



Sample IEP Goal:

With 2 or fewer prompts, the student will complete the steps required to fill out a job application with 100% accuracy on 4 out of 5 opportunities.

Possible Settings:

- Work Place
- Home
- School

Items Needed:

- Job Application
- Task analysis
- Visual supports

Note: Only have the student complete the step to submit the application if they are interested in applying for the job, or recruit employees/managers to simulate this step.

Applying for a Job



Preparing for the Lesson

1. Prior to beginning the lesson, gather baseline data to assess the student's current ability to apply for a job. Have the student attempt to apply for a job, but offer no prompts. Record their data online (or you may use the task analysis attached if a computer/tablet is not available).
2. Determine the setting where the lesson will take place (consider how the video model will be used in the natural setting, during routines, etc.) and what materials will be used (see Planning for Generalization). If you can't access a workplace (natural environment), set-up a scenario for applying for a job in the classroom or in other available and appropriate locations (contrived situation).
3. Identify how the video model will be shown (e.g., on an iPad or tablet, etc.). If technology is not available to view the video model, the student may also use the visual supports provided (i.e., the visual task analysis or the photo cards).



Implementing the Video Model

1. Use the baseline data to determine how much of the video the student views (e.g., if they can already fill out their name independently and consistently, start the video at a point that shows the remaining steps).
2. Show the student the video model for applying for a job.
3. When presenting the video model, prompt the student to attend to the video (as needed). Some students may need to see the video several times before being asked to perform the target skill. Determine the appropriate number of times for each student to watch the video model.
4. After the student has viewed the video, have the student attempt to perform the target skill. Use the task analysis (see below) to monitor their progress toward completing the task independently.



Collecting Data Using the Task Analysis

1. After collecting baseline data and having the student view the video, have them attempt to apply for a job. Have **Transition to Adulthood** (on www.teachtown.com) open to the Assessment, or use the task analysis provided, to collect data (intervention phase).
2. Give the instructional directive, "Fill out your application." As the student completes each step to fill out their application, note whether they completed the step independently, or what level of prompting they required to complete each step.
3. Offer positive reinforcement (e.g., verbal praise, token, tangible, etc.) for steps completely correctly.



Applying for a Job

Prompting/Fading Procedures

As the student begins to acquire the skill, you may:

1. Delay the start of the video or stop it before it is over (so the student sees less of the video model). Gradually decrease the amount of the video shown.
2. If there is only one step in the task analysis that they are consistently performing incorrectly, show them only that section of the video. Have them re-watch and practice the step as needed.
3. Use a time delay when prompting the student. If the student does not complete the step (doesn't even begin the step in the task analysis) within 4 seconds of the prompt, "Apply for the job," provide them with least-to-most prompting (gestural, then verbal, then model, then physical prompting) as needed for the student to complete the steps accurately.

EXAMPLE

If the student doesn't respond within 4 seconds, give them the gesture prompt (i.e., point to the application, etc.). If they still do not respond, offer the verbal prompt, "Take an application." If they still do not take an application, have them watch the segment of the video that models taking an application. If they still do not respond, use hand-over-hand prompting to complete the step.

4. Fade prompting until the student is performing the skill independently. Some students may continue to need some support; however, the goal should be that they do not require another person to be present to perform the target skill. Teach the student to manage their own behavior using the visual supports.

Planning for Generalization

- Have the student fill out a job application in a variety of settings (e.g., various workplaces, their home, car, etc.).
- Have the student fill out a variety of job applications (e.g., paper, online, varying questions and levels of complexity, etc.).
- Have the student practice telling the employee that they will return with the completed job application.
- Have the student practice what to do if they are unsure of how to answer a question (e.g., tell an employee they will return application at a later date and get help from home, school, etc.).
- Discuss appropriate/professional responses (e.g., use correct punctuation/grammar, type of information to give, etc.).
- Discuss with your student how to advocate for him/herself (e.g., if student needs enlarged text, verbal response, etc.).
- Have the student practice asking for a manager when they reach the step where they are submitting the application.
- Have the student practice what to do if no "Hiring" signs are visible (e.g., ask an employee, "Are you hiring?", look online for job opportunities, etc.).
- If you are unable to practice in a natural environment (workplace, etc.), make sure you vary the contrived situation (e.g., change locations, change set-up, etc.).

