

Job Search Plan

Date: _____ Jobseeker's Name: _____

Job Preferences

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

- 1.
- 2.
- 3.
- 4.

What Tools Are Needed?

- | | | |
|--|---|--|
| <input type="checkbox"/> Resume | <input type="checkbox"/> Mock/draft Application | <input type="checkbox"/> Cover Letter |
| <input type="checkbox"/> Email Account | <input type="checkbox"/> Interview Outfit | <input type="checkbox"/> Edit social media |
| <input type="checkbox"/> New phone message | <input type="checkbox"/> References | |

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. .

This plan will be updated in three months; six months

_____	_____	_____	_____
IPS specialist	Date	Jobseeker	Date