



## Resources for Quality Implementation of Pre-Employment Transition Services

Thank you for participating in the Quality Implementation of Pre-ETS Survey! Based on your survey responses, the Transition Tennessee team gathered resources and activities that can support your work. Many of these resources can be found on the TransitionTN website at [www.transitiontn.org](http://www.transitiontn.org). To access the information below, simply create a free TransitionTN account or use your pre-existing login and password.

### Pre-ETS Sequencing Guide

- [Pre-ETS Sequencing Guide Webpage](#)
- [Pre-ETS Sequencing Guide: Full Long Form](#)
- [Pre-ETS Sequencing Guide: Full Short Form](#)

### Pre-ETS Category: Job Exploration Counseling

- Provider course – [Job Exploration Counseling](#)
  - Lesson 1: Overview of Job Exploration Counseling
  - Lesson 2: Interest Inventories and Career Assessments
  - Lesson 3: Utilizing Online Resources for Job Exploration Counseling
  - Activity videos: Career Awareness, Career Speakers, Career Student Organizations, Exploring the Labor Market
- General information
  - [Overview of Job Exploration Counseling](#)

### Additional resources and student activities:

- Career awareness
  - [Career Awareness 101](#)
  - Student lesson – [Career Pathways and Goals](#)
  - Quick activity – [Types of Employment](#)
- Career speakers
  - [Career Speakers](#)
  - [Preparing Students for Career Speakers](#)
- Career student organizations
  - [Career Clusters and CTSO Classifications](#)
- Career pathways
  - [Career Fields, Clusters, Pathways, Jobs, and CTSOs](#)
  - [Helping Students Use Career Clusters to Examine PSE Options](#)
- Labor market exploration
  - [Labor Market 101: A Guide for Students](#)
  - Student lesson – [Labor Market and Types of Employment](#)
- Vocational interest inventories
  - [Formal vs Informal Assessments](#)



- [Tips for Selecting Assessments and Inventories](#)
- [TransitionTN Assessment Database](#)

### **Pre-ETS Category: Work-Based Learning Experiences**

- Provider course – [Work-Based Learning](#)
  - Lesson 1: Overview of Work-Based Learning
  - Lesson 2: Components of Work-Based Learning
  - Activity videos: School-Based Enterprises, Job Shadowing, Paid and Non-Paid Internships, Paid and Non-Paid Work, Informational Interviews, Service Learning and Volunteering, Simulated Tools and Workplace Experiences, Career Mentoring, Worksite Tours and Field Trips, Career-Related Competitions
- General information
  - [Quality Work-Based Learning](#)

### **Additional resources and student activities:**

- Career mentoring
  - [Evaluation Form Student: Career Mentorship](#)
  - [Evaluation Form Mentor: Career Mentorship](#)
  - [Evaluation Form Provider: Career Mentorship](#)
- Informational interviews
  - [Informational Interviews: Guided Questions](#)
  - [Student Preparation for Informational Interviews](#)
- Worksite tours and field trips
  - [Planning a Worksite Tour](#)
  - [Worksite Tour and Field Trip Student Questions](#)
- Job shadowing
  - [Tips for Setting up Job Shadowing Experiences](#)
  - [Tips for Hosting a Job Shadow](#)
  - [Preparing for a Job Shadow: Student Job Shadowing](#)
- Service learning and volunteering
  - [Service Learning Resource](#)
  - [Service Learning Projects](#)
  - [Volunteering vs. Service Learning](#)
  - [Developing Volunteering Experiences](#)
- Paid and non-paid internships
  - [Developing a Paid or Non-Paid Internship](#)
  - Student lesson – [Experiences to Learn About Work](#)
- Paid and non-paid work experiences
  - [Supporting Students with Work-Based Learning Experiences](#)
  - [Quality Work-Based Learning](#)
  - [How to Prepare for a Successful Work-Based Learning Experience](#)
- School-based enterprises

- [Creating a School-Based Enterprise](#)
- [School-Based Enterprise: Business Plan Template](#)
- [School-Based Enterprises vs. Simulated Work Experiences](#)
- [Supporting an Existing School-Based Enterprise](#)
- Simulated tools and workplace experiences
  - [Overview of Simulated Work Experiences](#)
  - [Simulated Work Tools Resources](#)
- Career-related competitions
  - Skills USA – [Career-related competitions](#)
  - [Career Competition Checklist](#)

### **Pre-ETS Category: Counseling on Postsecondary Education**

- Provider course – [Counseling on Postsecondary Education](#)
  - Lesson 1: Overview of Counseling on Postsecondary Education
  - Lesson 2: Types of Postsecondary Education
  - Lesson 3: Student Rights and Responsibilities
  - Activity videos: Class Shadows, Collaborating on the Summary of Performance, Tennessee High School Diploma Options, Obtaining Credentials and College Credit in High School, Identifying Career Clusters, Learning About Financial Aid Options, Touring Colleges and Vocational Training Programs

### **Additional resources and student activities:**

- Career clusters
  - [Career Fields, Clusters, Pathways, Jobs, and CTSOs](#)
  - [Career Clusters and CTSO Classifications](#)
- Information and guidance on postsecondary education (PSE) and training options
  - [College Readiness Checklist for Community Colleges and Colleges of Applied Technology](#)
  - [Types of PSE Recording Form](#)
- Financial aid options
  - [Financial Aid Charts](#)
  - [Understanding the FAFSA](#)
  - [Additional FAFSA Resources](#)
  - [Information about Financial Aid in Tennessee](#)
- Tours of colleges and other postsecondary education programs
  - [Questions Students and Families Can Ask when Applying to College](#)
  - [Student Guide for Asking Questions During a College Tour](#)
  - Quick activity – [Campus Tours](#)
- Class shadows in college or vocational training classrooms
  - [Preparing Students for a Class Shadow Experience](#)
  - [Class Shadow Post-Interview and Reflection](#)
- Inclusive higher education programs

