

JOB PLACEMENT PLAN

Name _____ DOB _____

Date Referred to Placement _____ Status 30 days _____ 60 days _____ 90 days _____

SPECIFIC SKILLS, APTITUDES, INTERESTS, ABILITIES _____

VOCATIONAL GOAL _____

| JOB TITLE | AVAILABILITY IN COMMUNITY |
|-----------|---------------------------|
| | |
| | |
| | |

NON WORK GOALS (i.e. child care, transportation, housing, etc.)

1. _____
2. _____
3. _____

CLIENT RESPONSIBILITIES:

I. Job Search

Date Initiated Projected Completion Actual

- A. To demonstrate a positive attitude about job seeking as evidenced by: Timely follow through on job leads; maximum time and energy devoted to job search.
- B. With the Job Placement Specialist review and complete the *Job Search Data Sheet* (CRP 33).
- C. To discuss problems affecting job seeking with Job Placement Specialist.
- D. Maintain contact with Job Placement Specialist at minimum weekly.
- E. _____
- F. _____

II. Job Placement

Date Initiated Projected Completion Actual

- A. To discuss problems affecting work performance with the Job Placement Specialist.
- B. To agree not to quit a job before discussing the situation with the Job Placement Specialist.
- C. To demonstrate acceptable worker traits on the job, especially attendance and punctuality.
- D. _____
- E. _____

**CRP/SERVICE PROVIDER
STAFF RESPONSIBILITIES**

Date Initiated _____

Projected Completion _____

Actual _____

1. To assist client in developing a resume and good job seeking correspondence.
2. To train the client in job seeking skills identified as needs in the *Placement Services Assessment(CRP 31)*.
3. To contact employers to develop and/or identify job opportunities consistent with the client's vocational choice and goal as established in the client's IPE developed with DRS.
4. To educate employers on the benefits of hiring persons with disabilities.
5. To post job listings where clients can view them.
6. To assist clients with completion of job applications as necessary and/or requested.
7. To provide on-site job analysis and consultation, and to make recommendations for work site and job accommodations for clients when necessary.
8. To prepare clients for and set up interviews when necessary.
9. To remain in contact with both employer and employee for a period of not less than 90 days or until case closure for the purpose of support, mediation and consultation.
10. To assist client in meeting non-work goals through supportive services and/or referral to other agencies resources.
11. Provide follow-up reports, written and verbal, to the DRS counselor.
12. _____

PLAN DURATION:

This plan remains in effect, with any modifications, until job placement closure has been achieved.

Additional Client Input: _____

Client Signature

Date

Placement Specialist

Date

WVDRS Counselor Signature

Date

SEE FORM CRP-32 JOB PLACEMENT FOLLOW-UP TO PROVIDE PERFORMANCE FOLLOW-UP AFTER WEEK 1, 30 DAYS, 60 DAYS AND 90 DAYS.

