

## INDIVIDUAL EMPLOYMENT PLAN

<b>BACKGROUND INFORMATION</b>			
Name		App #	
Email Address		Contact Phone	
Referral Source		Date	
One Stop Location		Advisor	
<b>EDUCATION AND TRAINING HISTORY</b>			
<p>Highest Grade Completed: _____</p> <p>High School Diploma/GED:                    <input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No</p> <p>Additional Educational/Vocational Training: <input type="checkbox"/> Yes Date: _____ <input type="checkbox"/> No</p> <p>Area of Concentration: _____</p> <p>Diplomas/Degrees/Licenses/Certification Earned (List Type) _____</p> <p>_____</p> <p>_____</p>			
<b>WORK EXPERIENCE</b>			
Job Title/Company	PF/FT	Description of Duties	Length of Time

**TRANSFERABLE SKILLS (Circle or check all that apply)****Management Skills:**

Ability to plan, organize and schedule the activities of staff.  
 Experience assigning, delegating and directing the work of others.  
 Knowledge of hiring and firing procedures and regulations.  
 Ability to set standards and measure production.  
 Ability to work with people and work under stress.  
 Ability to travel frequently and work as a team member or independently.  
 Knowledge of personnel practices, time management and negotiation.  
 Experience in budgeting, buying and procuring supply items.  
 Experience in promoting various products.  
 Ability to lead, oversee and supervise the activities of others.  
 Skilled at executing and carrying out company directives.  
 Excellent reasoning abilities.  
 Skilled at evaluating and training staff.  
 Skilled at confronting and supporting staff.

**Communication Skills:**

Ability to organize and reason in a logical manner.  
 Ability to listen, define, write, explain and interpret ideas and policies.  
 Excellent listening and reading skills, including proofreading.  
 Ability to handle precise work and use English correctly.  
 Ability to work with committees and operate communication systems.  
 Excellent public speaking and subject knowledge skills.  
 Good sense of timing and the ability to recognize problems.  
 Ability to counsel, advise and aid staff and student personnel.  
 Ability to inform and consult with both staff and customers.  
 Ability to compose communications that are effective.  
 Ability to express ideas in easily understandable terms.  
 Skilled at socializing and tutoring for maximum effect.

**Research Skills:**

Skilled at developing questions and interviewing.  
 Ability to synthesize, write, diagnose, collect, extrapolate and review data.  
 Ability to work without direction for very long hours.  
 Ability to work on long-term projects.  
 Ability to utilize Algebra, Statistics and Research design for business.  
 Ability to research, classify and analyze collected data.  
 Able to compare and contrast differing viewpoints.  
 Ability to learn quickly.  
 Excellent troubleshooting and sorting skills.  
 Ability to correspond and collaborate with both peers and leaders.  
 Experience organizing, editing and presenting material.  
 Ability to conceive of original ideas and new inventions.  
 Ability to design and create original material.  
 Ability to interpret and make conclusions based on available information.  
 Experience triggering and mentoring.

**Financial Skills:**

Ability to calculate, budget and project fiscal balances.  
 Ability to recognize and solve problems.  
 Excellent finger dexterity.  
 Ability to concentrate and handle detailed work.  
 Ability to work under stress.  
 Knowledge of orderly thinking and accounting procedures.  
 Knowledge of data processing, financial concepts, and investment principles.  
 Ability to operate business machines.  
 Capable of ranking, sorting, averaging, counting and analyzing data.  
 Ability to handle money and create budgets.  
 Ability to compare, estimate, economize and perform math functions.  
 Ability to reconcile and balance statements.  
 Skilled at working with numbers and solving equations.  
 Ability to evaluate financial scenarios.

