (i.e. physical accessibility, technological, personal care, etc.) |  |
| What supports will need to be maintained?                                                                                                        |  |
| Other comments (accommodation and support needs)                                                                                                 |  |

| Transportation Resources                                                                      |  |
|-----------------------------------------------------------------------------------------------|--|
| How does the individual currently get around in the community?                                |  |
| What transportation resources will be necessary in order for the jobseeker to maintain a job? |  |
| Other comments (transportation)                                                               |  |

| Other General Observations                                                             |  |
|----------------------------------------------------------------------------------------|--|
| How would you describe his/her temperament?                                            |  |
| What characteristics do you most admire in the jobseeker?                              |  |
| Please explain a “dream” job for the jobseeker                                         |  |
| Can you describe any “habits,” routines or idiosyncrasies the individual demonstrates? |  |
| Is there any additional information you would like to share regarding this jobseeker?  |  |

## Notes

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