

Sample Employment Specialist Orientation Checklist

(After completing all of the activities on the checklist, the IPS supervisor should send the completed checklist to be included in the specialist's personnel file.)

- Read *IPS Supported Employment, A Practical Guide* (Swanson & Becker, 2013)
- View IPS Supported Employment videos found at <http://www.dartmouthips.org>, select Resources for Programs and About IPS.
- Shadow another employment specialist (at least four hours)
- Shadow a case manager or mental health practitioner (at least four hours)
- Shadow a vocational rehabilitation (VR) counselor (at least four hours)
- Begin developing employer relationships with supervisors by going to meet with employers together (at least twice during the first month, and then monthly for first six months).
- Attend a mental health treatment meeting with supervisor.
- Work on career profile with supervisor (two client contacts)
- Plan for learning about mental illnesses: _____

Employment specialist signature date

IPS Supervisor signature date