

Individual Placement and Support (IPS) Job Development Plan

A detailed job development plan is required. Information gathered in the Career Profile should help to assist in job development efforts. The job development plan should be reviewed every 60 days with the DVR consumer and counselor. Changes can be made as needed and in full consultation between all parties.

I can expect DVR to:

- Help me understand what I can expect to happen during the Job Development Plan service
- Discuss employer and workplace expectations
- Work with me to select a service provider
- Answer questions I might have about the service and/or service provider
- Keep in touch with me and my service provider about my job search progress
- Meet with me if needed

I can expect the Service Provider to:

- Help me create a job development plan
- Meet with me on a regular basis (once a week) to make a plan for job seeking
- Help me create or update my resume
- Help me create or update my cover letter
- Help me practice interviewing for jobs
- Help me complete job applications
- Help me learn about employers in my area and who are hiring
- Help find the jobs that I am interested in doing
- Help me understand the hiring process
- Discuss employer and workplace expectations
- Keep me updated on what the service provider is doing to help me find a job

I am expected to:

- Tell the service provider what types of jobs I would like to do
- Attend all meetings with DVR and my service provider and let them know if I cannot meet
- Help gather/complete information need for my Job Development Plan, e.g. work history, dates of employment, references, contact information, etc.
- Keep DVR and my service provider updated on my job seeking i.e. places I applied, job fairs I attended, etc.
- Ask questions and contact DVR and/or service provider if I have any concerns about my job preparation activities

[Link to Required Report](#) (DVR-18019-E)

[Link to Technical Specifications](#)