

# Vocational services

After an injury or illness, it can be difficult to match the employee with a position that best fits their skills and physical abilities. We offer vocational services for disability carriers and organizations to help employees injured on the job and those with non-occupational illnesses to return to work or find suitable positions with other employers.

## Solutions to meet your needs

Our specialized vocational services can be provided in person, virtually or a combination of the two. Our online approach allows our vocational team to interact with the employee the same day the referral is received. Our virtual format provides consistent, cost-effective outcomes while meeting jurisdictional requirements for your organization.

Sedgwick's experienced colleagues provide a wide range of tailored services from vocational evaluations and computer training to job placement and development programs. Our services include:

### **Vocational evaluations**

These evaluations involve working with the employee to complete ability and aptitude testing, learn their interests, and assess return to work barriers, specific job aptitudes and work values. The vocational team will recommend job goals based on transferable skills and the local labor market, and provide additional services to assist the individual in securing employment.

### **Employability assessments**

Our assessments include a transferable skills analysis, labor market analysis, a review of the individual's work history, and contacting local employers to determine the viability of the job goal and gainful wage predictions. This information is important when determining an appropriate plan of action if a claim is in the settlement process. The labor market and transferable skills analyses are also available separately.

### **Career exploration**

Our vocational team helps individuals explore possible career options and select an employment goal. They have the opportunity to observe people performing the actual job tasks and conduct informational interviews to learn about employment options.

### **Computer training**

Our tailored computer training program helps individuals learn various skills based on their specific needs. It can include basic skills, such as typing, navigating the computer and Internet, and the online application process, and progress into learning programs such as Microsoft Word and Excel.

### **Job seeking skills training**

This training helps individuals successfully identify and respond to potential job opportunities by helping them develop resumes and cover letters, and learn how to answer specific interview questions through mock interviews. Another area we focus on is social media usage to ensure individuals are reflected in a positive manner on social media. We also offer resume and cover letter development and mock interviews as separate services.

### **Job placement and development**

This program involves a systematic approach to identifying and contacting potential employers for position openings. We will provide weekly job leads to help individuals identify positions before being posted and will follow up to ensure they apply in a timely manner.

### **Job analysis**

We complete the job analysis to identify essential, work-specific functions, including material and non-material handling tolerances. The terminology in this analysis is consistent with the Americans with Disabilities Act, and it evaluates the essential functions of each job in a valid and reliable manner.

### **Ergonomic assessments**

The team measures the risk factors of movements or postures of the individual while performing a job and makes recommendations to avoid musculoskeletal injuries or disorders. We will provide a written assessment that includes job modifications or additional equipment when appropriate.

## **We are here to help**

Our vocational experts are focused on helping your employees return to work or find suitable positions as quickly and safely as possible. For those who may need to find a new job, our team provides valuable training to help make their job search a success.

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To learn more about our vocational services, contact:

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*To learn more about our integrated and customized solutions, visit [SEDGWICK.COM](https://www.sedgwick.com)*

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