
the **life** and CAREERassessment m a t r i x

©2014, Tilson & Diaz Solutions. All rights reserved.
developed by Dr. George Tilson and Sandra Miller

career seeker name

date of birth

person assisting/organization

date initiated

The Life and Career Assessment Matrix (LCAM) is for anyone. It has been designed to assist you in focusing your thoughts about where you are on your life path, so you can have meaningful conversations about your goals – and develop a plan for further assessment, exploration, education and training, job search, employment success and career advancement/change. By fully completing and updating the LCAM you will have the information you need to develop goals that are personally meaningful to you. This information can also help you write your resume and prepare for interviews.

The LCAM expands on the concepts of the Positive Personal Profile developed by George Tilson and Lisa Cuozzo Stern (2001). There are 10 sections to the LCAM. Each one is a place for you to record your ideas and experiences. You may work on this by yourself, or with others who know you well and want to assist you. Take your time. The idea is to reflect on things that are most important to you. Feel free to skip around; it is not necessary to complete the sections in a particular order. You can always go back to a specific section and add or change information. And remember to attach any related documents you think would be helpful.

As you gain new experiences, skills, and ideas you can add them into the LCAM. Over time you will have built a solid document of your strengths, life and career experiences, and supports.

Note: The LCAM is useful in developing an IEP/Transition Plan, VR Individual Plan for Employment (IPE), 504 plan, or other service plans.

1 my community

Use the space below to identify your **Support Team** – people you can ask for ideas and help. (such as family, friends, employers, neighbors, professionals who know you well).

Support Team Member	Relationship to You	Email Address	Preferred Telephone (Indicate work/home/cell)

Overall, I would rate my support team as:

- Very strong
 Strong
 Okay
 Weak
 Very Weak
 Don't Know yet



Other people I'd like to invite to my support team:

Outside experts/consultants (professionals who may be able to assist me with my career and life goals)

Name/Position/Organization/role in helping me	Email Address	Preferred Telephone (Indicate work/home/cell)

How do you communicate with people?

- Talk with them
 Use an augmentative device or assistive technology: (identify)



Who is your Mentor/Champion?

A personal support person identified by you – with whom you can regularly touch base to receive encouragement and guidance. Ideally this is someone within the school, community, residential and/or work settings who has an interest in your success and is in a position to advocate for you when needed.

Name/Position/organization	Email Address	Preferred Telephone (Indicate work/home/cell)



Neighborhood Mapping

What resources can be found in your immediate community, within 1 mile walking distance of your house?

Resource	Description
Familiar neighbors	
Transportation	
Health care	
Grocery/drug stores	
Schools	
Community Centers/recreation	
Places of worship	
Other businesses/resources:	

Your Family and Friends

Where do they work and what do they do?



What would help me become more connected in my community? What resources are out there to help me?

2 my interests

At this point in time, what do I enjoy doing? What am I passionate about?
Here are some indicators of my interests and some areas I've thought about exploring.

Career field(s)	
Avocation/Hobbies	
Recreational Activities / Entertainment	
People I enjoy being around / Activities I enjoy sharing with them.	
Favorite places to go in my free time	
Household chores/errands I enjoy	
Belongings/Collections that mean something to me	
Favorite decor & furnishings in my home	
Favorite sports/ TV/ Movies / Video Games	
Favorite types of clothing and accessories	
Favorite food & beverages	
School/organization-sponsored Extracurricular activities I enjoy(ed)	
Awards/recognitions I have received Accomplishments I'm proud of	
Other	



What do my interests suggest about things I can be doing in the future (work, recreation, further learning, community participation)?

I have the following skills, knowledge, and abilities

Skill Area	Describe	Assessment tool/strategy; Conducted by whom; date)
Academic include reading/math levels		
Manual/Physical examples of strength, stamina, coordination		
Artistic/Creative attach photos, samples		
Mechanical/Technical tools, equipment, machinery used		
People/ Customer-Oriented list examples		
Reasoning/Logic; Systems Thinking problem solving examples		
Daily Living Activities list chores/errands		
Organization keeping items orderly		
Computer gaming, typing, internet		
Job Seeking finding leads, applying, interviewing		
Traveling how I get around		
Other		



What do my talents suggest about things I can be doing in the future (work, recreation, further learning, community participation)?

