

## Employment Transition Record

Name \_\_\_\_\_ Date/Year \_\_\_\_\_

I. Place of employment: \_\_\_\_\_  
 Employer address: \_\_\_\_\_  
 \_\_\_\_\_  
 Employer phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Date employment started: \_\_\_\_\_ Job title: \_\_\_\_\_  
 Resume attached: \_\_\_\_\_ Hourly wage: \$ \_\_\_\_\_  
 Fringe Benefits: \_\_\_\_\_  
 \_\_\_\_\_

Job responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 On site contact: \_\_\_\_\_ Role: \_\_\_\_\_  
 How does this individual assist the employee: \_\_\_\_\_  
 Who are concerns reported to: \_\_\_\_\_

**Supplies:** Location: \_\_\_\_\_  
 Who do you ask for more / different supplies: \_\_\_\_\_

**Work schedule:**

Days	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start time							
Break time							
Lunch time							
End time							
Total work hours							

Comments regarding work schedule: (Paid time / Non-paid time, total weekly hours)  
 \_\_\_\_\_  
 \_\_\_\_\_

**HR Related:**

Punch in/punch out procedure: \_\_\_\_\_  
 Frequency of pay check: \_\_\_\_\_  
 How employee gets paycheck: \_\_\_\_\_  
 HR Contact: \_\_\_\_\_  
 Time Off Procedure: \_\_\_\_\_  
 \_\_\_\_\_

Transportation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Previously stated concerns /deal breakers for employer: \_\_\_\_\_  
\_\_\_\_\_

Dress Code: Employee and Job Coach: \_\_\_\_\_  
\_\_\_\_\_

History of site: (How did they decide to do SE? Original expectations? Changes is expectations? Potential changes in the future?): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. Learning Style / Training Strategies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. Barriers / Issues Related to Employment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Support strategies/services to address barriers / issues :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. Employment environment (integration, natural supports, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. Helpful Hints: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JOB DESCRIPTION

ROUTINE

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(Include transportation, job duties, break, lunch, etc.)

Time	Task	Job Coach Intervention