

Job Placement Plan Checklist
(Required – must be submitted with the Individualized Job Placement Plan)

Job developers should discuss with and assist the job seeker to determine job search activities he/she can realistically do and which activities he/she needs assistance with and assist the job seeker to complete the checklist. This discussion and tool should be used to determine the responsibilities and actions of the job developer and job seeker when completing the individualized job placement plan.

Applications:

- Fill out and submit applications for jobs on my own or using a master application
- Fill out and submit applications for jobs with the assistance of the job developer
- I need the job developer to fill out and submit applications for me
- I can and will fill out and submit applications on my own, but would also like the job developer to fill out and submit some applications for me
- Other (specify) _____

Job Search:

- Talk to friends, neighbors, teachers, parents or other people I know to ask them if they know of any jobs that might be good for me
- Look for job openings on the internet
- Look for job openings in the news paper
- Go to places of business or call employers and ask them if they have any job openings
- Attend business or association meetings where I can get to know people who might hire me
- Independently keep a log of job search activities, places I've applied etc.
- Keep a log of job search activities if the job developer helps me to organize it
- Need someone else to organize and track my job search for me
- I need the job developer to find job leads for me
- I can find my own job leads but would also like the job developer to provide me leads
- I would like the job developer to call employers to see if they will interview or meet with me

I would like the job developer to meet with me regularly to help me organize my job search such as helping me decide where to apply each week, when to call an employer, when to write a thank you note etc.

Other (specify) _____

Interviews:

Show up to interviews on time

Dress appropriately for interviews

Read about a company on the internet or talk to people who know about the company (such as employees) so I will know what is important to them before I interview

I can take the bus or have a vehicle or another way to get to interviews

I need the job developer to take me to interviews

I can interview by myself

I need assistance during interviews

I would like the job developer to call employers after I interview in order to help me get hired

Other (specify) _____

Follow up with employers:

I can send a thank you note on my own

I need the job developer to help me write and send a thank you note

I can call an employer about the status of my application on my own

I need the job developer to call the employer about the status of my application

I can call the interviewer about the status of the hiring decision

I need the job developer to call the interviewer and ask about the status of the hiring decision

Other job search activities I can do (specify) _____

Other job search activities I would like the job developer to assist me with _____

Individualized Job Placement Plan

(optional template -- another form may be used as long as all required information is included)

Placement Criteria (all placement criteria must agree with counselor’s referral information or be pre-approved by the counselor)

Vocational Goal or Areas of Focus for Job Search _____

General location (area of town, on a bus route etc.) _____

Full time Part Time Either
 Day Shift Night Shift Swing Shift Any shift Special _____

Considerations _____

Must have benefits Benefits not required

Lowest Acceptable Wage \$ _____ Desired Wage \$ _____

Activities to avoid: _____

Other _____

Job Developer actions/responsibilities

_____ Meet with job seeker to assist in organizing job search and providing job leads. Meeting schedule: _____

_____ Hands on assistance completing applications: # per week _____

_____ Submit applications and/or resumes on behalf of job seeker: # per week _____

_____ Follow up with employers (phone call or visit) on previously submitted applications/resume

_____ Provide job leads which the job seeker will independently apply for: # per week _____

_____ Contact (call or visit) potential employers in the job seeker’s field of interest and advocate on behalf of the job seeker: # per week _____

_____ Research potential employers in preparation for completing application or interview
Online Websites _____ Informational Interview or phone call _____
NCIS/Workforce Informer _____ Labor Market Survey _____
Other _____

_____ Assist job seeker to prepare for interview with a specific employer

_____ Hands on assistance accompanying job seeker to interviews

_____ Contact employers after interview to advocate for the job seeker

_____ Update job seeker on job search progress

_____ Minimum # of contacts with job seeker: _____ per _____

_____ Other _____

Job Seeker responsibilities:

_____ Show up, on time to meet job developer at specified place to complete applications

_____ Show up early, well groomed and prepared for all interviews

_____ Send employers thank you notes after interviews

