

State of Nevada Bureau of Vocational Rehabilitation

Job Placement Services Referral Form

Job Ready Definition: all barriers to employment must have been sufficiently addressed. A "work ready" individual possesses the foundational skills needed to be minimally qualified for a specific occupation as determined through a job analysis or occupational profile. **Note:** The following **MUST** be completed prior to Job Searching and referral for job placement services: training, transportation, life skills, soft skills, hard skills, and work readiness.

Case ID#: _____ Rehabilitation Counselor: _____
Participant Name: _____ Counselor Phone: _____
Participant Phone: _____ Counselor Email: _____
Participant Email: _____ Referral Date: _____

Vocational Goal:

All jobs must be congruent with the participant's abilities, interests and needs. The contractor must obtain approval from the BVR Counselor before pursuing job leads in areas other than those listed even if the participant expresses a willingness to pursue an alternative job.

Vocational Goal on IPE: _____

Other Acceptable Vocational Goals and/or **Specific Goal** (if goal is "all other . . ."): _____

Check One:

Non-Supported Employment Supported Employment Customized Employment

Services Needed from a Contracted Job Developer

- Job Placement Intake
- Job Placement Plan Meeting
- Job Seeking Services
How Many Hours (Up to 4 hours for Non, up to 10 hours for SE): ____
- Resume Development
How Many Hours: (Up to 4 hours) ____
- Job Fit Analysis for Supported Employment
How Many Hours (Up to 10 hours): ____
- Job Coaching
How Many Hours: ____
- Discovery for Customized Employment
How Many Hours (Up to 30 hours): ____
- Job Placement
- 30-Day Employment Verification/Retention
- 60-Day Employment Verification/Retention
- 90-Day Employment Verification/Retention
(Counselor required to contact prior to closure)

Services Needed from a BVR Internal Job Developer

- Job Seeking Services
(Application Assistance, Job Search, Interviewing)
- 700 Hour Program- NEATS/FS-21 form required
- Resume Development
- Job Placement
- 30-Day Employment Verification/Retention to be completed by BVR Internal Job Development Team
(Counselor to complete 60/90 Day Employment Verification/Retention)
- Job Seeking Skills Workshop

State of Nevada Bureau of Vocational Rehabilitation Job Placement Services Referral Form

Participant Information:

All Assessments, Evaluations and Training are to be completed prior to being referred for job placement services.

Specific functional limitations, impediments and/or accommodation needs (including any physical, medical or environmental restrictions, need for an interpreter, need for assistive technology, etc.):

Specific skills, training credentials, etc. that qualify the participant for the vocational goal:

Other factors that may affect employment; specific employment needs; or instructions for the placement team:

Rehabilitation Counselor Signature: _____ Date: _____