

Job Search Plan

Jobseeker's Name: _____ Date: _____

Job Preferences

(e.g., type of work, hours, location, work environment, work shift, duties, wages, or other factors.)

What Tools Are Needed? (add additional sheet/s, if needed)

Assistance Needed:

Edit social media accounts	References	Mock/draft Application
Cover Letter	Email Account	Interview Outfit
Résumé	New phone message	Other _____

Will the IPS specialist gather information about jobs on the jobseeker's behalf and advocate with employers (disclosure)? Yes No

If yes, was a release of information signed? Yes; No

If yes, how many businesses will the IPS specialist visit each month? _____

Will the IPS specialist and jobseeker apply for jobs together? Yes; No. If yes, how often will they meet to do this each month? _____

Will the jobseeker work on finding jobs outside of the appointments with the IPS specialist? Yes; No. If so, what other steps to find employment? _____

Businesses the employment specialist and/or jobseeker will approach first:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Job Seeker's Review by _____

Reviewed Date

ES Submitting: _____

Date