

SECTION I. ASSESSMENT: CHOICE MANAGEMENT

GOAL B: EXPLORING CHOICES

Objective 7: Completing the Characteristics I Like versus What Is Here: Form A or B

CONTENTS

Choose characteristics
Determine match
Characteristics I Like versus What Is Here:
Form A: Calculations

MATERIALS NEEDED

Characteristics I Like versus What Is Here:
Form A (I:B:7:1) and Form B (I:B:7:2)

PURPOSE

To determine the match between the characteristics that individuals like and the characteristics that are available at different shadowing sites

LOCATION

Office
Shadowing site

Choose characteristics

Materials Needed

Characteristics I Like versus
What Is Here: Form A and
Form B

Note: Introduce Objective 7: Completing the Characteristics I Like versus What Is Here Forms and the Shadowing Forms from Objective 6 at the same time.

- A. Explain to the individual that the purpose of the Characteristics I Like versus What Is Here forms is to
 1. Explore characteristics central to a preferred job
 2. Identify characteristics that exist at the jobsite
 3. Compare the characteristics that are important to the individual with the characteristics that exist on a jobsite
- B. Choose the appropriate format to meet the needs of the individual.
 1. Form A requires the ability to read.
 2. Form B requires picture discrimination skills. It is designed for individuals whose reading skills are limited or nonexistent.
- C. The items in the Characteristics I Like versus What Is Here Form are presented as contrasting pairs (see pp. 304–306). Instruct the individual to choose the preferred item out of each pair.
 1. Teach this form by first reading the contrasting pairs, explaining the terms, and then asking the person to choose one. Repeat this for the first two or three pairs.

2. The individual may be able to complete this form independently. Give him or her the opportunity to do so. If help is needed, read and briefly explain each item.
3. If the individual is undecided about which item to choose, ask him or her to circle neither or both.

D. Before going to the jobsite, follow these steps.

1. Ask the individual to complete the column labeled “What I Like (Before)” in Characteristics I Like versus What Is Here: Form A or B by circling the item that he or she prefers in each pair.
2. Add any additional preferred characteristics in the blank boxes noted during Objective 3: Teaching Characteristics I Like at the bottom of the form next to “Other.”
3. Using the circled characteristics, assist the individual, if necessary, to draw a star next to the 10 most important characteristics in the column labeled “★.”
4. Next, assist the individual to check the four most important characteristics in the column labeled “✓”.
5. Once again, discuss the final four characteristics chosen by asking the individual to describe the important features of each selected characteristic. If the individual wants to change the top-ranked characteristics, the final choice must be his or hers. *Do not* try to influence the decision.

E. Complete the shadowing session in Objective 6. Then, ask the individual to complete the “What is here (After)” section of the Characteristics I Like versus What Is Here Form. The individual should circle the characteristic that best describe the jobsite from each of the contrasting pairs.

Determine match

A. Next, the individual completes the “Matches” column. Assist the person to determine the match between “What I like” and “What is here” for each characteristic. For each row, have the individual indicate a match by circling “Yes” in the “Matches” column. If the circled characteristics do not match, have the individual circle “No,” indicating no match.

Characteristics I Like versus
What Is Here: Form A:
Calculations

A. Help the individual to complete the calculations as directed. An example of a completed Characteristics I Like versus What Is Here: Form A is on page 87.

1. Divide the total number of “Yes”s by the total number of matches available. The total will be a decimal number. (This is also the number that should be transferred to the appropriate blank on the Shadowing Form in Objec-

