

Supported Employment Individual Plan for Employment

Employment Goals

The development and stating of the person's unique Employment Goal is the first part of the process to create the Individual Plan for Employment.

The following separate employment goal examples are not adequate, as they do not describe the person's unique employment goal. All three of these employment goals might be met by the same position or other multiple positions.

1. To get a job
2. To get a part-time job
3. To get a job working in a store

Employment goals should be specific to the person, their interests, strengths, potential employment contributions and their potential employment challenges. The next employment goal is more specific but still leaves out many important details

4. To get a part-time job working in a store

Adding further details based on the person's own interests, skills and experiences helps to better define the employment search process and increase the motivation of the person seeking employment.

5. To get a part-time job (10 – 15 hours per week) working in a grocery store in Smithville as a cashier or customer service person.

Objectives

The second part of the Individual Plan for Employment includes the development and recording of the steps, activities, services and strategies that will be used by the employment specialist and the person working together to obtain employment. In the second part, the employment specialist and the person discuss and record the steps (objectives) that will be completed in order to obtain employment.

The following examples of objectives are not adequate as they are not clear and do not describe the specific steps or actions that will be used.

6. Search the newspaper for jobs
7. Look for jobs at stores
8. Client will apply for all open positions

Objectives, or steps to achieving the Employment Goal should be specific, clear and observable to an outsider. Objectives should also be customized to fit the person's own employment goal.

9. Ellie and Employment Specialist will jointly complete a resume for grocery store positions by July 28th.
10. Employment specialist will investigate the hiring process and employment needs at grocery stores in Smithville with the written permission of the client.
11. Ellie will let her family members and friends know that she is looking for a part-time position in a grocery store and ask if they have any ideas or leads by July 25th.

Interventions

Interventions are those services provided by an employment specialist to help the person achieve their Employment Goal. Interventions should describe the planned frequency, intensity and location of services. The following examples of interventions lack important details and information.

12. Employment specialist will help Ellie get a job
13. Employment specialist and Ellie will look everywhere for a job
14. Employment specialist will provide Supported Employment services to Ellie as needed in appropriate environments

Incorporating specifics and detailed services information is critical for interventions. Each intervention should fit with an objective that fits with the person's own individual employment goal.

15. Employment specialist will provide job development services for Ellie at the four grocery stores in Smithville by August 5th. Employment specialist will keep Ellie informed of information learned during this process.
16. Employment specialist will meet with Ellie at his apartment to work on resume development between July 21st and July 28th. Meetings will be 60 – 90 minutes.
17. Employment specialist and Ellie will practice interviewing skills and use of anxiety management strategies for interviews together at Ellie's residence between July 28th and August 12th. Meetings will be 60 – 90 minutes.

A complete Individual Plan for Employment for Ellie might look like this:

Employment Goal:

1. Ellie will get a part-time job (10 – 15 hours per week) working in a grocery store in Smithville as a cashier or customer service person

Employment Objectives:

1. Ellie and Employment Specialist will jointly complete a resume for grocery store positions by July 28th.
2. Employment specialist will investigate the hiring process and employment needs at grocery stores in Smithville with the written permission of the client.
3. Ellie will let her family members and friends know that she is looking for a part-time position in a grocery store and ask if they have any ideas or leads by July 25th.

Employment Interventions:

1. Employment specialist will provide job development services for Ellie at the four grocery stores in Smithville by August 5th. Employment specialist will keep Ellie informed of information learned during this process.
2. Employment specialist will meet with Ellie at his apartment to work on resume development between July 21st and July 28th. Meetings will be 60 – 90 minutes.
3. Employment specialist and Ellie will practice interviewing skills and use of anxiety management strategies for interviews together at Ellie's residence between July 28th and August 12th. Meetings will be 60 – 90 minutes.