

## Rehabilitation Division

### JOB PLACEMENT PLAN CHECKLIST-OPTIONAL

This form is optional to use but not required for Job Placement Plan meeting/payments. Job Developers will discuss with and assist the participant/representative to determine job search activities he/she can realistically do and which activities he/she needs assistance with. The Job Developer will work with the participant to complete the checklist. This discussion and tool should be used to determine the responsibilities and actions of the Job Developer and participant when completing the Job Placement Plan.

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

Counselor Contact Information: \_\_\_\_\_

Case ID#: \_\_\_\_\_

Job Developer: \_\_\_\_\_

Participant Contact Information: \_\_\_\_\_

Job Developer Contact: \_\_\_\_\_

Rehabilitation Counselor: \_\_\_\_\_

#### Applications:

- I can fill out and submit applications for jobs on my own or using a master application
- I can fill out and submit applications for jobs with the assistance of the job developer
- I can and will fill out and submit applications on my own, but would also like the job developer to fill out and submit some applications for me
- I need the job developer to fill out and submit applications for me
- Other (specify) \_\_\_\_\_

#### Job Search:

- I can talk to friends, neighbors, teachers, parents or other people I know to ask them if they know of any jobs that might be good for me
- I can look for job openings on the internet, in the newspaper or on job boards
- I need the job developer to help me look for job openings on the internet, in the newspaper or on job boards
- I can find my own job leads but would also like the job developer to provide me leads
- I need the job developer to find job leads for me
- I can go to places of business or call employers and ask them if they have any job openings
- I need the job developer to go with me to places of business or call employers and ask them if they have any job openings
- I need the job developer to go to places of business or call employers and ask them if they have any job openings
- I can independently keep a log of job search activities, places I've applied etc.
- I can keep a log of job search activities if the job developer helps me to organize it
- I need someone else to organize and track my job search for me
- I would like the job developer to call employers to see if they will interview or meet with me
- I would like the job developer to meet with me regularly to help me organize my job search such as helping me decide where to apply each week, when to call an employer, when to write a thank you note etc.
- Other (specify) \_\_\_\_\_

#### Interviews:

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- I can read about a company on the internet or talk to people who know about the company (such as employees) so I will know what is important to them before I interview
- I need the job developer to read about a company on the internet or talk to people who know about the company (such as employees) so I will know what is important to them before I interview
- I can take the bus or have a vehicle or another way to get to interviews
- I need the job developer to take me to interviews
- I can interview by myself
- I need assistance during interviews
- Other (specify): \_\_\_\_\_

### Follow up with employers:

- I can send a thank you note on my own
- I need the job developer to help me write and send a thank you note
- I can call an employer about the status of my application on my own
- I need the job developer to call the employer about the status of my application
- I can call the interviewer about the status of the hiring decision
- I need the job developer to call the interviewer and ask about the status of the hiring decision

**Other job search activities I can do (specify):** \_\_\_\_\_

**Other job search activities I would like the job developer to assist me with:** \_\_\_\_\_

Participant/Representative Signature \_\_\_\_\_ Date: \_\_\_\_\_

Job Developer Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please submit the completed form to the referring Rehabilitation Counselor.