



TENNESSEE DEPARTMENT OF HUMAN SERVICES - VOCATIONAL REHABILITATION SERVICES  
**Customized Employment – Job Development Plan**

**VR Counselor Name:**

**Supported Employment Case?**

Yes  No

**Customer Name:**

**CRP Agency Name:**

**1. Who in the customer’s life can help with creating this job development plan and using their personal connections to assist the customer to find employment?**

<b>Key People to Engage</b>	<b>Name(s) and Contact Information</b>
Legally Appointed Conservator or Guardian	
Family Members Who Are Very Involved with Customer	
Friends Who Are Very Involved with Customer	
Other Members of the Community	
Other Colleagues or Allies of the Job Developer	

**2. Employment Goal(s)**

*“Appropriate” means fitting given the customer’s interests and skills/abilities.*

<b>Customer’s Strong Interests Applicable to Competitive Integrated Employment</b>	<b>Customer’s Most Marketable Skills and Abilities Related to Each Strong Interest (List All)</b>	<b>Examples of Appropriate Job Duties/Tasks that Match the Strong Interest and Related Marketable Skills and Abilities (List All)</b>	<b>Examples of Possible/Related Job Titles Which Could be Customized to Meet Customer’s Interests (List All)</b>

*Maximum of five (5) strong interests to ensure Job Development is focused enough to produce a successful outcome.*

### 3. Essential Conditions and Preferences for Employment Success

Type of Condition	Essential Conditions Necessary for Success of this Customer	Preferences (Desired but not Essential)
Work Schedule: Hours/Days/ Times of Days		
Location/Distance from Home		
Physical Accessibility		
Type of Work Environment		
Supervisor Traits		
Co-Worker Traits		
Reasonable Accommodations (including Assistive Technology)		
Employer Flexibility		
Personal Care-Related Conditions		
Job Coach Traits or Training		
Other Essential Conditions		



## **5. Order of Priority for Contacting Identified Employers**

*Complete this with input and guidance from the customer and those closest to the customer.*

Using the list of local employers in column three (3) of section #4 above, reorganize the employers in order of priority:

1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

**6. Job Development Tools To Be Utilized**

*Check all that apply.*

- Traditional Resume
- Visual Resume (including photos and/or video clips)
- Work-Related References (from prior employment, work experience/internships, volunteering)
- Character References

**Other Notes or Recommendations Related to Next Steps:**

*Include any assistance the customer may need to develop Job Seeking and Interviewing Skills, Soft Skills, etc.*

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Name of Employment Specialist Who Completed This Report:

Signature of Employment Specialist Who Completed This Report:

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Report Date: