

HVRP Manual Sample Forms

This a sample form and **does not** mean NVTAC or US DOL-VETS endorses this form as required, or as an approved form. This form was one of many that were collected from service providers and is only intended to help program planners develop forms and tools that will serve the needs of their program.

Adult/Dislocated Worker Employment Plan

Participant Name:

Social Security:

Case Manager's assessment of the participant's current occupational skills; *education, work experience, employment aptitudes, and special skills or abilities that relate to the labor market:*

Case Manager's assessment of the participant's personal circumstances as they relate to his/her ability to secure and maintain employment; *employment barriers, supportive service needs, and personal factors that impact the participant's ability to be successful in the labor market:*

Employment Goal:

Describe labor market potential and wage expectations for this occupation:

Is training necessary to achieve employment goal?

- No - Complete Employment Plan only
 Yes - Complete the Employment Plan page **and** the Training Plan page

Identify the WIA activity, service, or combination of services that will be necessary to obtain this goal.

Career Development	Basic Skills Training Occupational Training	Job Training and Job Placement
<input type="checkbox"/> Career Exploration	<input type="checkbox"/> GED Completion	<input type="checkbox"/> On-The-Job Training
<input type="checkbox"/> Labor Market Information	<input type="checkbox"/> Adult Basic Education	<input type="checkbox"/> Job Search Assistance
<input type="checkbox"/> Resume Development	<input type="checkbox"/> Vocational Classroom Training (certificate)	<input type="checkbox"/> Job Search Workshop
<input type="checkbox"/> Interviewing Skills	<input type="checkbox"/> Academic Classroom Training (degree)	<input type="checkbox"/> Out-of-Area Work Search
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Internship	<input type="checkbox"/> Relocation

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Employment Goals

Identify specific tasks or assignments that must be completed in order for the participant to achieve his/her goal(s). *Include such things as "update Idaho Works registration, schedule employment interview, attend mock interview, send resume, confirm childcare and transportation arrangements, review partner agency involvement, etc.*

Task or Assignment	Est. Completion	Outcome

Participant Signature	Date
Case Manager's Signature	Date