<p><b><u>Manual Skills:</u></b></p> <ul style="list-style-type: none"> <li>Skilled at operating, monitoring, controlling, driving, and setting up equipment.</li> <li>Ability to cut materials, do precise machine work as well as heavy work.</li> <li>Ability to work on an assembly line, with a team or independently.</li> <li>Excellent knowledge of tools, safety rules, mechanics, plumbing &amp; electronics.</li> <li>Ability to prioritize and learn quickly.</li> <li>Ability to apply strength to move, lift, push or pull objects.</li> <li>Excellent hand-eye coordination.</li> <li>Ability to use both hand and power tools.</li> <li>Ability to troubleshoot problems and construct solutions.</li> <li>Skilled at sorting, loading and unloading.</li> <li>Skilled at teaching, training and instructing staff.</li> <li>Skilled at adjusting, fitting, balancing and carrying objects.</li> <li>Skilled at fabricating and repairing objects.</li> <li>Skilled at building, restoring and producing quality final products.</li> <li>Ability to turn, pump, drill, manufacture, transport &amp; deliver objects.</li> <li>Skilled at landscaping.</li> </ul>	<p><b><u>Maintenance Skills:</u></b></p> <ul style="list-style-type: none"> <li>Ability to dismantle, repair and maintain equipment.</li> <li>Skilled at operating tools and removing parts.</li> <li>Skilled at adjusting functional parts.</li> <li>Ability to clean, lubricate, order and purchase parts.</li> <li>Ability to climb and work indoors or outdoors.</li> <li>Ability to lift heavy equipment and work as a team member.</li> <li>Knowledge of basic mechanics, electrical and plumbing principles.</li> <li>Skilled at balancing, carrying, adjusting, fitting, drilling &amp; building.</li> <li>Skilled at inspecting, testing, transporting &amp; delivering.</li> <li>Skilled at forming, cutting, installing, replacing, operating, oiling, lubricating, tending, joining, bending, assembling and disassembling.</li> <li>Ability to prioritize and learn quickly.</li> <li>Ability to apply strength and operate machines.</li> <li>Ability to use hand and power tools.</li> <li>Skilled at grounds keeping, constructing and measuring.</li> <li>Skilled at weighing, organizing and executing.</li> </ul>
<p><b><u>Clerical Skills:</u></b></p> <ul style="list-style-type: none"> <li>Aptitude for examining, evaluating, improving and developing methods.</li> <li>Excellent filing, bookkeeping, recording and computational skills.</li> <li>Ability to improve and recommend changes and policies.</li> <li>Ability to work as a team member and follow directions.</li> <li>Ability to perform routine office work using basic clerical skills.</li> <li>Ability to work in an office with data entry operations.</li> <li>Ability to exercise proper telephone protocol.</li> <li>Ability to handle money correctly.</li> <li>Ability to use correct grammar and punctuation.</li> <li>Skilled at computing, compiling, tabulating, charting, reviewing &amp; supporting data and conclusions derived there from.</li> <li>Ability to take notes and organize information.</li> <li>Skilled at labeling, preparing, parsing, copying and mentoring.</li> <li>Skilled at prioritizing, editing, translating and implementing ideas.</li> </ul>	<p><b><u>Technical Skills:</u></b></p> <ul style="list-style-type: none"> <li>Ability to research and procure financing.</li> <li>Skilled at calculating and evaluating data.</li> <li>Skilled at adjusting controls and aligning fixtures.</li> <li>Ability to follow specifications and observe indicators.</li> <li>Capable of verifying, designing and drafting various drawings.</li> <li>Able to work inside or outside, long odd hours, and in small studios.</li> <li>Knowledge of economic, investigation and balancing principles.</li> <li>Ability to prioritize, learn, demonstrate, correspond, and sort priorities.</li> <li>Ability to plan, measure, weigh, sell, program, or repair equipment.</li> <li>Ability to develop and train staff.</li> <li>Skilled at adjusting and repairing machines.</li> <li>Skilled at triggering, building inspecting and testing materials.</li> <li>Skilled at mentoring and selling.</li> </ul>

