*\*This is a template. Participants and their teams should adjust all aspects of this template to meet the needs of the person and their employees.\**

**Employer:** [Participant’s Name]

**Job Position:** [Examples: Personal Support Professional, Job Developer, Community Development Specialist]

**Service:** [service as listed in the waiver]

**Employee Profile Brainstorm**

| **Supports Wanted** | **Skills Necessary** | **Personality Characteristics Needed** | **Shared Interests** |
| --- | --- | --- | --- |
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**Advertisement**

[Draft the advertisement listing the supports wanted, skills necessary, personality characteristics needed, and shared interests.]

**Posting:** [list the places online and in-person where the advertisement will be posted]

* [posting]
* [posting]
* [posting]

**Screening Questions:** [list the screening questions that will be asked during the initial screening of all applicants].

1. [screening question]
2. [screening question]
3. [screening question]
4. [screening question]
5. [screening question]
6. [screening question]

**Interview Questions:** [list the interview questions that will be asked during interviews with candidates].

1. [interview question]
2. [interview question]
3. [interview question]
4. [interview question]
5. [interview question]
6. [interview question]