

IVRS Responsibilities for Job Seeking Skills Training Services

- Monitor job candidate's progress.
- Participate in scheduled meetings to review and encourage job candidate's progress towards employment.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Job Seeking Skills Training Services

- Provide applicable Job Seeking Skills training to the job candidate or in close coordination with the IVRS employment team.
- Identify barriers and strategies required for remediation.
- Provide training in one or more of the following areas:
 - Writing a resume
 - Interviewing
 - Completing applications
 - Writing follow-up letters
 - Accessing the hidden job market
 - Discussing disability issues
 - Understanding ADA rights in the interview process
 - Making cold calls
 - Practicing interviewing using mock interviews
 - Preparing for work through job readiness, etc.
- Share written report of outcomes and recommendations of Job Skills Training with IVRS counselor and job candidate.
- Refer job candidate on for additional employment services as appropriate.
- Provide **Section III of the Employment Analysis for Vocational Assessment/Preparation/Training** report to IVRS itemizing the time period billed, hours worked, payment amount and documentation of achievement of performance measures.

Job Candidate Responsibilities for Job Seeking Skills Training Services

- 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.

- Make 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.