Applying for a Job - Task Analysis for Data Collection

Student Name: _____

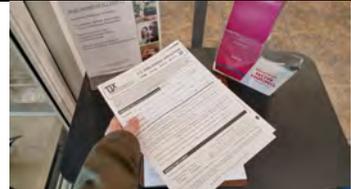
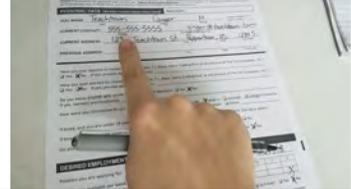
Data Collection Phase (circle one): *Use a different data sheet for each phase.*

Baseline Intervention Maintenance Generalization (specify): _____

DATE										
1. Go to a place you would like to work.										
2. Notice if there are any "Help Needed" or "Hiring" signs.										
3. Take an application.										
4. Fill out the application.										
5. Make sure you have filled out every space.										
6. Make sure all your information is correct.										
7. Turn in the application.										
TOTALS*										

*Total number of steps completed independently and accurately (could note percentage).

KEY	I	G	V	M	P
	Independent and accurate	Gesture prompt	Verbal prompt	Model prompt (could be use of the video model)	Physical prompt

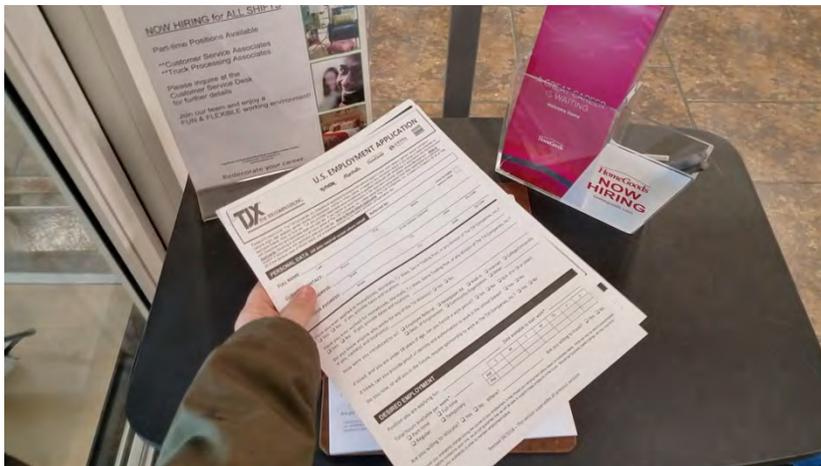
Applying for a Job	Done?	
	<p>1. Go to a place I would like to work.</p>	<input type="checkbox"/>
	<p>2. Notice if there are any "Help needed" or "Hiring" signs.</p>	<input type="checkbox"/>
	<p>3. Take an application.</p>	<input type="checkbox"/>
	<p>4. Fill out the application.</p>	<input type="checkbox"/>
	<p>5. Make sure I have filled out every space.</p>	<input type="checkbox"/>
	<p>6. Make sure all my information is correct.</p>	<input type="checkbox"/>
	<p>7. Turn in the application.</p>	<input type="checkbox"/>



Go to a place I would like to work.



Notice if there are any "hiring" signs.



Take an application.



Fill out the application.

Have you ever applied to HomeGoods, Marshalls, T.J. Maxx, Sierra Trading Post, or any division of The TIX Companies, Inc.?
 Yes No If yes, provide dates and locations: _____

Have you ever worked for HomeGoods, Marshalls, T.J. Maxx, Sierra Trading Post, or any division of The TIX Companies, Inc.?
 Yes No If yes, provide dates and locations: _____

Do you know anyone who works for any of the TIX divisions?
 Yes No If yes, provide dates and locations: _____

How were you introduced to us?
 Employee Referral Newspaper Ad Walk In Internet College/University
 Dept. of Employment Community Organization Other: _____

If hired, and you are under 18 years of age, can you furnish a work permit?
 Yes No N/A (I'm 18 or older)

If hired, and you are under 18 years of age, can you provide proof of identity and authorization to work at The TIX Companies, Inc.?
 Yes No

Do you now, or will you in the future, require sponsorship to work at The TIX Companies, Inc.?
 Yes No

DESIRED EMPLOYMENT

Position you are applying for: Retail

Total hours available per week*: 10

	S	M	T	W	Th	F
AM						
PM	X	X				

Are you willing to relocate? Yes No Where? _____

Are you willing to travel? Yes No

* Should your availability change during the course of your employment, it may impact your employment status based on business needs. While we may be able to adjust your availability limitations upon hire, we do not guarantee that we will be able to support these limitations in the future. Should our business needs change, we may require an adjustment in your availability in order to maintain employment status.

