

## Job Seeking Skills Training (JSST)

The purpose of Job Seeking Skills Training is to teach a job candidate (JC) how to find a job with assistance at a level required by the JC's needs, and how to apply strategies to get a job in the future if necessary.

### IVRS Responsibilities for Job Seeking Skills Training Services

- Monitor JC's progress.
- Participate in scheduled meetings to review and encourage JC'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 JC 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:
  - Resume writing
  - 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 interviews using mock interviews
  - Preparing for work through job readiness, dress for success, tracking job applications, and etc.
- Share written report of outcome and recommendations with VR staff and JC.
- Refer JC for additional employment services as appropriate.
- Provide **Section III of the Employment Analysis for Vocational Assessment/Preparation/Training** report to IVRS itemizing the time 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 agreed by team.
- 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.