Name: Kelly Sample

Jobsite: Do Drop Inn

Date: May 20, 2002

What I like (Before)	★	✓	What is here (After)	Matches
Work alone <i>okay</i> Work with others	★	✓	Work alone Work with others	Yes No
Quiet workplace Noisy workplace			Quiet workplace Noisy workplace	Yes No
Part-time Full-time	★		Part-time Full-time	Yes No
Weekdays only Weekends, too			Weekdays only Weekends, too	Yes No
Hard job Easy job			Hard job Easy job	Yes No
Work inside Work outside	★		Work inside Work outside	Yes No
Few rules Defined rules	★	✓	Few rules Defined rules	Yes No
Work standing up Work sitting down	★		Work standing up Work sitting down	Yes No
Mornings Evenings			Mornings Evenings	Yes No
Attractive place Looks of place do not matter			Attractive place Looks of place do not matter	Yes No
Detail is important Detail is not important			Detail is important Detail is not important	Yes No
Dress up for work Do not dress up	★		Dress up for work Do not dress up	Yes No
Physical work <i>okay</i> Thinking work	★	✓	Physical work Thinking work	Yes No
Important to work fast Speed is unimportant			Important to work fast Speed is unimportant	Yes No
Same tasks every day <i>okay</i> Different tasks every day	★	✓	Same tasks every day Different tasks every day	Yes No
Work with people Work with things			Work with people Work with things	Yes No
Little supervision A lot of supervision	★		Little supervision A lot of supervision	Yes No
Daytime work Nighttime work			Daytime work Nighttime work	Yes No
Small business Large business	★		Small business Large business	Yes No
Other: Other:			Other: Other:	Yes No
Other: Other:			Other: Other:	Yes No

Number of characteristics matches: 17

Number of matches available: 19

= .89

Characteristics match x 100 = 89%

Percentage of characteristics match

100%	<u>89%</u>
Good match	
75%	
Okay match	
50%	
Poor match	<u>75%</u>
25%	
Not a match	
0%	

After determining the four top-ranked characteristics and checking them, write "okay" beside each checked item that matches the characteristic circled in the "What is here" column.

Number of okays: 3

4

x 100 = 75%

Percentage of most important characteristics match

tive 6.) Multiply this number by 100. Write the percentage in the blank provided. Use this percentage to mark the scale.

2. For each of the four characteristics checked in the “✓” column that matches the site in the “What is here” column, write “Okay” beside the item. Divide the total number of “Okays” by four. The total will be a decimal. Write this number on the appropriate line, and multiply by 100. The number you get will give the percentage for the “Percentage of most important characteristics match.” Write this number in the labeled blank, and use it to mark the scale.
3. Discuss the scores with the individual. Review the “Characteristics match” score with the individual. Using the graph, determine if the match is a strong score. Review the characteristics that the individual likes and the characteristics that the individual said was there. What items made this jobsite attractive to the individual? What items made this jobsite unattractive to the individual? What were the individual’s most important characteristics? What was the final score? Ask the individual why the chosen items are most important to have at a job.

Objective 7: What If?

What if the individual chooses “Weekends, too” and the job is on weekdays only?

These choices should be considered a match.

What if the individual chooses “Looks of place do not matter,” but the jobsite is characterized as an “Attractive place”?

These choices should be considered a match.

What if the individual chooses both characteristics by circling both of the contrasting items in a section? For example, the individual chooses “Working with things” and “Working with people.” Employees at the jobsite that was shadowed work with things.

This would be considered a match. The opposite is also a match.

What if the individual does not indicate a preference?

The section would not be counted as an available match. This section would be excluded in the match calculation.

What if the individual’s characterization of the jobsite is different from yours? For example, you perceive the site as being relatively loud, and the individual perceives it as being quiet.

Ask the individual to explain why he or she chose to describe the jobsite as quiet. Do not try to persuade, and make sure your questions are neutral. After the individual explains why he or she chose that characteristic, accept his or her characterization.

What if the jobsite can be described by both contrasting pairs? For example, the job requires working in the morning and the afternoon.

Circle both items. This is always a match.

What if the individual has a strong preference for a jobsite and forces a match between “What I like (Before)” and “What is here (After)”?

When the individual completes the “What is here (After)” section, cover the “What I like (Before)” section with a piece of paper.

What if, when completing the “What is here (After)” section, the individual does not know when the job is performed?

Instruct the individual get the needed information from a co-worker or the manager.

What if the paired comparison characteristic does not apply to this job?

Leave blank or scratch through the comparison. The match would not be available for calculation.