<p><b><u>Public Relations Skills:</u></b></p> <ul style="list-style-type: none"> <li>Ability to plan and conduct various kinds of meetings.</li> <li>Ability to maintain a favorable image and inform the public.</li> <li>Ability to consult and write news releases.</li> <li>Capable of researching and representing businesses.</li> <li>Ability to work very long and odd hours, under stress and with people.</li> <li>Excellent knowledge of negotiating principles and the media process.</li> <li>Excellent interpersonal skills and knowledge of human relations.</li> <li>Capable of original thinking and logical reasoning.</li> <li>Skilled at composing, editing, expressing and presenting information.</li> <li>Ability to unite and mentor groups.</li> <li>Skilled at announcing, stating and disclosing information.</li> <li>Skilled at socializing, marketing, convincing and relating to the public.</li> <li>Ability to explain and clarify information.</li> </ul>	<p><b><u>Agricultural Skills:</u></b></p> <ul style="list-style-type: none"> <li>Ability to visualize and diagnose malfunctions and maintain machinery.</li> <li>Capable of repairing engines and replacing defective parts.</li> <li>Capable of packing, hitching, doing heavy work and manual work.</li> <li>Experienced in constructing buildings and woodworking.</li> <li>Able to work outdoors and in varied climates.</li> <li>Ability to operate basic machinery while maintaining all safety rules.</li> <li>Skilled at welding and in all horticultural procedures.</li> <li>Skilled at balancing, carrying, adjusting and fitting parts together.</li> <li>Skilled at repairing, building, discing, tilling and growing.</li> <li>Skilled at working with natural resources and mentoring.</li> <li>Skilled at cutting, spraying, inspecting and drilling.</li> <li>Skilled at landscaping and ranching.</li> <li>Skilled at raising and training animals.</li> <li>Skilled at loading and unloading materials.</li> <li>Skilled at using hand &amp; power tools while applying strength to farming.</li> <li>Ability to drive tractors, cars &amp; trucks to tend to plants and animals.</li> <li>Skilled at planting, cultivating, harvesting and grounds keeping.</li> <li>Skilled at measuring, weighing and executing.</li> <li>Skilled at working with numbers.</li> </ul>
<p><b><u>Selling Skills:</u></b></p> <ul style="list-style-type: none"> <li>Ability to contact, inform and persuade buyers.</li> <li>Experienced at reviewing and inspecting products.</li> <li>Skilled at determining value and promoting sales.</li> <li>Ability to work indoors or outdoors, with people or under stress.</li> <li>Ability to work long hours and excellent knowledge of products.</li> <li>Excellent human relations skills.</li> <li>Knowledge of financing and budgeting.</li> <li>Skilled at inspiring and bargaining with others.</li> <li>Skilled at listening, influencing and speaking clearly.</li> <li>Skilled at demonstrating, promoting and marketing products.</li> <li>Skilled at merchandising, convincing, motivating, clarifying &amp; explaining.</li> <li>Skilled at organizing, carrying out and executing instructions.</li> </ul>	<p><b><u>Service Skills:</u></b></p> <ul style="list-style-type: none"> <li>Experience counseling, guiding, leading, coordinating and listening to clients.</li> <li>Ability to work under stress and respond to emergencies.</li> <li>Ability to work under hazardous conditions, on night shifts and on weekends.</li> <li>Knowledge of human behavior principles, community resources, and policies.</li> <li>Specific knowledge of (Insert Subject Here).</li> <li>Experience encouraging, supervising, negotiating and consulting.</li> <li>Experience merchandising, reconciling, teaching and instructing.</li> <li>Skilled at cooperating and entertaining.</li> <li>Skilled at organizing, directing and managing volunteers.</li> </ul>
<p><b>Other Skills:</b></p>	

<b>EMPLOYMENT &amp; TRAINING PLAN</b>			
Name	App #		
<b>Employment Goals</b>			
<i>Career Goals (Preferred order)</i>			
Occupation/Job Title	Job Ready?	Industry	In Demand?
_____	Yes No	_____	Yes No
_____	Yes No	_____	Yes No
_____	Yes No	_____	Yes No
<b>Educational Goals</b>			
<b>Short Term</b>			
<b>Long Term</b>			

<b>ASSESSMENT RESULTS</b>			
Name			App #
Educational Testing			Instrument
Reading Proficiency	Score	Grade Level	
Math Proficiency	Score	Grade Level	
Other Proficiency			
Interest Inventory		Date	
Aptitude Testing		Date	
Career Guidance Needs/Recommendations		Date	
Additional Testing or Observations		Date	
Comments: <i>[if additional space needed, attach separate page]</i>			

