

## Preparing For The Job Match

A LiveWorkPlay Inclusion Specialist completes a Workplace Assessment and Job Analysis with each employer. The Workplace Assessment and Job Analysis is generally sufficient for analysing the quality of fit, and matching prospective candidates with the opportunity. This is discussed on an ongoing basis at weekly staff team meetings.

Based on this information, Discovery Specialists make recommendations to the Inclusion Specialist as to which job seeker(s) is the best match for the job and work environment. The Inclusion Specialist then presents the employment profile of each candidate to the employer for review. An interview or similar meeting (sometimes a less formal arrangement is recommended) will be organized, and the employer will make a final decision regarding an offer of employment.

### What Makes A Good Match?

- When the job seeker's ideal conditions of employment and skills match with the job opportunity and a work environment
- When the job seeker can perform the job tasks at acceptable standards with reasonable accommodations and minimal assistance from the beginning, or in the short-term
- When success can be realized with minimal need for intrusive support
- When there are opportunities for high levels of inclusion in the workplace

### How Is A Match Communicated? How Are Plans Implemented?

The Discovery Specialist communicates the final decisions of the employer to the candidate(s). Much of the work of the Inclusion Specialist is done with the employer and workplace before the job-seeker's first day of work.

The next step of the process is for the Discovery Specialist to ensure that the Inclusion Specialist understands the learning style of the new employee to ensure the training plan provided to the employer will be accurate and effective. In order to prepare the workplace, a training plan is prepared for the employer to implement based on the learning styles of the new employee, and this includes recommendations and accommodations as necessary.

The Discovery Specialist will facilitate an introductory meeting between the new employee and the Inclusion Specialist to prepare for the employee's first days of work, and to complete any necessary paperwork and any other preparations.