



## Frequently Asked Questions About Job Search Training

### ***How can I assist my client in developing a suitable vocational goal?***

To achieve maximum results, a critical first step in any job search program is making sure your client develops a clearly defined and viable vocational goal. Services that can be utilized to help establish an appropriate vocational goal are: Transferable Skills Analyses (TSA), Vocational Evaluations and Psycho-Vocational Evaluations.

### ***What is a Transferable Skills Analysis (TSA)?***

A TSA is a job match program, which identifies vocational alternatives for those individuals seeking a career change. This system identifies transferable skills for each individual, utilizing occupational group arrangements, aptitude pattern profiles, specific work fields, materials, product and working environments. The system also takes into account medical and physical restrictions.

***When should I refer my client for a Transferable Skills Analysis (TSA)?*** You should consider referring your client for a TSA when:

- an alternative vocation needs to be identified
- loss of earning ability needs to be addressed
- assistance with a return to work plan is needed

### ***What is a Vocational Evaluation?***

A Vocational Evaluation identifies a client's personal vocational characteristics by evaluating the client's learning ability, academic achievements, vocational aptitudes, and employment history. Occupational options are then identified that are realistic in terms of the client's history, interest, and capabilities.

### ***When should I refer my client for a Vocational Evaluation?***

You should consider referring a client for a Vocational Evaluation when:

- His/her transferable skills are not evident or are limited
- He/she is interested in being considered for any type of retraining

### ***What is a Psycho-Vocational Evaluation?***

A Psycho-Vocational Evaluation is the same as a Vocational Evaluation, but in addition, it evaluates personality/psychological issues through specialized testing, utilizing the services of a psychologist.

### ***When should I refer my client for a Psycho-Vocational Evaluation?***

You should consider referring a client for a psycho vocational evaluation when there is a diagnosed or suspected psychological condition, which may interfere with the client's employability. The Psycho-Vocational Evaluation is also useful for identifying motivational factors.

### ***For Job Search Training, why would some clients be more suited for an individual setting rather than in a group?***

The group setting is ideal for individuals who have a clear vocational goal, but may have difficulty working independently. However, individual instruction is beneficial for clients with special needs, such as certain injuries, limited language skills, remote geographic location, or when the client is unable or unwilling to participate in a group setting.

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For further information on Vocational Services, please feel free to contact Sibley & Associates at 1-800-363-8900.