

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.*

Job Retention Proposal

<input type="checkbox"/> Standard Employment <input type="checkbox"/> Supported or Customized Employment	
Participant's Name:	
Supervisor's Name:	
Job Developer Name:	
Employment Goal(s):	
Today's Date:	Time Period: to
Date Started Job:	
Instructions	
<ol style="list-style-type: none"> 1. Identify each job retention issue in terms of an objective that will help the veteran maintain employment including time-lines. 2. Describe the techniques you propose to use for job retention, as example; site visit, employee interactions and follow-up. 3. How will the participant be involved in the job retention process? 4. What job retention incentives will be used or realized? 	
1 st Job Development/Placement Strategies/Technique and its Goal/Objective	
Strategy/Technique: Goal/Objective:	
2 nd Job Development/Placement Strategies/Technique and its Goal/Objective	
Strategy/Technique: Goal/Objective:	

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3rd Job Development/Placement Strategies/Technique and its Goal/Objective

Strategy/Technique:

Goal/Objective:

4th Job Retention/Technique and its Goal/Objective

Strategy/Technique:

Goal/Objective:

5th Participant Involvement:

Activities:

Agreement:

90-day review date:

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Participant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Job Developer Signature: _____ Date: _____

Additional Signature: _____ Date: _____