4 my positive personal attributes

I have the following things going for me.

Attribute	Describe	Assessment tool/strategy; Conducted by whom; date)
Positive personality traits & Temperament (What people appreciate about me)		
Values ("I value....")		
Degree of self-determination and self-advocacy		
Personal motivation Work Ethics / Follow through on tasks		
Preferred settings (Where I feel most, competent, confident and comfortable)		
Learning styles (most/least dominant)		
Dislikes, pet peeves, idiosyncrasies. Situations, activities, people, places to avoid		
Things that worry/concern me		



What do my personal attributes suggest about things I can be doing in the future (work, recreation, further learning, community participation)?

5 my career development assessments

I have participated in career assessments. Yes No Not Sure

If so, please identify:

On the career development continuum I think I am here: (indicate with checkmark)

Awareness, Exploration, Preparation Active Job Search Job Maintenance/Career Advancement

Career Ideas and Focus Areas Identified Through Discussion and/or Assessment. (Important: Identify at least two).
It may be helpful to refer to Career Clusters on page 13.

Occupation/Position	Related Career Fields/Pathways	Assessment tool/strategy; Conducted by whom; date	Prior Related Educ/ Training/Experience

Do I need further assessment and/or exploration of this career interest area? Yes No Not Sure

Identify assessment strategy/tool to be used:

Will I need further education/training in order to pursue this career goal? Yes No Not Sure

Post Secondary Institutions to Explore (2-year/4-year college, Technical Schools, Adult Education):



What do my career assessments suggest about things I can be doing in the future, as far as further learning and/or work?



Currently enrolled in Middle School/High School

School:

Grade:

GPA:[] Attendance: Excellent Good Fair Poor

List General Education classes:

List Career/Tech Ed classes:

List Special Education services (Attach IEP):

504 Student? Yes (Attach plan) No

Other vocational training/work experiences (note whether in-school or community):

Comments



Completed High School

	Comments
<p>School: _____ Exit Date: _____</p> <p>Overall GPA: [] Attendance: <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Fair <input type="radio"/> Poor</p> <p>Exit document: <input type="radio"/> Diploma <input type="radio"/> Alternative certificate <input type="radio"/> GED</p> <p>Transcript? <input type="radio"/> Yes (Attach) <input type="radio"/> No</p> <p>504 Student? <input type="radio"/> Yes (Attach plan) <input type="radio"/> No</p> <p>IEP? <input type="radio"/> Yes (Attach IEP, with Summary of Performance) <input type="radio"/> No</p> <p>Received technical/trade license/certification? <input type="radio"/> Yes (Attach copy) <input type="radio"/> No</p> <p>Trade area: _____</p> <p>Other vocational training experiences (note whether in-school or community): _____</p>	

Completed some post secondary education/training

	Comments
<p>Area of Study/Major/Trade:</p> <p><input type="radio"/> College (name of institution): _____</p> <p><input type="radio"/> Technical School: _____</p> <p><input type="radio"/> Adult Education: _____</p> <p><input type="radio"/> Other: _____</p> <p>Year: [] Attach transcript.</p>	



Earned college degree or post secondary trade certification

	Comments
<p>Area of Study/Major/Trade:</p> <p><input type="radio"/> College (name of institution):</p> <p><input type="radio"/> Technical School:</p> <p><input type="radio"/> Adult Education:</p> <p><input type="radio"/> Other:</p> <p><input type="radio"/> Associates <input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Doctorate</p> <p><input type="radio"/> Trade License (field):</p> <p>Copy of transcript and/or completion document? <input type="radio"/> Yes (Attach) <input type="radio"/> No</p>	

What I liked about my school experiences:

My school experiences could have been better if:

I participated in school-sponsored extracurricular activities (ex. sports, clubs, student government) Yes No

What I liked and did not like about these experiences:

I accomplished special projects or participated in activities/events that I really enjoyed. Yes No

Identify:

I agree/disagree with the high school Summary of Performance on my IEP. N/A Yes No Explain:



What do my education and training experiences suggest about things I can be doing in the future (work, recreation, further learning, community participation)?

my career development

exploratory activities

including online research, tours, job shadowing, volunteer jobs, informational interviews, etc.