- [Q&A – Inclusive Postsecondary Education Programs in Tennessee](#)
- Summary of performance (SOP)
  - [Summary of Performance Checklist](#)
  - [Summary of Performance Template](#)
- College credit in high school
  - [Information about Dual Enrollment](#)
  - [Information about Statewide Dual Credit](#)
- Academic accommodations
  - Quick activity – [Accommodations in College](#)
  - Student lesson – [Rights and Responsibilities Change After High School](#)
  - Student lesson – [Disability Disclosure in College](#)
- Self-advocacy in postsecondary education
  - Student lesson – [Communication in College](#)
- College fairs
  - Quick activity – [College Fairs](#)
  - Student lesson – [Gathering Your Resources](#)

### **Pre-ETS Category: Workplace Readiness Training**

- Provider course – [Workplace Readiness Training](#)
  - Lesson 1: Overview of Workplace Readiness Training
  - Lesson 2: Skills that Lead to Successful Employment
  - Activity videos: Financial Literacy, Job Seeking Skills, Independent Living Skills
- General information
  - [Overview of Workplace Readiness Training](#)

### **Additional resources and student activities:**

- Financial literacy
  - [Financial Literacy Tip Sheet](#)
  - [Example Activity Plan for Teaching Financial Literacy](#)
- Soft skills
  - [Example Activity Plan for Teaching Soft Skills](#)
  - [Job Skills Soft Skills vs. Technical Skills](#)
- Social/interpersonal skills
  - [Teaching Social Skills Tip Sheet](#)
  - Student lesson – [Communication at Work](#)
  - Student lesson – [Communication in College](#)
- Independent living skills
  - [Example Activity Plan for Teaching Independent Living Skills](#)
  - [College Readiness Checklist for Inclusive Higher Education Programs](#)
  - [College Readiness Checklist for Traditional 4 Year Colleges and Universities](#)
  - Quick activity – [Living Away From Home](#)
- Orientation and mobility skills

- [ADA and Public Transportation](#)
- [National Center on Deaf Blindness – Orientation and Mobility Fact Sheet](#)
- Job-seeking skills
  - [Preparing Students for the Job Application Process](#)
  - [Mock Interview Guide for Providers](#)
  - [Preparing Students for the Job Application Process](#)
  - [Example Activity Plans for Teaching Job Seeking Skills](#)
- Employer expectations
  - [Example Activity Plan for Teaching Employer Expectations](#)
  - Student lesson – [Communication at Work](#)
- Resume development
  - [Building a Resume Checklist](#)
  - [Preparing Students for the Job Application Process](#)
  - [What to Include in a Portfolio](#)
  - [Choosing References](#)

### **Pre-ETS Category: Instruction in Self-Advocacy**

- Provider course – [Instruction in Self-Advocacy](#)
  - Lesson 1: Instruction in Self-Advocacy
  - Lesson 2: The Elements of Self-Advocacy
  - Activity videos: Assertiveness, Mentorship, Disability Disclosure in Postsecondary Education, Disability Disclosure in the Workplace, Self-Assessments, Community Resource Mapping, One Page Profiles

### **Additional resources and student activities:**

- Decision making, including supported decision making
- Self-awareness
  - Quick activity – [Keeping Your Resources Organized](#)
- Self-assessments
  - [Self-Assessment Selection and Accommodation Tool](#)
  - [Preparing Students to be Successful Self-Advocates](#)
  - Quick activity – [Self-Assessments](#)
  - Student lesson – [Self-Assessments](#)
- Assertiveness
  - [Communication in college](#)
  - Quick activity – [Assertive Communication](#)
  - Student game – [Effective Communication](#)
- Goal setting
  - [Measurable Postsecondary Goals, Transition Services, and Measurable Annual Goals Charts](#)
- Problem-solving
  - [Problem Solving Parent Tip Sheet](#)

- [Problem Solving Teacher Tip Sheet](#)
  - [Problem Solving Task Cards](#)
- Mentorship
  - [College for TN: TN Promise Mentoring Program](#)
  - [Evaluation Form: Student Career Mentorship](#)
  - [Evaluation Form: Provider Career Mentorship](#)
  - Student lesson – [Experiences to Learn About Work](#)
- Knowledge of rights and responsibilities
  - [Impact of Rights and Responsibilities as Students Transition Into Adulthood](#)
  - Student lesson – [Rights and Responsibilities Change After High School](#)
- Disability disclosure in the workplace
  - [Disability Disclosure FAQs](#)
  - Student lesson – [Disability Disclosure in the Workplace](#)
  - Quick activity – [Job Accommodations](#)
- Disability disclosure in postsecondary education
  - [Disability Disclosure FAQs](#)
  - [Disability Disclosure in College](#)
  - Student lesson – [Disability Disclosure in College](#)
- Community resource mapping
  - [Community Resource Mapping](#)
  - Student lesson – [Community Resource Mapping](#)
- One page profile development
  - One page profile – [Example #1](#)
  - One page profile – [Example #2](#)
  - One page profile template – [Example #1](#)
  - One page profile template – [Example #2](#)