



DSPD VOCATIONAL ASSESSMENT

Competitive Integrated Employment (CIE)

Version date: 7/2026

Employment, Planning, and Inclusion team

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Instructions

The contractor shall complete all areas of the Vocational Assessment within 30 calendar days of the start of the assessment. Before beginning the assessment, obtain a copy of the Person's employment pathway tool, Person-Centered Support Plan (PCSP), behavioral support plan (if applicable), and rights restrictions (if applicable).

Person's information

Person's name:

Benefits planning complete: Yes No Date:

First vocational assessment: Yes No

Reassessment: Yes No

Reason for reassessment:

Provider information

Provider name:

ACRE customized employment specialist:

Start date of assessment:

Date assessment completed:

People involved in completion of assessment:

Vocational assessment

Work history

Yes (complete this section) No (skip this section)

- Job responsibilities:
- Reasons for leaving:
- Favorite and least favorite parts of the job:

Person's employment interests

Provide a list of the Person's interests specific to employment ([ONET](#) recommended).

Current employment skills

Provide details about the skills the Person already has that are beneficial for potential employers (Ex: education, knowledge, skills, previous training, certifications, and abilities. List all identified.)

Employment skills needing development

Provide details about the employment skills that relate to employment interests.

Social skills strengths

Identify social skills strengths (communication, healthy boundaries, personability, positive energy, self-advocation, social level preferences, relationships with previous co-workers).

Social skills needing development

Identify social skills that need development related to their job interests (managing personal space, professional boundaries, safety, talking to people, voice volume, managing relationships with co-workers, etc.)

Assistive technology and adaptive needs

Person's natural supports

Explain the Person's family support, other natural supports (friends, staff, mentors, co-workers, customers, etc), parent/guardian considerations about employment, how the person reacts to working with others.

Barriers to employment

Identify any barriers not already identified through observations, conversations, and EPT with the Person and their Person-Centered Support Team (social skills, behaviors, criminal background, transportation, communication, ADLs, assistive technology, etc.)

Simulated workplace observations

Include a workplace assessment with observations and assessment of imitated or real work tasks. Work tasks and activities must parallel those found in a CIE business of interest.

Location of assessment:

Why the Person chose this location:

Assessment objectives

Areas to assess and document

Identifying vocational skills strengths and gaps:

Employment non-negotiables:

Employment negotiables:

Interpersonal skills:

Transferable skills ([click here to see a transferable skills checklist](#)):

Schedule preferences:

Environmental preferences:

Preferred tasks during observation:

Self-direction:

Physical disabilities:

Learning style (visual, verbal, hand-over-hand):

How the Person reacts to feedback:

How the Person follows direction:

Possible accommodations needed:

Transportation assessment

Assessment objectives

Businesses or industries available close to the Person's home:

Proximity of employment opportunities to the Person's home:

Transportation options available:

Public:

Private:

Independent:

Skill building or support needed to access available transportation:

Possible accommodations needed:

Technology skill assessment

Assessment objectives

Areas to assess and document

Ability to complete job application:

Ability to use a computer and phone (includes typing):

Ability to clock in/out:

Possible accommodations needed for technology:

Interview skill assessment

assessment objectives

Areas to monitor and document during a mock interview

Communication skills:

Body language:

Interview-appropriate attire:

Listening skills:

Ability to answer directed questions:

Possible accommodations needed for interviews:

Recommendations

List a minimum of 3 possible employment types that match the Person's assessed needs:

List a minimum of 3 possible employers that match the Person's assessed needs:

Identify any modifications needed to the Employment Pathway Tool and PCSP Employment goals: