



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.



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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:



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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:

Monday	From: _____	Until: _____
Tuesday	From: _____	Until: _____
Wednesday	From: _____	Until: _____
Thursday	From: _____	Until: _____
Friday	From: _____	Until: _____
Saturday	From: _____	Until: _____
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:



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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:

a. Business and Location:	Career Area(1 or 2):
_____	_____
b. Business and Location:	Career Area(1 or 2):
_____	_____
c. Business and Location:	Career Area(1 or 2):
_____	_____
d. Business and Location:	Career Area(1 or 2):
_____	_____
e. Business and Location:	Career Area(1 or 2):
_____	_____
f. Business and Location:	Career Area(1 or 2):
_____	_____
g. Business and Location:	Career Area(1 or 2):
_____	_____
h. Business and Location:	Career Area(1 or 2):
_____	_____

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

a. Business and Location:	Career Area(1 or 2):
_____	_____
b. Business and Location:	Career Area(1 or 2):
_____	_____
c. Business and Location:	Career Area(1 or 2):
_____	_____
d. Business and Location:	Career Area(1 or 2):
_____	_____
e. Business and Location:	Career Area(1 or 2):
_____	_____
f. Business and Location:	Career Area(1 or 2):
_____	_____
g. Business and Location:	Career Area(1 or 2):
_____	_____
h. Business and Location:	Career Area(1 or 2):
_____	_____



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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:



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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