

## **VOCATIONAL INFORMATION FROM INITIAL SCREEN**

### **Educational History**

Write a brief description of the client's educational history in order to evaluate current academic functioning and potential to engage in training that could range from remedial to advanced. The history should include the following:

- Highest school grade completed, and when
- Client attitude toward education and possible future training (verbal report may differ from behavior with some clients)
- Favorite subjects, and why
- Extracurricular activities
- Potential for future education and/or training

Standardized achievement tests of math, reading, and general learning ability are often used to augment interview questions. The client's educational history can also be used to indicate vocation-related interests and values.

### **Vocational History**

Write a brief description of the client's work history in order to estimate current and potential vocational functioning. Ask questions addressing the following:

- Types of occupations in which the client has worked
- Chronology of jobs within the last 15 years, including job title, name of employer, length of employment at each job, and primary job duties
- Reasons for leaving each job
- Client-identified work skills and any certifications or licenses held
- Client's perception of relationships with supervisors and co-workers
- Favorite and least favorite jobs and why
- Work-related ambitions and goals

U.S. Department of Health and Human Services,  
Substance Abuse and Mental Health Services Administration,  
Center for Substance Abuse Treatment, TIP 38 (2000)