**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.

**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