

SAMPLE

I. Personal Information

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| Name | Alex Johnson |
| Age/ Grade | 17/ 12th grade |
| Contact Info. | Lincoln High School |

II. Known Skill Strengths

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| Soft Skills (Interpersonal) | <ul style="list-style-type: none"> Friendly and polite with customers Works well in team settings with clear guidance Demonstrates punctuality and reliability |
| Hard Skills (Technical) | <ul style="list-style-type: none"> Basic use of a cash register (with supervision) Shelving and stocking items Following safety and hygiene protocols |

III. Likes & Preferences

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| Personal Interests | <ul style="list-style-type: none"> Enjoys organizing things in a structured way, whether it's arranging books, clothes, or other items. Loves listening to upbeat, instrumental music, which helps him focus and relax. |
| Work Environment | <ul style="list-style-type: none"> Prefers structured and predictable environments with clear, repetitive tasks Stock clerk, bagger, or other supportive roles in a grocery store Enjoys organizing items, working in familiar spaces, and interacting with a small, regular team |
| Motivational Factors | <ul style="list-style-type: none"> Thrives with routine tasks, clear instructions, and positive reinforcement |

IV. Support Needs

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| Academic Support | <ul style="list-style-type: none"> Needs assistance with understanding complex verbal instructions; benefits from visual cues and written reminders. |
| Social/ Emotional | <ul style="list-style-type: none"> May experience stress in fast-paced or high-pressure situations, especially if there is a large volume of tasks to complete quickly. He may benefit from learning strategies to manage stress, such as taking short breaks or practicing deep breathing techniques. Alex might take criticism more personally and need positive reinforcement to build confidence. Constructive feedback should be given in a supportive manner, focusing on what was done well and suggestions for improvement. |
| Physical/ Health | <ul style="list-style-type: none"> Providing a work environment with adjustable lighting, noise-canceling headphones, or quiet areas to retreat to when needed can help mitigate sensory overload. Alex may experience some difficulties with fine motor skills, such as handling small objects or using certain equipment. Clear instructions and support with tasks that require manual dexterity or unfamiliar tools could be helpful. |
| Job-Specific Support | <ul style="list-style-type: none"> Visual schedules and task breakdowns Regular check-ins with a job coach or supervisor Clear, step-by-step instructions with visual supports Quiet, low-stimulation environment during breaks |

V. Past Employment/ Work Experience

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| Dates | Sept. 2023-Nov. 2023 |
| Job Title/ Role | Stocking Assistant |
| Organization/ Location | Lincoln High School Cafeteria |
| Tasks/ Responsibilities | <ul style="list-style-type: none"> Helped stock pantry items and supplies Assisted with organizing inventory Followed safety guidelines for handling food items |
| Feedback | "Alex is diligent in stocking and organizing items. With clear instructions, he completes tasks efficiently." |