**INDIVIDUAL JOB SEARCH & COMMUNITY PARTICIPATION PLAN**

***A Roadmap for individualized, purposeful and proactive planning***

**Participant/Job Seeker:**       **DATE:**

**Employment Specialist/Support Coordinator:**

**This document should reflect: interactions/discussions with the participant/jobseeker, an acknowledgement of his/her expressed interests, information collected during discovery and the creation of a Positive Personal Profile as well as other assessments. This plan should be reviewed and updated as often as necessary.**

|  |  |
| --- | --- |
| **CAREER DEVELOPMENT/LIFE PHASE** | **RATIONALE** |
| Assessment/Exploration |  |
| Education/Training |  |
| Active Job Search |  |
| Retention/Advancement/Job Change |  |
| Leisure/Recreation/Social |  |
| Other (life challenges, crisis, etc.) |  |

**CREATE SMARTER GOALS** identifying specific/marketable tasks, potential jobs, and/or life activities -- keeping in mind the settings and environments well suited to the **individual’s** interests, attributes and stated goals.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**IDENTIFY** local employers (companies) and/or community partners (organizations and people) to explore and **CONSIDER** your options for engagement.

|  |  |
| --- | --- |
| **Employer |Community Partner** | **Type of Engagement**  (Job lead, informational interview, site visit/ assessment, work trial, OJT, volunteer opportunity, social/recreational activity, etc.) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**DETERMINE** the people/resources to be part of this individual’s support team.

|  |  |
| --- | --- |
| **Person/Resource** | **Reason | Rationale | Expectations** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**NEXT STEPS & OTHER CONSIDERATIONS**: With and/or on behalf of this individual:

|  |  |
| --- | --- |
|  | **Conduct** research of one or more companies and/or community partners |
|  | **Arrange** for an informational interview (tour) of a targeted company or community partner (with/without the individual) |
|  | **Develop** a task list of *employer* needs you observed (that job seeker would be capable of doing) or list of social/recreational activities in which individual could participate. |
|  | **Raise** my expectations of the job seeker/individual – and actively involve him/her in the process of identifying, choosing and participating in selected opportunities. |
|  | **Identify** additional contacts/ideas/leads for potential opportunities AND learn more about the job seeker/individual. |
|  | **Other:** |

**THIS PLAN IS SCHEDULED FOR REVIEW ON:**