Revised 04/2018 - This version supersedes all previous versions.

Make sure I have filled out every space.

PERSONAL DATA (All data required except where noted) Referred by: _____

FULL NAME: Teachtown Ginger M.
Last First Middle Initial

CURRENT CONTACT: 555-555-5555 ginger@teachtown.com
Phone Email (Optional)

CURRENT ADDRESS: 123 Teachtown St. Peppertown, US 12345
City State Zip Code

PREVIOUS ADDRESS: _____

Have you ever applied to HomeGoods, Marshalls, T.J. Maxx, Sierra Trading Post, or any division of The TIX Companies, Inc.?
 Yes No If yes, provide dates and locations: _____

Have you ever worked for HomeGoods, Marshalls, T.J. Maxx, Sierra Trading Post, or any division of The TIX Companies, Inc.?
 Yes No If yes, provide dates and locations: _____

Do you know anyone who works for any of the TIX divisions?
 Yes No If yes, provide dates and locations: _____

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 Employee Referral Newspaper Ad Walk In Internet College/University
 Dept. of Employment Community Organization Other: _____

If hired, and you are under 18 years of age, can you furnish a work permit?
 Yes No N/A (I'm 18 or older)

If hired, and you are under 18 years of age, can you provide proof of identity and authorization to work at The TIX Companies, Inc.?
 Yes No

Do you now, or will you in the future, require sponsorship to work at The TIX Companies, Inc.?
 Yes No

DESIRED EMPLOYMENT

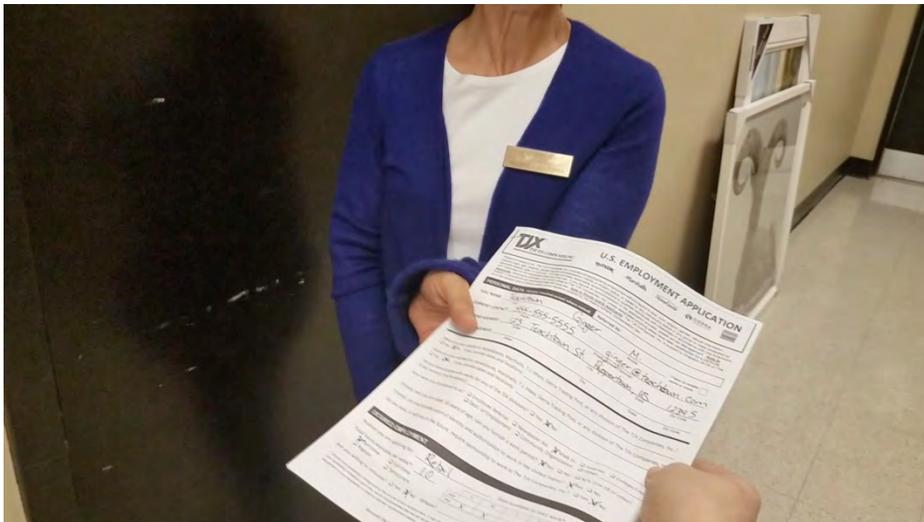
Position you are applying for: _____

Total hours available per week: _____

	S	M	T	W	Th	F
AM						
PM						X

Are you willing to travel? Yes No

Make sure all my information is correct.



Turn in the application.



If	Then
<p>They only have online applications.</p> 	<p>Go to a computer and fill out the application.</p> 
<p>The sign says to see the manager.</p> 	<p>Ask an employee if you can speak to the manager.</p> 
<p>I made a mistake on the application.</p> 	<p>Erase, use white out, or start a new application.</p> 
<p>I need help.</p> 	<p>I will ask someone.</p>