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| Policy No. 501 | Subject: Status 20-0: Ready for Employment |
| Section: Employment | Revised: 09/2016 |
| Signature: Brandy McOmber, Resource Manager | Version: FINAL |

1. DEFINITIONS

This status is used for those job candidates who, as a result of agency services provided under an [Individualized Plan for Employment \(IPE\)](#), are now considered ready for and able to seek employment.

2. SCOPE OF SERVICES

Ready for employment services in IVRS are considered to be an integral and important part of the overall program. Services may include a variety of strategies agreed upon by the counselor and job candidate in the IPE and considered essential to an employment outcome. This will include:

- a. Employer contacts by/and on behalf of the job candidate.
- b. Job search and business networking involves a variety of strategies designed to meet the needs of business and industry while providing information to job candidates to make informed decisions.
- c. Motivational interviewing techniques facilitate the job candidate’s perspective and actions to be more open and responsive to employment opportunities.
- d. Informational interviews create connections with business and industry while providing information to the job candidate about the company and what attributes are being sought for employment.
- e. Programs such as REDI, Project Search, Transition Alliance Programs, and other training programs enhance the job search in that employers then recognize that the job candidate worked toward the goal and has the skills to be a member of the workforce.
- f. 30 Ways to Shine training enhances the job retention of the job candidate and is a tool to assist the IVRS staff in determining the work readiness of the job candidate.



- g. Mock interviews provide experience to the job seeker on how to answer questions, dress for the interview, and communicate their skills and reasons they would be a good employee.

3. AGENCY EXPECTATIONS

- a. The agency recognizes the counselor as the person primarily responsible for the determination of job readiness and for assuring that placement services are adequately planned and carried out.

- b. R-413: At the time of movement to Status 20-0, to the extent that these issues have not been previously recorded, the counselor and associate (if applicable) will meet with the job candidate to discuss job readiness issues and make an R-413 entry relating to:
 - i. Specific information pertinent to job readiness (i.e., medical issues resolved to the extent possible; medical release to go to work obtained from physician as necessary; job candidate’s functional capability of performing in chosen job areas; meets minimum skill requirements; has satisfactory job seeking skills; has independent living skills necessary for employment being sought; transportation arrangements, etc.).

 - ii. Activities which will be pursued to accomplish placement and identification of responsible entities (i.e., referral to Workforce Development or other agency; use of incentives; participation by job candidate, counselor, others, etc.).

 - iii. Need and justification for any services such as tools, supplies, licenses, interpreter, transportation, or other services which will need to be purchased to obtain a job, or once the job is obtained, as an integral part of the placement activity.

 - iv. A meeting or contact with staff, at least bi-weekly, to review what has been done and what has changed to improve the job candidate’s chances of obtaining suitable employment and the next steps in the process. Counselors



will meet/contact the job candidate and staff (when appropriate) at least monthly to develop strategies for progress.

- v. Job search and job development activities identifying: the companies that hire for the type of occupation sought; the actions to achieve employment by both the IVRS staff and the job candidate; discussion of work incentives for both the job candidate and the business; purchase of job development and employer development services from a CRP if necessary and required by the job candidate in supported employment; timeframes by when actions will be completed as part of the plan; follow-up activities with the business to create opportunities for employment; follow-up activities with the job candidate to develop job search skills.
- c. Case entries should summarize job search efforts specifically focused on business and industry contacts as well as job seeking skills.
- d. Plan Reviews may be completed by agency representatives. Plan reviews must be completed at a minimum annually by the Counselor.
- e. Plan Amendments must be approved by the Counselors

4. EXCEPTIONS

- a. Not meeting bi-weekly with job candidates on their job search.

5. APPLICABLE FORMS

- a. [Request for Exception to Policy](#)