# JOB DEVELOPMENT NOTES

|  |  |
| --- | --- |
| **Job Seeker’s Name:** |  |
| **Vocational Interest Area:** *Identified in PCEP and IPE* | |
| **Job Development Activity**: *This can be either at a potential place of employment (What business? Who did you talk to? Were you representing the job seeker or did he/she participate? Did you conduct a job analysis?)* ***OR*** *other job development activity not at a potential employer (resume writing, interview prep, rehabilitation technology referral, etc.* | |
| **Purpose:** *Why this particular place for employment? Or why this other activity? Tie in how it relates to your PCEP or leads from other potential employers.* | |
| **Results:** *What did you learn about: job seeker, potential employer, employment site, and/or resource?*   * *What did you learn about the type of work done in this company? The culture of the company? The people?* * *How does this potential job site match (or differ from) the job seekers’ interests, skills, preferred characteristics of a job?* * *Did you notice any unmet need within the company? Is there possibility for customized employment? Explain what you learned and/or want to further explore.* * *If the activity was not on a job site – what did you learn from the activity?* | |
| **Next Steps*:*** *Time and date of next activity; what else needs to be explored*   * *What are you going to do next? What do you need to learn?* * *Where are you going to go? Who will you speak with?* * *What is your role/role of the job seeker?* | |

|  |  |
| --- | --- |
| Signature of ES: |  |
| Print Name of ES: |  |
| SE Provider Name: |  |
| OVR Counselor Name: |  |
| Date: |  |
| Total Time Spent: |  |

\* All Job Development Activity Notes are due to OVR monthly and to

be turned in by the 5th of the following month by noon.\*