<b>ASSESSMENT RESULTS (Continued)</b>		
<b>Employment Related Barriers:</b>		
<input type="checkbox"/> Education <input type="checkbox"/> Ex-Offender <input type="checkbox"/> Family Problems <input type="checkbox"/> Financial Need <input type="checkbox"/> Food/Housing <input type="checkbox"/> Health <input type="checkbox"/> Job Readiness <input type="checkbox"/> Job Seeking Skills <input type="checkbox"/> Labor Market Awareness <input type="checkbox"/> Language <input type="checkbox"/> Appearance	<input type="checkbox"/> Legal Assistance <input type="checkbox"/> Loan Repayment <input type="checkbox"/> Math/Reading <input type="checkbox"/> Salary Expectation/Needs <input type="checkbox"/> Self-Esteem/Motivation <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Tools/Equipment <input type="checkbox"/> Attitude <input type="checkbox"/> Transportation <input type="checkbox"/> Driver's License	<input type="checkbox"/> Vocational Preparedness <input type="checkbox"/> Work History <input type="checkbox"/> Work Availability <input type="checkbox"/> Budgeting <input type="checkbox"/> Career Planning Skills <input type="checkbox"/> Child Care <input type="checkbox"/> Clothing <input type="checkbox"/> Disability <input type="checkbox"/> Other
<b>Support Related Barriers:</b>		
<input type="checkbox"/> Health/Substance Abuse <input type="checkbox"/> Psychological <input type="checkbox"/> Ex-Offender <input type="checkbox"/> Family TANF <input type="checkbox"/> Teenage Parent <input type="checkbox"/> Child Care	<input type="checkbox"/> Social <input type="checkbox"/> Clothing <input type="checkbox"/> Food/Housing <input type="checkbox"/> Transportation <input type="checkbox"/> Family Issues <input type="checkbox"/> Run Away Youth	<input type="checkbox"/> Foster Care <input type="checkbox"/> Disability <input type="checkbox"/> Other
<b>Financial Barriers:</b>		
<input type="checkbox"/> Legal Assistance <input type="checkbox"/> Budgeting <input type="checkbox"/> Financial Need	<input type="checkbox"/> Salary Expectations/Needs <input type="checkbox"/> Loan Repayment – Financial Aid (i.e., Pell Grant, Student Loan, Scholarships)	<input type="checkbox"/> Other
<b>Training Related Barriers</b>		
<input type="checkbox"/> Attitude <input type="checkbox"/> Self-Esteem Motivation <input type="checkbox"/> Appearance <input type="checkbox"/> Education	<input type="checkbox"/> Reading/Math <input type="checkbox"/> Language Skills <input type="checkbox"/> Vocational Preparedness <input type="checkbox"/> Tools/Equipment	<input type="checkbox"/> Career Focus <input type="checkbox"/> Job Searching skills <input type="checkbox"/> Labor Market Awareness <input type="checkbox"/> Other
<b>Workforce Readiness Barriers</b>		
<input type="checkbox"/> Work History <input type="checkbox"/> Work Availability	<input type="checkbox"/> Driver's License <input type="checkbox"/> Work Readiness	<input type="checkbox"/> Attitude <input type="checkbox"/> Other
<b>Other</b> (document in case note)		
<input type="checkbox"/> Depression <input type="checkbox"/> Self-Confidence <input type="checkbox"/> Fear	<input type="checkbox"/> Motivation <input type="checkbox"/> Age <input type="checkbox"/> Weight	<input type="checkbox"/> Single Parent <input type="checkbox"/> Disability <input type="checkbox"/> Lack Direction <input type="checkbox"/> Other
<p><i>I understand that the services described above do not constitute an entitlement to these services. The Workforce Investment Act is not an entitlement program.</i></p>		
<i>Participant Signature:</i> _____		<i>Date</i> _____
<i>Advisor Signature:</i> _____		<i>Date</i> _____

<b>ACTION PLAN</b>			
Name			App #
Advisor			Date
<b><u>ACTION STEPS</u></b>			
<b>Date</b>	<b>Action</b>	<b>Due Date</b>	<b>Status/Notes</b>
<i>This Action Plan is a living document to capture the steps necessary to achieve self-sufficiency through training and/or employment. It is agreed the clients will take action and the advisor will provide support.</i>			
Participant Signature: _____			Date _____
Advisor Signature: _____			Date _____