



## Rehabilitation Division

Client Name; \_\_\_\_\_

Case ID#: \_\_\_\_\_

Client Contact Information \_\_\_\_\_

Rehabilitation Counselor: \_\_\_\_\_

Counselor Phone: \_\_\_\_\_

Counselor Email: \_\_\_\_\_

Internal Job Developer: \_\_\_\_\_

Job Developer Name: \_\_\_\_\_

Job Developer Company: \_\_\_\_\_

Job Developer Contact: \_\_\_\_\_

Vocational Goal or Area of Focus:

### Job Developer Actions/Responsibilities:

Describe how the client and Job Developer will work together; method of communication, how often, when, and where will you meet

Describe with the client their skills, strengths, abilities, work experience, education, training and achievements in relation to their employment goal:

Employment barriers, resources, and strategies to address (including criminal background and social security impacts):

Accommodations and Assistive Technology needed, if any (JAWS, Dragon, extra breaks, interpreter, etc.) and how they will be addressed:

Transportation Plan (bus, own vehicle, need someone to transport):

Other limitations or impediments to employment (medication side effects, medical conditions, drug use, etc.):

Describe networking organizations and activities Job Developer and/or the client will utilize (job fairs, hiring events, etc.):

Describe how Job Developer will work with the client to approach employers that hire for positions that match the client's employment goal:

Number of employer contacts per week and initial list to contact:

Describe the strategy for contacting employers in the client's field of interest and advocating on behalf of the client:



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Explain how the Job Developer and the client t will address disability disclosure to the employer, if applicable:

Explain how the Job Developer will assist the client in researching employers in preparation for completing applications or interviews:

List the number and frequency of job leads to be provided to the client participant (not applicable for IJDT) :

How often will the Job Developer provide hands on assistance with completing applications:

List the number of applications/resumes the Job Developer/client will submit collaboratively per week:

Describe how the Job Developer/client will follow up with employers on previously submitted applications/resumes:

Describe how the Job Developer will work with the employer and client to set up informational interviews or phone calls

Describe how the Job Developer will assist the client with preparation for interviews with specific employers:

Describe the Job Developer's plan for accompanying the client to interviews (if needed):

Describe how the Job Developer will follow-up with employers after an interview (IE: email, mail, call, etc.):

Initial plan for on the job support once employment is obtained:

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### Client Responsibilities:

- Understand and agree to IPE goal developed with Counselor
- Be actively ready to job search and accept employment
- Show up on time to all scheduled appointment with Job Developer
- Inform Job Developer of employers and positions I would like the Job Developer to pursue on my behalf
- Inform Job Developer, in advance, of times I will not be available to job search, submit applications or attend interviews (for example: if I am going out of town)
- Maintain constant contact with Job Developer, to provide and receive updates on job placement activities
- Maintain an active email account
- Cancel/reschedule confirmed appointment if unable to attend
- Check email, voicemail and texts daily for communication from Job Developer or employer and will respond in a timely manner (within 2 business days)
- Inform Job Developer, as soon as reasonably possible, when employers contact me directly
- Show up early, well-groomed and prepared for all interviews
- Send employers Thank You Notes after interviews
- Networking; ask family, friends and other people I know if they know of any jobs that would be good for me
- Maintain a log of places applied, dates applied, and employer contact information
- Will complete tasks assigned by Job Developer that pertain to my job search such as: researching employers, following up and completing applications, etc.
- Maintain appropriate behavior during all stages of job search and employment
- Be proactive with job searching and application submittal (if applicable, utilize an EmployNV Career Hub in between appointments with Internal Job Developer to actively participate in job search
- Inform Job Developer once employment is obtained and provide wage verification upon request
- Participate in the employment follow-along process

Client/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Developer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rehabilitation Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Job Placement Plan must be completed and submitted to BVR within seven business days after the Placement Plan Meeting. Please submit the completed form to the referring Rehabilitation Counselor at BVR.