



Original Date:

Date of Most Recent Update:

## Job Finding Plan Template

This plan is to be developed in partnership with a member who is “Interested & Decided” about Competitive Integrated Employment (CIE). “Interested & Decided” means the member knows they want CIE and they have a good idea of the type of work/job they would like to have. This plan is to be developed with input from the IDT, natural supports, and the Job Developer, if one is already working with the member.

### 1. Member Information

Name:

Phone:

Address:

Interested & Decided about CIE (check when verified by CRC)

### 2. Residential Provider Information

Residential Agency:

Staff Person Cell Phone:

Name of Staff Person Completing Template:

Staff Person Email:

### 3. Source for Employment Supports (if needed for member to maintain CIE)

**OR check here, if not anticipated to be needed**

Name of Inclusa Supported Employment Provider:

Key Contact Phone/Email:

Other Inclusa Provider:  Self Directed Supports  Supportive Home Care that will be used

***This Job Finding Plan should also be developed using reports from the member’s recent community experiences related to employment. Check what is available:***

- DVR Individual Plan for Employment (IPE)
- Job Developer’s Plan (if involved)
- Career Planning Workbook
- Job Exploration Report(s)
- Discovery Profile
- Volunteer Information
- Internship or Temporary Work Experience Report(s)
- Benefits Counseling Report(s)
- Situational Observation & Assessment Report(s)



**4. Network of Support:**

*Who in the member's life can help create this Job Finding Plan and/or use their personal connections to assist the member in achieving employment?*

Key People to Engage	Name(s) and Contact Information	Supportive of Plan <i>check to indicate when those identified are informed/engaged &amp; supportive of this plan</i>
Individual Member	* * * * * * * * * * * * * * * * *	<input type="checkbox"/>
Legal Guardian		<input type="checkbox"/>
Inclusa CRC		<input type="checkbox"/>
Job Developer* <i>(if involved)</i>		<input type="checkbox"/>
Prevoc Provider <i>(if involved)</i>		<input type="checkbox"/>
DVR Counselor <i>(if involved)</i>		<input type="checkbox"/>
Family Members <i>who are very involved with Member</i>		<input type="checkbox"/>
Friends <i>who are very involved with Member</i>		<input type="checkbox"/>
Other Colleagues or Allies		<input type="checkbox"/>

*\*If Job Developer from another agency is involved, be sure to communicate and coordinate on this Job Finding Plan. Obtain and/or confirm information that may already be in an Employment Profile or Job Development Plan created by Job Developer.*



### 5. Essential Conditions and Preferences for Employment Success

Type of Condition	Essential Conditions <i>Necessary for Success of this Person</i>	Preferences <i>Desired but not Essential</i>
<b>Work Schedule:</b> Hours/Days/ Times of Days		
<b>Location/Distance from Home</b>		
<b>Transportation Support</b>		
<b>Type of Work Environment</b>		
<b>Supervisor Qualities</b>		
<b>Co-Worker Qualities</b>		
<b>Job Coach Qualities or Training</b>		
<b>Personal Care Needs</b>		
<b>Physical Accessibility Needs</b>		
<b>Reasonable Accommodations</b>		
<b>Employer Flexibility</b>		
<b>Other</b>		



### 6. Good Job Match(es)

What are the member's interests, skills and abilities that connect with the member's job goal? Clearly identify these, and get input from the members and others who know the member well. This will make it easier to identify work/jobs that are well-matched to person.

<b>Member's Strong Interests Applicable to Employment</b>	<b>Member's Most Marketable Skills and Abilities</b> <i>Related to Each Strong Interest</i>	<b>Examples of Job Duties/Tasks</b> <i>That Match the Interests, Skills and Abilities</i>	<b>Examples of Related Job Titles</b> <i>(List All Potential)</i>

Add rows if needed. Recommend maximum of 3-5 strong interests to ensure Job Finding is focused enough to produce a successful outcome.

**7. Employers to Contact for Best Job Matches**

*Which local employers would most benefit from the contributions, skills and abilities of the member? Consider local employers with whom the member and/or the member’s IDT, family/friends already have an existing connection.*

<b>Names/Locations of Local Employers Most Likely to Benefit from Hiring the Member</b>		<i>List in order of <b>PRIORITY</b> for contacting employers &amp; <b>who will make contact</b></i>
<i>Name/Location of Employer</i>	<i>Who Will Make Contact</i>	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Add more rows if needed.*

*Goal is no less than ten (10) businesses identified.*

**8. Job Development Tools to Utilize - Check all that apply.**

- Traditional Resume
- Visual Resume - *including photos and/or video clips*
- Professional References - *from prior employment, work experience/internships, volunteering*
- Personal References – *letter from someone who knows member well (family, friend, teacher or other)*

**9. Job Finding Action Plan and Log**

Check One:  *Job Developer involved* \*  *No Job Developer involved*



*\* If a Job Developer is involved, talk through what support is most needed, **in addition to what the Job Developer is doing**. Be sure the things listed below (that your residential agency will do) don't duplicate what the Job Developer is doing. Communicate as progress is made and coordinate efforts. **Keep the individual member informed and involved**. In addition to doing things to help the member **find a job**, do things to keep the member **motivated and excited** about getting a job.*

Action Steps for the Residential Agency	<i>List Contacts with Employers &amp; any other job finding support activities</i>	<b>Date(s) of Support</b>	<b>Time Spent on Each Date</b>
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			

**Remember:** All activities are person-centered and aim to engage the member fully in the process, building the member's skills and confidence