CORE Foundations Job Development Process

Kennedy Krieger Institute takes a multifaceted approach to helping individuals with disabilities obtain and maintain meaningful employment and community engagement.

The information below outlines CORE Foundations' job development process. Our person-centered process aims to support individuals in obtaining and maintaining paid employment. Information on each step of the process, support provided by CORE Foundations' staff members, expected time frame for each step, and the role of the family are included below. Please note that the job development timeline is subject to change based on the individual person and/or change in job status.

About CORE Foundations

CORE Foundations is a licensed Developmental Disabilities Administration adult provider for the state of Maryland, and a 100% community-based program. CORE Foundations provides employment services through the Division of Rehabilitation Services. CORE Foundations provides person-centered services that foster personal growth, promote meaningful relationships, and empower people with disabilities to achieve independence at their home, workplace and community.



Step **Complete Employment Plan**

Goal-Setting

Step **Community Surveying**

Step **Application Completion**

Application Follow-Up

Interviews

Job Obtained



Interest, Preference and Environment Assessments (first 30 days)

- What are your work-related interests?
- What are your work-related strengths?
- What type of environment do you want to work in?

Step

Complete Employment Plan (first 30-60 days)

- Create/update resume
- List long-term employment goals
- List short-term employment goals
- Identify individual strengths



Community Surveying (months 3–4)

- Exploring businesses in the community
- Exploring available positions at businesses of interest
- Finding businesses and positions that align with interests and strengths
- Informational interviewing
- Mock interviewing Mentoring
- Job shadowing
- Complete job log



Goal-Setting (first 30-60 days)

- What are you going to do to obtain a job?
- How many applications would you like to complete each week?
- How many applications would you like to complete with CORE Foundations staff members? How many would you like to complete at home?
- How will you find jobs that you are interested in applying to?
- What resources will you use?







- Support in completing applications
 - Completing applications alongside community members
 - Completing application questionnaires with community members
 - Ensuring community members have the information needed to complete applications (email, phone number, hours available to work and additional frequently requested information)
 - Encouraging and discussing flexibility around job tasks and assigned hours





• Following up with hiring managers on completed applications



Interviews (months 4–6)

- Interview preparation
 - Answers to common interview questions
 - Questions to ask during an interview
 - How to dress for an interview
- Support during interviews
- Interview follow-up
 - Thank-you emails

Role of the Family

Families play a crucial role in the job development process and are a vital part of the community member's team. Families can support the job development process by:

- Helping community members search for jobs at home
- Helping community members apply for jobs at home
- Maintaining open communication with the CORE Foundations team on jobs of interest to community members, jobs that are applied to at home, and strategies that are successful and unsuccessful throughout the process
- Encouraging community members to be active participants in the job development process
- Utilizing personal connections and networking to support finding opportunities for the community member (employment, volunteering, job shadowing, informational interviewing, mock interviewing and other employment-related opportunities)
- Reinforcing strategies and feedback at home
- Maintaining open communication with the CORE Foundations team once a job has been obtained



Tyler, a Kennedy Krieger Institute employee, at his security shift during his Project SEARCH internship experience



Visit **KennedyKrieger.org/COREFoundations** for more information about the program and to apply today.