

Initial Individual Employment Plan

Participant Name: _____ Date Developed: _____

Employment Goal:

The participant's **Primary Goal** is to:

Obtain employment in one of the following possible areas:

1.
(Area of interest)
2.
(Area of interest)
3.
(Area of interest)

Within ☐ 6 months ☐ 12 months-24 months ☐ 24 months-48 months

CSA Training:

Based on my employment goals, I will complete my Community Service Assignment training at _____ as a _____ to help me improve

my skills in the following areas: _____.

I will train at this host agency and staff will reevaluate my placement at this Host Agency at my next reassessment and IEP update by _____.
(Date)

Computer Classes:

☐ Microsoft Word ☐ Excel ☐ Acrobat Adobe ☐ Internet Keyboarding
☐ Other: _____

Where: _____ Start Date: _____ End Date: _____

Education Classes:

☐ ESL ☐ GED ☐ Other _____

Where: _____ Start Date: _____ End Date: _____

Job Readiness:

MY CONTACT INFORMATION

- ☐ Have a working phone with an answering machine or voice mail and a professional message

Date to be completed: _____

- ☐ Have a professional email address

Date to be completed: _____

- ☐ Check my online (JOBS4TN Registration) to make sure that my registration is active

Date to be completed: _____

MY SUPPORT NETWORK

- ☐ Have a network of friends and business associates who I can call on for help editing my resume, job leads, coaching, and other employment related assistance

Date to be completed: _____

- ☐ Have a list of references (co-workers, supervisors, people you have supervised, vendors, customers, etc,) who I am in contact with, who know me and my work well enough to be able to provide me with a strong employment reference

Date to be completed: _____

MY JOB APPLICATION

- ☐ Understand the duties and requirements of the job that I'm interested in applying for
- ☐ Understand the industry that I'm interested in getting into or returning to
- ☐ Understand the organization that I'm interested in applying to
- ☐ Have a resume that shows that I have the skills, knowledge, and experience needed to successfully do the job that I'm applying for
- ☐ Have a cover letter that describes the qualities or experience I have that makes me a good fit for the position I'm applying for

Date to be completed: _____

MY INTERVIEW

- ☐ Practice interviewing
- ☐ Wear appropriate outfit to an interview

Date to be completed: _____

Date to be completed: _____

Are my goals SMART? *Specific Measurable Achievable Realistic Time-Framed*

Initial Goals:

Goal 1:	Timeframe:
Task 1:	
Action Step 1:	
Task 2:	
Action Step 1:	
Task 3:	
Action Step 1:	Timeframe:
Task 4:	
Action Step 1:	

Supportive Services:

Based on the previously identified barriers please identify the Supportive Services needed (and referrals to be made) to overcome identified barriers:

Supportive Services Needed	Referral to	Referred by	Date of Referral

Agreement

I understand that this plan will help me in obtaining unsubsidized employment through my community service assignment and training received at the aforementioned host agency. I have assisted in the completion of my Individual Employment Plan (IEP) and I agree with the listed steps to be completed. I also understand that failure to follow through on this plan may result in my termination from the program.

Participant Signature/Date

Project Coordinator/Date

Case Management Note Space: