



## Career Advancement Checklist

The WIOA stresses the importance of helping persons with disabilities advance in their careers. Because persons with visual impairments earn less than their sighted peers and many are employed at application, we developed this checklist to assess their career advancement needs.

Directions: For each item, answer yes, no, or N/A. Provide additional details in the last column to adequately assess your consumer's career advancement needs.

**Consumer's Name:**

**Date:**

ITEM	YES	NO	N/A	EXPLAIN
1. Is the consumer satisfied with their job?				
2. Does the consumer want to maintain their job?				
3. *Does the consumer want your program to help them gain a new position with increased pay or that requires better quality and quantity of skills?				
4. Does the consumer have a mentor?				
5. Does the consumer have an adequate support system? Who does it include?				
6. Would it be helpful if co-workers received information about how people with B/LV function in the workplace?				
7. Would the consumer benefit from having a short-term job coach at the job site? If so, what specific support could the job coach provide?				

8. Are there other services, resources and supports that can aid the consumer with advancing in their job? Does the consumer need any resources for career advancement?				
9. Is the consumer interested in gaining a higher-paying job with their current employer?				
10. Are there certifications, licenses, certificates, or endorsements the consumer could attain to help them advance in their career?				
11. Has the consumer done any research on how they can advance in their career?				
12. Does the consumer have a long-range career goal? If so, is it realistic given their strengths, abilities, interests, and preferences?				
13. Is the consumer physically and mentally able to do the job they aspire to do?				
14. Will achieving said goal provide the consumer with sufficient income and benefits to be financially secure?				
15. Can the consumer pursue their career goal while employed, or will they need to stop working to acquire additional education, training, or experience?				
16. Is the consumer motivated and capable of acquiring additional education, training, etc., to achieve their goal?				



17. If no advancement opportunities exist, would the consumer prefer to change to a job where advancement opportunities are available?				
18. Does the consumer know how to pursue career advancement independently?				

**Completed By:**

**Date:**

\*Answering yes to number three may indicate that this checklist should be completed in its' entirety. An answer of no to number three may indicate that this checklist should not be completed and career advancement is not needed.

Can the NRTC support you or your consumer in career advancement or job retention? If so, let us know how by contacting:

[nrtc@colled.msstate.edu](mailto:nrtc@colled.msstate.edu)