



## **Individual Employment Plan (IEP) Policy**

### **A. Individual Employment Plan**

The Individual Employment Plan (IEP) provides an evaluation of the client's education level, basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs and documents the steps to be taken to achieve his/her employment goals. The creation of a client's IEP begins with his/her first in-depth career advising session. At each subsequent career advising appointment, the IEP is updated to reflect the client's ongoing progress, achievements, and future goals.

**An Individual Employment Plan must be created for all clients who receive Individualized Career Services**, regardless of whether the client will need training or any other WIOA paid service.

The client must work with his/her Career Advisor to develop an Individual Employment Plan that is based on:

- The results of the client's surveys, tests, assessments, and interviews.
- A realistic understanding of the opportunities available in the current labor market.

The Individual Employment Plan must clearly identify the client's employment goals and any barriers to employment faced by the client. The IEP is used to determine what WIOA activities the client will need in order to achieve gainful employment. The IEP must consider the client's strengths rather than just focusing on areas that need improvement.

The IEP is a living document that will be updated when necessary in order to provide a comprehensive view of how the client is moving through the WIOA services process toward his/her employment goals. After the IEP is created by the Career Advisor and the client, the IEP must be signed and dated by the client and placed in the file. Each time major changes are made to the IEP, signed and dated copies of the revised IEP must be placed in the file. Following the completion of the client from all WIOA

services, a copy of the final IEP should be placed in the file. This final IEP should be signed and dated by the client, if possible.

The Individual Employment Plan is constructed within the Comprehensive Assessment module in EKOS. A complete IEP includes information entered into the EKOS Comprehensive Assessment through drop down boxes, check boxes, and free text boxes. In order to ensure that complete information is provided in the IEP, the questions that appear in each free text box within the Employment and Education tabs must be answered. Each of these questions is required and must be clearly answered.

#### Comprehensive Assessment Employment Tab Questions

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| Employment Behavior                            | <ul style="list-style-type: none"><li>• What type of work history does the client have?</li><li>• How long has the client worked?</li><li>• Are there any employment gaps? If so, why?</li></ul>   |
| Job Seeking Skills                             | <ul style="list-style-type: none"><li>• What type of job search does the client do?</li><li>• Does the client understand how to find and obtain employment?</li><li>• What job seeking skills does the client need assistance with?</li></ul>  |
| Job Keeping Skills                             | <ul style="list-style-type: none"><li>• What type of soft skills does the client currently possess?</li><li>• Does the client's work history demonstrate their success of keeping a job? If not, why?</li><li>• What job keeping skills does the client need additional assistance with?</li></ul>   |
| Summary of Occupational Strengths & Weaknesses | <ul style="list-style-type: none"><li>• What occupational skills does the client currently possess?</li><li>• What occupational skills is the client interested in learning?</li><li>• What occupational skills does the client need additional assistance with?</li><li>• How do these occupational strengths and weaknesses relate to the client's intended career path?</li></ul> |

#### Comprehensive Assessment Education Tab Questions

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|--------------------|---|
| Training Completed | <ul style="list-style-type: none"><li>• What trainings has the client completed prior to WIOA assistance? List type of training and completion date.</li><li>• What trainings has the client completed with WIOA assistance? List type of training, completion date, and verification from training provider.</li></ul> |
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| Training in Progress  | <ul style="list-style-type: none"> <li>• What type of training is the client currently enrolled? List type of training, start date, and verification from training provider.</li> </ul>   |
| Job-Related Interests | <ul style="list-style-type: none"> <li>• What are the client's job related interests?</li> <li>• What were the client's interest assessment results? List type of assessment and assessment results.</li> </ul>   |
| Job-Related Aptitudes | <ul style="list-style-type: none"> <li>• What are the client's job related aptitudes?</li> <li>• What were the client's aptitude assessment results? List type of assessment and assessment results.</li> </ul>   |
| Training Needs        | <ul style="list-style-type: none"> <li>• Is suitable employment available?</li> <li>• Will the client benefit from appropriate training?</li> <li>• Is there a reasonable expectation for employment following training?</li> <li>• Is training reasonably available?</li> <li>• Is the client qualified to undertake and complete the training?</li> <li>• Is the training suitable and available on the Eligible Training Provider List (ETPL), if applicable?</li> </ul> |

**Career Advisor Responsibilities** — When a Career Advisor develops an Individual Employment Plan, the Career Advisor must:

1. Ensure that the client is eligible for WIOA services.
2. Facilitate all the necessary assessments, diagnostic testing, analysis of the labor market, and interviews needed for the client and advisor to develop an Individual Employment Plan. The results of these assessments and analyses should determine whether the client:
  - Already has marketable skills — without additional training — for an occupation that will provide a self-sufficient wage and for which there are job openings.

OR

  - Needs additional training and/or skills development that would be best provided through:
    - Work Experience.

- Internship.
  - On-the-Job Training.
  - Incumbent Worker Training.
  - Customized Training.
  - ITA training.
  - Non-ITA training.
3. Guide the client through executing each of the steps in his/her Individual Employment Plan, including providing support and encouragement, helping identify additional resources that can support his/her efforts, and helping make decisions if circumstances change during the Individual Employment Plan.
  4. Document the creation and update of the IEP utilizing the “Individual Employment Plan” activity in EKOS.
  5. Document the creation of or updating of the Individual Employment Plan in the EKOS Comprehensive Assessment module, case notes, and by placing a signed copy in the client’s file.