

# INDIVIDUAL EMPLOYMENT PLAN

Name: \_\_\_\_\_

CMS #: \_\_\_\_\_

<b>Program of Enrollment</b>	<b>Priority Level (Adults only) Check one</b>
<input type="checkbox"/> Adult <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Other _____	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V

## Partner Services

Customer is receiving services from a partner agency?  Yes  No

Funding source/agency	Service Provided

## Part I: ASSESSMENT

### Basic Skills

Name of Test (Pre or Post)	Date	Form	Reading Score	Math Score
CASAS				

### Academic Status

Credential	Date received	School Attended	Field of Study
<input type="checkbox"/> None / <input type="checkbox"/> Dropout			
<input type="checkbox"/> GED Certificate			
<input type="checkbox"/> High School Diploma			
<input type="checkbox"/> College Degree – 2 yr.			
<input type="checkbox"/> College Degree – 4 yr. (+)			
<input type="checkbox"/> Certificate or License			
<input type="checkbox"/> Other			

### Work Readiness (WR) Skills

Demonstrates all WR skills

Lacks the following WR skills:

<input type="checkbox"/> Career Decisions	<input type="checkbox"/> Punctuality
<input type="checkbox"/> Labor Market Info	<input type="checkbox"/> Attendance
<input type="checkbox"/> Resume	<input type="checkbox"/> Positive Attitude
<input type="checkbox"/> Applications	<input type="checkbox"/> Appropriate Appearance
<input type="checkbox"/> Interviewing	<input type="checkbox"/> Interpersonal Relations
	<input type="checkbox"/> Completing Tasks

### Work History

**Yes No**

Work History shows long term employment

Has been fired from at least one job

Has written references from previous employers

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Career Interests**

<i>Top three interest areas</i>	<b>Assessment Tool</b>
1.	
2.	
3.	

**Short Term Career Goal:** \_\_\_\_\_

**Long Term Career Goal:** \_\_\_\_\_

**Barriers to Employment**

**Referred to (Agency)**

**Date**

<input type="checkbox"/> Child Care	<input type="checkbox"/> Transportation		
<input type="checkbox"/> Food	<input type="checkbox"/> Housing	<input type="checkbox"/> Clothing	
<input type="checkbox"/> Medical / Dental / Optical			
<input type="checkbox"/> Offender	<input type="checkbox"/> Substance Abuse		
<input type="checkbox"/> Family / Personal			
<input type="checkbox"/> Disability			
<input type="checkbox"/> Language			
<input type="checkbox"/> Other			

**Supportive Service Plan (WIOA funded)**

\_\_\_\_\_ Budget Analysis completed and updated as necessary. All other community resources have been explored and exhausted. \_\_\_\_\_

**Occupational Skills**

Training / Employment Goal	Demand Occupation	Wage Potential	Supported by Interests	Supported by Aptitudes
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No			

**Part II: EMPLOYMENT PLAN**

**Service Objectives:**

<input type="checkbox"/> High School Diploma or HSE	<input type="checkbox"/> Computer Literacy Skills
<input type="checkbox"/> Improve math and reading skills	<input type="checkbox"/> Occupational Skills
<input type="checkbox"/> Job Hunting Skills	<input type="checkbox"/> Skills Upgrade or Advancement
<input type="checkbox"/> Job Keeping Skills	<input type="checkbox"/> Vocational Certification or License
<input type="checkbox"/> College Degree	<input type="checkbox"/> Other _____

**Rationale for Training Services (ITA, OJT, CET):** All five rationale criteria must be applicable.

As a result of interview, evaluation, assessment and career planning documented in IEP, the participant:

- is unlikely or unable to obtain or retain employment that leads to self-sufficiency, comparable wages, and
- is in need of training services to obtain or retain employment leading to self-sufficiency, and
- has the skills and qualifications to participate successfully in training, and
- has selected a program of training that is directly linked to local employment or relocation area, and
- is unable to obtain grant assistance from other sources to pay the full cost of training.

