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 d	lay'?			
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 supe	rvisor learn from the emp	oloyment specialist	?
PLANS:			
I. Plans to follow up v	with businesses we contac	t today:	
Employer	What actions for following up?		When?
II. Next date for field	mentoring:		_
		Data	
Employment specialist		Date	
Supervisor		Date	