

**Individual Employment Plan (IEP)**

An Individual Employment Plan (IEP) will be developed for all Adult and Dislocated Worker participants.

The Individual Employment Plan is a process developed by the participant and career advisor. Assessment results, supportive service needs, identified barriers and the steps to address them, along with goals and timelines are recorded on the IEP Form and signed by the customer and the career advisor. As the barriers are addressed and benchmarks measuring progress toward goals are met, accomplishments are recorded in the Achievement Objectives portion of the IEP until the participant achieves the final attainment of employment.

INDIVIDUAL EMPLOYMENT PLAN (IEP)	
Name	Date
Date of Unemployment	Highest Level of Education
Reason for Unemployment	

Initial Services Received <i>Indicate the services received by the customer</i>	
Initial Assessment	Outreach, Intake and Orientation
Resume and/or Interviewing Assistance	Unemployment Insurance Info
Career Assessment/Career Research	Employment/Labor Market Info
Info on Supportive Services/Follow-up	Other
Rapid Response	

SECTION I - CAREER ASSESSMENTS			
<i>Indicate the type(s) of assessments the customer has completed and the date of the assessment</i>			
Aptitude & Ability Test CareerScope	Date	Counselor's Report in File Assessment Report to client How to get Most out of CareerScope to Client	Date (reviewed w/client)
Interest Inventory CareerScope	Date	CScope Interest Areas	Date
		1.	
		2.	
		3.	
www.livecareer.com	Date	Livecareer: RIASEC (circle three)	Date

Interpretation of Assessment(s)		
<i>Interpret test results and make appropriate service recommendations</i>		
Assessment	Results	Interpretation/Recommendation


<b>SECTION II – GOALS AND OBJECTIVES</b>	
Identify participant's employment goals and the associated skills/training required (be specific)	
Employment Goal	Date
Justification for Employment Goal	

<b>Supplemental Individual Employment Plan</b>
PART 1 – Please answer the questions below about your goals for training
PART 2 – Complete the Training Program Research Form, the Labor Market Research Form and the List of Jobs forms found at the end of this document
Please explain why you believe that you have been unable to find a job
What kind of job would you like for your next job to be and why
If you are unable to obtain your first choice job, what job would be your second choice and why
What is the minimum wage you will accept on your next job? _____ per hour
In what county or area do you prefer to work?
How far are you willing to commute? _____ miles one way
List below companies/agencies/organizations where you plan to seek employment if you are approved for training in your selected field. What job search methods do you plan to use in order to gain employment at these companies? (Be specific and attach additional pages if needed)
Provide a financial plan on how you will support yourself and your family while you are in training and during your job search (be specific)

**Skills/Training Required to Achieve Employment Goal***List the skills/training required for the employment goal and customer's current skill level in required area*

Skill/Training Requirement	Indicate whether customer possesses required skill(s) and level of proficiency
Computer Skills	
Industry Specific Training	
Other	

**SECTION III – WORK HISTORY** *List work history in chronological order (most recent first) (Attach Resume)*

Dates	Duration (yrs/mos)	Employer/Job Title	List primary skills acquired

**SECTION IV – EMPLOYMENT ASSETS**

Bi-Multilingual (List languages spoken and proficiency)	Software/Computer Programs (List programs and proficiency)
Transferable Skills (List based on customer perception and any assessments) O*Net GCIS	

Professional Certificates/Licenses (List expiration dates if applicable)
Other
Describe how identified employment assets will contribute to customer's success in desired occupation

SECTION V – SKILL ASSESSMENT Assess Basic & Occupational Skills						
Location	Skill(s) Assessed	Testing Instrument	Pre-test	Date	Post-test	Date
Interpretation of Skill Assessment(s)						
Assessment	Results		Interpretation/Recommendation			

SECTION VI – EDUCATIONAL BARRIERS – Identify associated service needs		
Barrier	Solution(s) Identified	Comments
Basic Skills Deficient Math – Below 9.0		
Basic Skills Deficient Reading – Below 9.0		

No High School Diploma/GED		

<b>SECTION VII – PRE-EMPLOYMENT/SOFT SKILLS/WORK-READINESS NEEDS</b> Identify associated service needs		
Skill	Service Recommendation/Referral	Date Provided
Interviewing Skills		
Resume Writing		
Networking Skills		
Personal Branding		

