Field Mentoring Checklist for Job Development

Date:___________  Employment Specialist:_______________________________

Supervisor: _______________________________

BEFORE GOING OUT TO CONTACT EMPLOYERS:

I. What happened when (employment specialist) followed up with employers from last field mentoring day?

II. Today we will focus on refining or developing the following skills:

AFTER VISTING EMPLOYERS:

I. Our successes:

II. What we would do differently next time:
III. What did the supervisor learn from the employment specialist?

________________________________________________________________________

PLANS:
I. Plans to follow up with businesses we contact today:

<table>
<thead>
<tr>
<th>Employer</th>
<th>What actions for following up?</th>
<th>When?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Next date for field mentoring: __________________________

___________________________________     _____________
Employment specialist     Date

___________________________________     _____________
Supervisor                                                          Date