Name: _____   *TABS ID #:* _____

JOB DEVELOPMENT PLAN

PURPOSE: To research and consolidate the pertinent information related to an individual's employment related needs and qualifications **before** approaching businesses to develop a placement. By having this information, the Job Developer will be able to provide targeted job development at businesses who have positions that meet the individual's skill, ability, preference, experience, schedule, transportation, environmental, cultural, and support needs. The Job Developer will be prepared to negotiate any necessary customization to positions so that they meet the individual's needs. With the focus and strategies provided by this plan, the Job Developer is more likely to create effective job matches. The Job Developer should approach businesses the provider currently has relationships with as well as new businesses to build new relationships. Targeted job development is best accomplished by directly contacting businesses to develop placement opportunities. **Do not just focus on completing online applications.** The SEMP Manager should provide oversight and guidance throughout job development.

INSTRUCTIONS: Review Discovery documents and follow up as needed to fill out each section below with detailed, individualized information. Review the plan with the individual, the Job Developer, the SEMP Manager, and any other staff or stakeholders that support the individual for approval, and collect signatures on page 6. This plan should be available to anyone supporting the individual with any part of their job development.

Name: _____   *TABS ID #:* _____

1. List the 2 career areas and possible positions that will be the focus of Job Development:

   a. Career Area 1: _____

      i. Positions: _____

   b. Career Area 2: _____

      i. Positions: _____

2. List the hard skills **demonstrated** in previous employment or volunteer activities by the individual that support success in each career area: (examples: clerical, money handling, mechanical, and/or cleaning skills)

   a. Career Area 1: _____

      _____

   b. Career Area 2: _____

      _____

3. List the soft skills **demonstrated** in previous employment or volunteer activities by the individual that support success in each career area: (examples: ability to focus, attention to detail, work pace, social skills)

   a. Career Area 1: _____

      _____

   b. Career Area 2: _____

      _____

4. List any other factors that explain why these career areas are a good match for the individual: (examples: previous experience, strong interest, personal traits, transferrable skills)

   a. Career Area 1: _____

      _____

      _____

   b. Career Area 2: _____

      _____

      _____

Name: _____   *TABS ID #:* _____

5. List and describe the factors that create an ideal workplace culture for the individual:
   (examples: team structure, set routine, clear expectations, flexible supervisor)

   _____

   _____

   _____

   _____

6. List and describe the factors that create an ideal workplace environment for the individual:
   (examples: lighting, noise level, crowded, inside/outside)

   _____

   _____

   _____

   _____

7. Fill in the individual's weekly availability:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
Until							
List any times, days, or dates that the individual is NOT available to work and why:							

8. Transportation information:

   a. Available Mode(s): _____

      _____

   b. Travel radius / area: _____

      _____

   c. Travel restrictions: _____

      _____

Name: _____ *TABS ID #:* _____

9. List potential employers that meet the criteria for success listed in 1-8 that the SEMP Agency or individual has an established relationship with:

Business	Career Area (1 or 2)	Location

10. List potential employers that meet the criteria for success listed in 1-8 that the SEMP Agency can contact to develop new relationships:

Business	Career Area (1 or 2)	Location

Name: _____ *TABS ID #:* _____

11. List and describe vocational gaps in the following areas that could create barriers to success in the chosen careers or with the potential employers:

    a. Hard Skills: _____

          _____

    b. Soft Skills: _____

          _____

    c. Workplace Culture: _____

          _____

    d. Workplace Environment: _____

          _____

    e. Schedule / Availability: _____

          _____

    f. Transportation: _____

          _____

12. List any other potential barriers to successful employment:

_____

_____

13. List all supports that will address the gaps and barriers described in 11 & 12 and how each support plans to address them both on and off the job:

List specific Job Coach Supports: _____

          _____

Other Supports: _____

          _____

14. List any employment conditions or environments that are non-negotiable to the individual:

_____

_____

_____

Name: _____ *TABS ID #:* _____

Once the Job Development Plan is complete, review it with the individual, the Job Developer, and the SEMP Manager and sign below.

I contributed to, reviewed, and approve of this plan:

Individual:

_____
Print / Type   Sign   Date

Plan Preparer:

_____
Print / Type   Sign   Date

Business Relationship Manager / Job Developer:

_____
Print / Type   Sign   Date

SEMP Program Manager:

_____
Print / Type   Sign   Date

Agency: _____

Date Job Development could begin: _____

Agency staff are available to provide _____ hours of job development each month.

> ***Submit the Job Development Plan to an ETP Supervisor for review and final approval.***

ETP Supervisor Approval:

_____
Print / Type   Sign   Date