<b>SECTION VIII – OCCUPATIONAL BARRIERS</b> Identify associated service needs		
Barrier	Solution(s) Identified	Comments
Long-term Unemployed		
Improve Job-Seeking Skills		
Limited/No Work Experience		
Needs Occupational Skills Training		
Skilled in Declining Industry		
Language Barrier		
Needs Assistive Technology		
Other		
Other		
Other		

<b>SECTION IX – Services Required to Meet Employment Goals/Overcome Barriers</b> – Identify the appropriate combination of services for the participant to achieve the employment goals (be specific)
Service 1: Additional Services
Initial Assessment
Resume and/or Interviewing Assistance
Assessment Comprehensive/Specialized
Info on Supportive Services/Follow-up

Outreach, Intake and Orientation		
Rapid Response		
Unemployment Insurance Info		
Employment/Labor Market Info		
	Target Date Start	Target Date End
Service 2: Intensive Services		
Counseling and career planning		
Short-term prevocational services		
GED/HS Diploma		
Work Experience/Internship		
Justification for Intensive Services		
Service 3: Job Search Assistance		
Individual Job Search		
Out of Area Job Search		
Justification for Job Search Assistance		
Service 4: Training Services/Employment Related Education		
Occupational skills training		
Skills upgrade/retraining		
Entrepreneurial training		
Combined workforce training & related instruction		
Required training-related materials/supplies		
ABE/literacy combined with training		
Training-related materials/supplies		
Apprenticeships		
Customized training		
On-the-job training		
Justification for Training Services		

**SECTION X SUPPORT SERVICES NEEDS** – Assess all items for assistance the individual may need to successfully participate. Check category where assistance may be needed and identify solutions.

1. Housing	2. Food/clothing	3. Transportation	4. Job Related Materials
5. Medical/Health	6. Child/Family Care	7. Uniform(s)	8. Other (Specify)

**RESOURCES SOLUTIONS IDENTIFIED**

Identified Solution	Provided by who/when/what	Start Date	End Date

**OTHER SERVICES:**

**ACHIEVEMENT OBJECTIVES**

Objective	Date	Objective Outcome	Staff Initials
JobSmart Workshop			
Basic Skill Levels			
Completed Course Increment			
Completed Semester			
Completed Semester			
Completed Semester			
Externship			

Objective	Date	Objective Outcome	Staff Initials
Graduated			
Certification Exam			
Entered Employment			





## TRAINING PROGRAM RESEARCH

Date:

**INSTRUCTIONS:** This worksheet will help you gather information about the programs that provide training for the occupation you have chosen. To help you decide which program is best for you, complete a column for each of the programs that you are considering. Try to use as many resources as possible when completing this form. Available resources can include: (1) resource materials in the one-stop center, (2) visits to the prospective programs, and (3) interviews with current students, graduates, instructors, or administrators.

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	<b>Provider: Program:</b>	<b>Provider: Program:</b>	<b>Provider: Program:</b>
What instruction methods are used?	____% instructor lead ____% individual paced, self-directed, or computer aided	____% instructor lead ____% individual paced, self-directed, or computer aided	____% instructor lead ____% individual paced, self-directed, or computer aided
Are evening and/or weekend classes offered?			
What degrees or certificates do students receive upon program completion?			
What percentage of students actually graduate?	____% Graduation rate	____% Graduation rate	____% Graduation rate
What types of jobs do graduates typically get?			
What types of businesses tend to employ graduates?			
What are the average starting wages of graduates?			
What are the average starting benefits of graduates?			
What job placement assistance is provided by the vendor?	____ Placement staff ____ Job Order Leads ____ None	____ Placement staff ____ Job Order Leads ____ None	____ Placement staff ____ Job Order Leads ____ None
Does the program have job leads for people who have completed the training, but lack related job experience?			
What do students tend to like and dislike about the program?			
How far is the program from your home?	____ # miles each way ____ minutes commute	____ # miles each way ____ minutes commute	____ # miles each way ____ minutes commute
Will your car or transportation/ride plan get you to and from school reliably?			
Are your reading and math skills at or above the required level for this program?			
Do assessment results (Career Scope, ProvelT, etc.) indicate you are a good match for this training program?			
Is this training a match for your learning style?			
Will you need to change your child care arrangements if you attend this program?			
Can you work out a new affordable child care plan while you attend this program?			
Other positive and negative considerations			

