

# The Competitive Integrated Employment Checklist

*Is Competitive Integrated Employment Right for You?*

We determine whether a person may be ready by evaluating 7 key areas:

- Independent Living
- Vocational
- Orientation and Mobility
- Communication for Work
- Technology
- Self-Advocacy / Self-Determination
- Executive Functioning

The skills highlighted in each area are just a preview. Our complete evaluation covers many additional skills, which are detailed in our full checklist.

If Competitive Integrated Employment is not the right fit, we use a Supported Employment checklist to explore alternative pathways to meaningful work!

Contact us to learn more about the full assessment and how we can support your employment goals by emailing [info@carroll.org](mailto:info@carroll.org)



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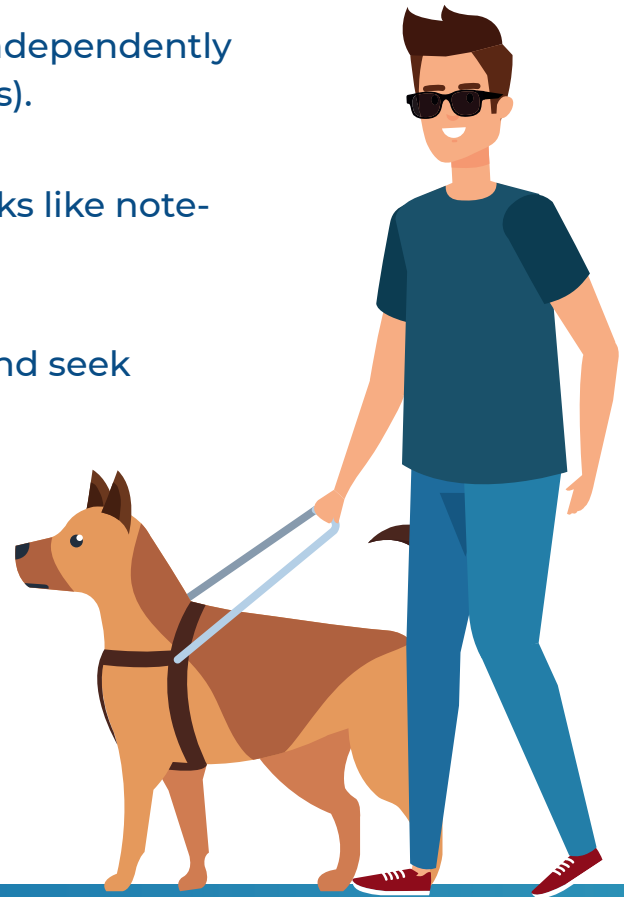
*Are you independent or do you need support in completing each statement?*

## Independent Living

- I manage my finances related to work (transportation, banking, budgeting).
- I manage my hygiene and personal appearance to meet workplace expectations.
- I independently plan, prepare, and manage meals for a workday (breakfast, lunch, etc.), complete with purchasing groceries.

## Technology

- I use workplace-related software and apps independently (e.g., MS Office, Google Suite, email platforms).
- I identify the most efficient tech tools for tasks like note-taking, scheduling, or presentations.
- I can troubleshoot basic technology issues and seek support when needed.
- I check, send, and organize professional emails using accessible technology.
- I can use screen readers and/or magnification across devices to maximize efficiency on the job.



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## Orientation and Mobility

- I can independently plan how to get to and from work on time.
- I use problem-solving strategies for unexpected travel issues (delays, detours).
- I request O&M support or training from appropriate services when needed.

## Self-advocacy / Self-determination

- I identify and request job-related accommodations or support when needed.
- I follow up appropriately with supervisors or agencies to resolve workplace concerns or barriers.
- I persist with tasks even when they are challenging or frustrating.

## Executive Functioning

- I independently manage a consistent work schedule and arrive on time.
- I adjust to changes in work plans or schedules appropriately.
- I organize digital and paper communications efficiently.



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## Vocational

- I have a completed, up-to-date resume and cover letter.
- I can describe the purpose of the ADA and how it protects people with disabilities in the workplace.
- I have practiced a 30-second elevator pitch and can share it confidently.
- I can speak about my interests, strengths, and goals in a job interview.

## Communication for Work

- I manage frustration and problem-solve in challenging situations.
- I respond professionally to constructive feedback.
- I maintain respectful communication with supervisors, coworkers, and clients.



## Have Questions or Need More Information?

Email [info@carroll.org](mailto:info@carroll.org) or call (617) 969-6200 to learn more about the full assessment process and how we can support your employment goals.