

Tool 1: The Integrated PFI Guide

Purpose: Form template for the coach to use during the interview. It contains tips for the different modules and sample questions to ask. It also includes a visual guide to give to the coachee at the beginning, as well as the task to be carried out in module F.

[Printable Worksheet Version]

COACHEE NAME:		COACH:	
DATE:		START TIME:	END TIME:

PERSONAL HISTORY

Coach notes:

Módulo A: INTRODUCTION & RAPPORT BUILDING

Tips: Keep in mind that some people may have difficulties understanding or expressing abstract concepts. Clearly and concretely explain the purpose of the interview. Anticipate the overall structure and emphasise that the candidate may ask for breaks or clarifications at any time. Pay attention to your tone, pace, and the overall environment to ensure comfort.

“The objective of this interview is...”, “The interview will last approximately...”, “If at any point you need to rest or take a break, please let me know.”, “The general structure of the interview will be as follows (visual agenda).”

Coach notes:

Módulo B: PERSONAL BACKGROUND & DAILY FUNCTIONING

Tips: If the conversation is not very fluid, offer examples to facilitate responses. You may use visual supports. Adjust your language to the candidate’s level of understanding.

“Did you complete your education at a school, college, or university?”, “Do you have any specific certificates or qualifications?”, “Have you completed any internships or work placements?”, “How do you usually structure your day-to-day routine?”, “If you had a job, how would you structure a typical workday?”, “If you had a difficult day at work, do you have a specific person you would contact, such as a family member, friend, or mentor?”, “Who are your main reference or support figures?”

EDUCATIONAL/INTERNSHIPS	REFERENCE PEOPLE	DAILY ROUTINE STRUCTURE

Módulo C. MOTIVATIONS, ASPIRATIONS & PREFERENCES

Tips: map out the candidate's work-related expectations, their ideal job, and how they see themselves in the near future. Observe which aspects generate the greatest motivation or interest.

"What is important to you in a job?", "Why are you interested in this position?", "What do you like about this type of task?", "What do you think is expected of you in a job like this?", "How would you know that you are doing your job well?", "Which would make a day feel successful?"

Coach notes:

Módulo D: SELF-ASSESSMENT: STRENGTHS, CHALLENGES & SUPPORTS

Tips: Explore previous work experiences or, if there are none, experiences in educational settings. Try to identify difficulties encountered in school-related work contexts. Keep in mind that many people do not ask for help spontaneously.

"Have you had similar jobs or internships?, What felt easiest for you in that role?", "What has been your most difficult work or academic experience?, What happened?", "What would your ideal job look like?", "How do you prefer tasks to be explained: orally, in writing, or a combination of both?", "If you feel 'brain fog' or overwhelmed, which strategy do you prefer? A quiet reset break, asking for task priority, or using a sensory tool?"

STRENGTHS	BARRIERS OR CHALLENGES	SUPPORT NEEDS

Module E: ENVIRONMENTAL & CONTEXTUAL INQUIRY

Tips: Each person uses different self-regulation strategies. Some individuals experience distress due to sensory overstimulation.

“Which environments feel most overwhelming for you?”, “Do you prefer to travel by: A) Public transport, B) Walking/Cycling, or C) Being driven?”, “Is a commute longer than 30 minutes acceptable?”, “I will list sensory elements. Tell me which ones make it hard to concentrate: Constant background noise? Flickering lights? Strong smells (like a kitchen or cleaning products)? Cluttered desks?”, “If you have ever felt overwhelmed by sensory overstimulation, how did you react?, Did you do anything to make the situation more comfortable for yourself?”

RELEVANT STIMULI	REQUIRED TECHNICAL SUPPORTS	SOCIAL SUPPORT

MÓDULO F: SCENARIO / REFLECTIVE TASK

Tips: Visual supports help improve attention and comprehension. Predictability increases the sense of control and safety.

“Here is a typical weekly schedule and the different tasks required for this role. Taking into account break times and working hours, organise it according to your time-regulation needs.”

Coach notes:

MÓDULO G: FEASIBILITY REFLECTION & NEXT STEPS

Tips: Predictability is a neurological need related to order, routine, and anticipation, helping to reduce anxiety and uncertainty. Clearly indicate that the interview has ended and explain the next steps.

To summarise our discussion: You feel strongest in [Strength], you prefer a [Environment] workplace, and [Adjustment] is the most important support for you. Does this sound accurate? “Hemos finalizado la entrevista. The next step is for me to create a summary report. I will send you a copy by [Date] for you to review. Then, in Phase 2, we will look for roles that match this profile. Do you have any final questions for me?”

Coach notes:

EMPLOYMENT INSERTION ASSESSMENT (COACH)

IMMEDIATE PLACEMENT	PLACEMENT WITH SUPPORTS	PREPARATORY PHASE

VISUAL AGENDA FOR COACHEE

MODULE	TITLE	SIMPLE DESCRIPTION
A	Introduction & Rapport 😊	<u>Welcome & Start</u> : we explain the goal of the interview and how long it will take. You can ask for breaks.
B	Personal Background & Daily Life 👤 📅	<u>Personal story, daily life & background</u> : we talk briefly about who you are (basic personal information). We talk about your studies, internships and how you organise your day and who supports you.
C	Motivations, Aspirations, Constraints 📅	<u>Job interests & preferences</u> : we talk about what you like in a job, what tasks you prefer and what a good workday looks like.
D	Strengths, Challenges & Supports ★ 💪	<u>Strengths & support needs</u> : we talk about what you are good at, what is difficult and what help or adaptations you may need.
E	Environmental & Contextual Factors 🌍	<u>Environment & sensory needs</u> : we talk about which places feel comfortable or overwhelming (noise, lights, smells, space, travel).
F	Scenario / Reflective Task 📅	<u>Example schedule & Closing</u> : we do a small planning exercise with a weekly schedule
G	Reflection & Next Steps	<u>Sum up</u> the interview and then, explain the next steps.