

# 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.*

## VETERANS SERVICES INDIVIDUAL EMPLOYMENT PLAN

PARTICIPANT NAME:

PARTICIPANT #:

CASE MANAGER:

DATE OF PLAN:

Core Services

- Pre-Employment Services:
- Individual Counseling:
- Living Skills Training:
- Educational Training:
- Career Development:
- Vocational Training:
- Financial Literacy:
- Benefits Assistance:

<p><u>Education/Training:</u></p> <ul style="list-style-type: none"> <li><input type="radio"/> High School/GED</li> <li><input type="radio"/> Associates Degree _____</li> <li><input type="radio"/> Bachelor's Degree _____</li> <li><input type="radio"/> Post Degree _____</li> <li><input type="radio"/> Licensure/Certification _____</li> <li><input type="radio"/> Other _____</li> </ul>	<p><u>Barriers to Employment/Supportive Services Needed for Employment</u> (anything that impedes the Veteran's chances of obtaining suitable employment – legal, health, physical limitations, transportation, housing, day care, education, etc.:</p>
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<p><u>Skills Deficiency:</u></p>	<p><u>Recommendations to address Skills Deficiency:</u></p>
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<p><u>Employment History (most recent)</u></p> <p>1. Job Title: _____ Dates: _____</p> <p>Duties: _____</p> <p>_____</p> <p>Employer: _____</p> <p>Hours per week: _____ Wage: _____</p>	<p><u>Employment History</u></p> <p>2. Job Title: _____ Dates: _____</p> <p>Duties: _____</p> <p>_____</p> <p>Employer: _____</p> <p>Hours per week: _____ Wage: _____</p>
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Reason for Leaving: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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**Transferrable Skills/Abilities:**

**Interests:**

**When setting employment goals, keep in mind the SMART model:**

**S – Specific M – Measurable A – Action Oriented R – Realistic T – Timebound**

**Short Term Employment Goal**

**Plans to achieve short term goal:**

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**Realistic Occupation:** \_\_\_\_\_

**Expected Wage:** \_\_\_\_\_

**No. of Months to Achieve Goal:** \_\_\_\_\_

**Long Term Employment Goal**

**Plans to achieve long term goal:**