

IA IPS Job Search Plan

Job Seeker:

Date:

1.) Job Preferences (*individualized; list in order of most to least important; can include type of work, pay, schedule, environment, working alone or with others, type of day, repetitive/varied duties, fast/slow paced or other factors*):

- 1.
- 2.
- 3.
- 4.
- 5.

2.) Do you want your Employment Specialist to gather information about jobs on your behalf and advocate to employers (disclosure)? Yes No

If yes, Employment Specialist will visit how many businesses per month on behalf of client?

3.) Do you want to apply for jobs together with your Employment Specialist? Yes No

If yes, how often will they meet to do this each month?

4.) Will you work on finding jobs on your own, outside of appointments with your Employment Specialist? Yes No

If so, where, when, and how (help job seeker make structured plan for job search)?

5.) What businesses will the IPS Specialist and/or job seeker approach? (Put preferred jobs at top)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Job Candidate Name:

Member ID#:

DOB:

6.) What is your overall employment goal? What are you hoping for as far as work is concerned and what would you like to gain from getting a job? (*Use client's own words*)

7.) What are your strengths related to your employment goal that will help you to achieve your goal?

8.) What are strengths the Employment Specialist or other supports (family member(s), VR counselor, case worker, therapist, psychiatrist, teacher, etc.) identify?

Below, create a plan of action and steps to take to achieve client's employment goal (*ideas such as making list of employers, learning how to fill out job application, interview practice, gathering references, learning about job requirements, visiting employers, etc.*):

Objectives:	Persons Responsible:	Frequency:	Target Date:
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			

Client Signature

Date

Employment Specialist Signature

Date

Job Candidate Name:

Member ID#:

DOB: