

Dear Counselor:

When a person is interested in self employment, an assessment of the feasibility of the vocational goal is still necessary. In self employment cases, more information is needed than whether or not the client can do the tasks of a specific job description as would be the case if the client were to plan to go to work for someone or in a specific job. Besides having the credentials and or skill for doing the specific manufacturing or service work, the more comprehensive assessment must also determine whether or not the client can perform the major tasks required when owning and running a business. Somehow we need to get a fairly clear picture that the business will be successful, that it will be maintained and that it will generate the desired income.

1. First, the counselor and consumer can list what is known of the major tasks of the business:

- For example:
- A. The tasks of making the whidgits ... or the service.
 - B. The tasks of advertising, marketing and sales of the product or service.
 - C. The tasks of accounting, tracking inventory, revenue & expenses, profit & loss.
 - D. Prioritizing work and working independently and efficiently, ... & staying on task.
 - E. Possibly have the client list the steps that are necessary for start-up to evaluate the clients knowledge of the scope of being in business.

2. Set up assessments to explore whether or not the client can perform the major functions of the job tasks.

- For example:
- A. Have the client demonstrate their skill or bring in their product (potentially do a community based assessment performing the task or similar tasks.)
 - B. Test the clients ability to do the required accounting or record keeping or have them produce sample records, examples of receipts, etc
 - C. Have the client produce examples of potential advertising.
 - D. Have the client produce a price list of their goods or service
 - E. Have the client show or explain where they are going to do the business.

3. If the client cannot do tasks, are there accommodations that can be made to make the business feasible? Is this a supported business venture? Will someone knowledgeable be doing the bookkeeping? Etc.

4. Explore the financial picture. Does the business idea seem feasible? Will the client have the means to support him or herself as the business starts up? Will the business generate "income" for the client?

5. If the initial assessment indicates the business idea is feasible, move on to having the client write a business plan. (Which will have to be evaluated and approved prior to writing an IPE.) If the business will cost less than \$5000 and will not involve others who require more detail, the client could write an abbreviated business plan. If more detail is required a more thorough business plan will be necessary.

Above all.....Consult, consult, consult