Year	Describe experience (and where it took place)

What I enjoyed about my career exploration experiences:

My experiences could have been better if:

In my volunteer jobs, my supervisor(s) had these positive things to say about me and my work:

My supervisor(s) suggested I could improve in these areas:



What do these exploratory activities suggest about things I can be doing in the future (work, recreation, further learning, community participation)?

my career development

employment history

Start/End Dates	Company/Organization	Position/Primary Tasks

What I enjoyed about my jobs:

My jobs could have been better if:

In my jobs, my supervisor(s) had these positive things to say about me and my work:

My supervisor(s) suggested I could improve in these areas:



What does my employment history suggest about things I can be doing in the future (work, recreation, further learning, community participation)?

Everyone interested in pursuing careers must try to determine where their interests, passions, skills and life aspirations come together. You have just gathered a lot of information leading you to one or more possible career areas that you may want to pursue further.

Quick Reference

Careers and jobs can be classified into various groupings. Different organizations may use unique categories or job clusters. The U.S. Department of Labor, for example, uses 16 groupings that can be explored in detail at www.onetonline.org. Through this resource you can learn a lot about job requirements, and even job openings!

1. Agriculture, Food, and Natural Resources
2. Architecture and Construction
3. Arts, Audio/Video Technology and Communications
4. Business, Management and Administration
5. Education and Training
6. Finance
7. Government and Public Administration
8. Health Science
9. Hospitality and Tourism
10. Human Services (including Personal Services)
11. Information Technology
12. Law, Public Safety, Corrections and Security
13. Manufacturing
14. Marketing, Sales and Service
15. Science, Technology, Engineering and Mathematics
16. Transportation, Distribution and Logistics

Based on what I have learned about myself so far, my top three career areas are:

7 my life experiences so far

(ex. travel, community activities)



8 my other life aspirations

Things I'd like to accomplish in my life (ex. desired living arrangements, relationships, community participation, education/training, transportation, personal property, avocations/hobbies etc.)

List life aspirations	Who can help me?



What things could I be doing to achieve these other life aspirations? What resources might help me?

9 my challenges & solutions

Specific challenge or barrier in these areas	Potential solution(s) or accommodations Strategies that might alleviate or lessen the impact of the challenge. (Could be physical, special services, or creative problem-solving; high, low, or no tech.)	Who can assist? Name / role / email / cell phone
Residence and Daily Living		
Career/Employment		
Further Education/Training		
Health, Well-Being and Personal Care		
Community Participation/Membership/Contribution		
Leisure Pursuits/Avocations		
Relationships/Social Interactions		
Transportation		
Financial, Government Benefits, & Legal Issues		
Physical Safety and Security		

my ideas for ELP goals

In my plan I will need to develop goals in the following areas, based on the information gathered. These could be things I want to achieve, and areas where I need help.

Key Life Areas	Ideas
Residence and Daily Living	
Career/Employment	
Further Education/Training	
Health, Well-Being and Personal Care	
Community Participation/ Membership/Contribution	
Leisure Pursuits/Avocations	
Relationships/Social Interactions	
Transportation	
Financial, Government Benefits, & Legal Issues	
Physical Safety and Security	

Direct Involvement of service recipients with disabilities

Did the service recipient directly provide information gathered in this assessment? Yes No

Level of participation.

On the line below, indicate with a checkmark an estimate of the service recipient's level of direct contribution/participation:

100% 75% 50% 25% 0%

What supports were provided to the service recipient to assist him/her participate in this assessment?

- A member of his/her personal network (other than professional staff) participated by prompting and contributing information.
- He/she was able to directly enter information into electronic version of the instrument, using accessible formats/assistive technology
- A professional prompted him/her, by re-phrasing or referring to previous information and observations
- He/she used a communication board or augmentative device to provide information
- Other: