



Category: Intensive Job Search		Activity Code: IOO	Start/End Date:
Objective: Barrier to be addressed			
Activities:			
Results (Expected:)			
Results (Occurred:)			
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Participant's Agreement To This Plan: I have participated in the development of this employment plan and I agree to participate in the activities described in this plan and future modifications. I understand that the services described in this plan shall be provided on the basis of available funding and maintaining satisfactory progress.

Participant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Case Manager's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Individual Employment Plan Guide

The following list is a compilation of areas that a W.I.A. counselor might want to use in the development of an Individual Employment Plan. It is not meant to be exclusive to additional areas that need to be addressed in a customer's Plan.

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### **Core Services:**

Orientation to System  
Goal Setting  
Career Planning  
Job Search and Placement Assistance  
Review of Available Services  
Follow-up Services (post placement)  
Core Service Modules

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### **Intensive Services:**

Group Counseling  
Short Term Pre-vocational Training  
Vocational Training less than 24 hours in length  
Out of Area Job Search  
Literacy Activities/ABE/GED/ESL  
Assessment of Holistic Needs, e.g.; housing, transportation, nutrition, health, or family relations  
Consumer Reports Review  
Financial Assessment  
Labor Market Research

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### **Training Services:**

Occupational Skills Training  
On-the-Job Training  
Workplace Training  
Skills Upgrading/Retraining  
Entrepreneurial Training  
Job Readiness Training (not listed under Intensive Services)  
Adult Education and Literacy Activities (combined with training or workplace training)  
Customized Training

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### **M.I.S. Codes:**

JBS Job Search Activities  
CSO Core Services not Elsewhere Classified  
IOO Other Intensive Services  
OST Classroom Based Occupational Skills Training  
OCT Combined Classroom and Work Based Training  
NOS Occupational Skills training paid by a source other than W.I.A.