

The **Community Business Directory** aims to provide educators and service providers with a comprehensive resource to match students with businesses well-suited to their skill sets, needs, and interests.

I. Business Information

Business Name	
Industry/ Type	(Retail, Hospitality, Healthcare, Service, Administrative, etc.)
Hours of Operation	
Primary Contact	
Contact Information	
Application Process	Does the business accept online applications, require an in-person visit, or have specific hiring practices?

II. Job Roles Available

Standard Roles	<ul style="list-style-type: none"> List the most common and obvious positions a business typically has.
Identified Opportunities	<ul style="list-style-type: none"> List suggested ways to bridge the gap between listed and potential roles by suggesting customized roles based on student strengths. List any customized positions that the employer has already put in place in the past.
Job Skills	<ul style="list-style-type: none"> Alongside listed positions, determine a list of significant hard and soft skills needed to complete tasks successfully.

III. Workplace Environment

<p><u>Describe the physical and social work environment. Examples include:</u></p> <ul style="list-style-type: none"> Busy/High-Intensity - Requires working in a fast-paced setting (e.g., retail during holiday rushes). Quiet/Structured - Best for students who need a quieter or more predictable work setting (e.g., office jobs or data entry). Customer-Facing - Roles that require frequent customer interaction, such as cashiers, baristas, or waitstaff. Behind-the-scenes: Roles focusing more on stocking, organizing, or maintaining without regular customer interaction. Physical demands - Includes physical activities such as lifting, standing for long periods, or manual labor.

IV. Supports/ Accommodations

Describe any supports already offered by the business. Examples include:

- Flexible hours - Offering part-time shifts or varying work hours based on employee needs.
- Assistive technology - Availability of tools like screen readers, speech-to-text software, etc.
- Job Coaching - The business has a mentorship or coaching system in place to support new employees, or they are flexible with program-provided job coaching.

V. Company Values/ Culture

Inclusivity	Does the business have a commitment to diversity and inclusion in the workplace?
Overall Experience	What has the overall experience been for students working here in the past?