# LABOR MARKET RESEARCH

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **INSTRUCTIONS:** This worksheet will help you gather information about potential jobs available after you complete training for the occupation you have chosen. To help you decide which program is best for you, complete a form for each of the programs that you are seriously considering. **Collect information on a minimum of 8 jobs** that you would be qualified for after the completion of training. **Attach copies of these job announcements to your worksheet.** If you are comparing more than one similar program, but with the same target job, you only need to complete one form. If you are considering different programs with different types of jobs after training, use additional forms for each target job. Use these worksheet(s) to narrow your training and job interests. Try to use as many resources as possible when completing this form. Available resources include: (1) GCIS, (2) visits to the prospective programs, and (3) interviews with persons currently working in related jobs, ONET, America's Job bank, Georgia Department of Labor, internet job search websites, industry websites, business websites, etc.

Vendor:	Program:	Comments and Information
<b>Job Target after training</b> (i.e. secretary, truck driver, etc.) Be as specific as possible		
Salary range for someone with your work experience Low \$ _____ High \$ _____ Average \$ _____ No experience \$ _____		
Are there <b>currently</b> jobs available for people (like yourself) who have completed the training, but do not have work experience in the area of training in your county or commuting distance?		
Are there <b>currently</b> jobs available for people (like yourself) who have completed the training, and have similar work experience? Identify minimum qualifications you currently have related to the job. Example: 2 years general office		
Are there jobs available for someone like you if you finish the program, but are unable to pass certification exams and/or obtain an industry license?		
Does your research seem to indicate there are many qualified people competing for the jobs advertised?		
Does your research seem to indicate if there are many qualified applicants with more skills and work experience competing for entry level jobs in your job target area?		
Are there jobs available in your county or commuting area? Estimate the number of jobs.		
Is there on-going job growth and/or projected demand in your targeted job area?		
Do assessment activities you completed (Career Scope, TABE, ProvelT, etc.) indicate you are a good match for your targeted job?		
Will your targeted job meet your financial obligations and wage expectations?		
Select three of the jobs you like best. Label your top three choices as Job #1, Job #2 and Job #3. Tell us more specific information about these jobs and identify why they are a good fit for your interests, current work experience and new skills after training.		
<b>Job #1 Title:</b> Company: _____ Wage: \$ _____ Experience Requirements: _____ Rate your current work experience for this job: <input type="checkbox"/> exceeded <input type="checkbox"/> met <input type="checkbox"/> weak Education Requirements: _____ Rate your current education for this job: <input type="checkbox"/> exceeded <input type="checkbox"/> met <input type="checkbox"/> weak		
<b>Job #2 Title:</b> Company: _____ Wage: \$ _____ Experience Requirements: _____ Rate your current work experience for this job: <input type="checkbox"/> exceeded <input type="checkbox"/> met <input type="checkbox"/> weak Education Requirements: _____ Rate your current education for this job: <input type="checkbox"/> exceeded <input type="checkbox"/> met <input type="checkbox"/> weak		
<b>Job #3 Title:</b> Company: _____ Wage: \$ _____ Experience Requirements: _____ Rate your current work experience for this job: <input type="checkbox"/> exceeded <input type="checkbox"/> met <input type="checkbox"/> weak Education Requirements: _____ Rate your current education for this job: <input type="checkbox"/> exceeded <input type="checkbox"/> met <input type="checkbox"/> weak		

List of 20 Jobs Applied For Over Past Three Months

Name \_\_\_\_\_

Job Title	Date Applied	Name of Company	Address or Email
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

I have participated in the development of my Individual Employment Plan (IEP) and I understand the programs and activities in which I will participate and what I am responsible for in order to achieve my planned goals. I am aware that achievement of these goals may be dependent upon the availability of funds and training opportunities. I understand that the IEP is not a guarantee or contract to provide services.

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Participant's Signature

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Date

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Staff Signature

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Date