

(Vendor letter head)

## **PRE-EMPLOYMENT TRANSITION: JOB EXPLORATION SERVICES REPORT**

STUDENT NAME: \_\_\_\_\_ AUTHORIZATION # \_\_\_\_\_  
ORS COUNSELOR: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

**I. BACKGROUND AND REFERRAL:** Summary of student's school of record, grade level, expressed interests, disability and obstacles. Identify his/her strength, challenges.

**II. DATA COLLECTION:** Summary of results of career exploration activities, interest testing and goals, etc.

**III. WORKPLACE EXPERIENCE (20 hours):** Based on identified interests and results of testing administered, the following community employment sites were developed:

**Work site:** \_\_\_\_\_

**Job Title/Tasks Performed:** \_\_\_\_\_

**O\*NET/DOT:** \_\_\_\_\_

**Duration at Site:** \_\_\_\_\_

**Hours/day:** \_\_\_\_\_ (may need to add in how this was determined, scheduling conflict)

**Interest:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**IV. JOB EXPLORATION SUMMARY:** *Summarize vocational implications of interviews, testing & situational assessment results.*

V. **RECOMMENDATIONS:**

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*Signature, Title*

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*Signature, Title*

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*Date*

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*Date*