

## IVRS Responsibilities for Comprehensive Vocational Evaluation

- Meet with job candidate to identify evaluation questions to be answered by CRP.
- Attend staffing at which time all questions are addressed.
- Receive/ review final report documenting evaluation results from CRP.
- Problem-solve with team to address issues hindering progress as needed.

## CRP Responsibilities for Comprehensive Vocational Evaluation

- Receives and clarifies questions from IVRS counselor and job candidate.
- Develops plan for most appropriate assessment and timeline which is shared with IVRS and job candidate.
- Identifies what methodology and tools will be needed to answer questions, and identifies vocational options consistent with labor market information and transferable work skills.
- Testing is administered by a Certified Vocational Evaluator or an individual certified to administer the tests selected.
- CRP staff schedule team meeting to share information and communicate assessment results.
- Provides a written report of assessment

## Job Candidate's Responsibilities for Comprehensive Vocational Evaluation

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions that the team agreed on.
- Makes sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.