

SAMPLE: JOB DEVELOPER ACCEPT/REJECT REPORT

Accept:

___ I (name of job developer) completed an intake with (name of participant) on (date) and agree to provide approximately 4 hours of individualized job seeking skills instruction, after which the job seeker and I will jointly develop an individualized job placement plan followed by the provision of significant job placement services.

___ I (name of job seeker) met with (name of job developer) and request this job developer provide me job placement assistance. I understand my job developer and I will work together to develop a job placement plan that takes into account my abilities as well as job placement needs. The job placement plan will include both my responsibilities and the job developer's responsibilities in helping me find employment. I will put forth good effort in my job search.

OR:

Reject:

_____ I (name of job developer) completed an intake with (name of participant) on (date) and decline to provide job placement services at this time for the following reason(s): _____

___ I (name of participant) have met with (name of job developer) and decline services from this job developer at this time for the following reason(s): _____

Job Developer Signature & Date: _____

Participant Signature and Date:

SAMPLE: 4 HRS. INDIVIDUALIZED JSS INSTRUCTION REPORT

Note: This form is not required, however all reports for JSS provided as part of job development phase one must include the exact dates and hours of instruction, areas of focus and whether or not the client actively and appropriately participated.

Participant Name: _____ **Case ID:** _____
Job Developer Name: _____ **Counselor Name:** _____

Dates and times of instruction: 4/15/14 9:00 am. – 11:00 a.m.
4/17/14 9:00 a.m. – 11:00 a.m.

Area(s) of focus: Participant has a master application and a good resume. He knows how to complete applications and how to conduct an on-line job search, but is not confident in his interview skills. Completed and recorded a mock interview with him and provided recommendations on areas for improvement. He went home and practiced and we met again to complete a second mock interview. He did much better. As we reviewed his second interview we noted points that need fine tuning and ideas for addressing them, but overall we were both pleased with his second interview. He reported he now feels more confident about interviewing.

Did participant attend all scheduled hours: Yes No If no explain: _____

Did participant actively participate with an appropriate attitude?
 Yes No If no explain: _____

Is participant ready to develop a job placement plan and proceed with job search? Yes No
If no explain: _____

Other Comments (optional) _____
