Creating an IRT Worksheet

Use this worksheet to list who you want to be on your Integrated Resource Team (IRT). A Career Counselor can help you fill out this worksheet.

Next Steps

- Review the page: Who is Part of an IRT?
- Answer the questions on the next page. Think about who you would ask to be on your team and who can help you lead the meetings.
- Write down any other questions or notes that you have.

Creating an IRT Checklist

Did you explore these resources?

- ❑ What is an IRT?
- ❑ Your First IRT Meeting
- ❑ Who is Part of an IRT?
- ❑ What Make an IRT Successful?
- ❑ Important Parts of an IRT
- ❑ IRT Tools and Forms

Remember to go over these questions with your Career Counselor, teacher or social worker:

- ❑ Are you ready to work?
- ❑ Who do you want on your team?
- ❑ Are your basic needs (food, shelter, utilities, etc.) being met?
- ❑ Are there any challenges that are in the way of your getting a job?
- ❑ What are your interests, work skills, abilities, work values, and preferred work environment?
- ❑ Do you have a clear career goal?

Disclaimer

Creating an IRT Worksheet

How can an IRT help you get a job?
Review this page Who is Part of an IRT? Who do you want on your team?

Do you feel comfortable leading your meetings?	☐ Yes ☐ No
If not, who can you ask to help you lead your meetings?	☐ Yes ☐ No
Are you comfortable giving permission to this person to share information about you with others who can help you?	☐ Yes ☐ No

What questions do you have about creating an IRT?

Disclaimer

Notes

Disclaimer

IRT Meeting Sample Agenda

You and your Career Counselor can use this sample agenda for your first IRT meeting.

Next Steps

- Review the agenda to decide what topics you want to discuss with your team.
- Change the agenda to meet your needs. You can add or remove topics.
- Decide who will help you lead the meeting.
- Before the meeting, email or print enough copies of the agenda for all members of your team.
- During the meeting, review each topic on the agenda.
- Write down your notes and next steps.
- Make sure you have enough time to discuss these topics.

IRT Meeting Sample Agenda

(Edit your agenda as needed)

Date: _____

I. Welcome and introductions

II. Goal of an IRT - Employment

III. Roles of members (facilitator, note taker, timekeeper)

IV. Benefits of working together

V. Meeting goals / outcomes

   A. Talk about your employment goal

   B. Identify the services you need and how they will work together to help you reach your goal

   C. How will your team communicate? (by phone, email?)

VI. Brainstorm and problem solve about your strengths, needs, and necessary services

VII. Next steps

Communication Plan

The Communication Plan is where all IRT members can write down their contact information and create a plan for how everyone will stay updated on the job seeker's progress.

Next Steps

- At the first IRT meeting, pass around the Communication Plan. Everyone should write in their name, role, phone, and email.
- Discuss what the best communication channels are, best times of day to communication, and how often you will talk.
- Schedule dates for the next meeting or check-in.

Communication Plan

JOB SEEKER			
Name	Phone Number	Work Phone	Email
IRT MEMBERS			
Name	Role	Phone	Email

Preferred Communication Channel	Best Time of Day to Communicate	Frequency of Communication	Date of the Next Check In
☐ Home phone	☐ Morning	☐ Daily	
☐ Work Phone	☐ Afternoon	☐ Weekly	
☐ Text Message	☐ Evening	☐ Monthly	
☐ Email			
☐ Meetings	☐ Week Days		
☐ Visits to home, work or school	☐ Weekends		

Disclaimer

Action Plan

This tool is used to keep track of what is agreed upon at a meeting. It outlines who will be completing different tasks and a timeline.

Next Steps

- The job seeker or Career Counselor should record the main short-term goals to be addressed between meetings at the top of the page.
- The job seeker and IRT members should think about specific action steps required to achieve each goal.
- Write down who is responsible for what actions and identify desired deadlines for each action.
- Review items on the Action Plan at the start the next IRT meeting to check the progress of all the action steps.

ACTION PLAN
What is the goal?

Action	Who is responsible?	No later than (Date)	Completed? Yes or No

Disclaimer

Career Exploration Worksheet

As you begin exploring different careers, use this worksheet to write notes on what you learned about yourself and your desired job.

Next Steps

- Review the assessment websites on the Career Exploration section of the Your Dream, Your Team website. Use the checklist on the next page as a guide.
- Review Labor Market Research, especially the CareerZone. For more detailed information, visit Occupational Outlook Handbook. Write down what you learned.
- Review the section about "Work Values" on the Career Exploration page. Think about your strongest values and which ones you want to strengthen.

Career Exploration Checklist

Did you explore the following resources on the Career Exploration page?

- ❑ Assessments
- ❑ Labor Market Research
- ❑ Financial Resources & Public Benefits

Remember to talk about the following topics with your team:

- ❑ Career Goals
- ❑ Financial Goals
- ❑ Work Experiences
- ❑ Education and Certifications
- ❑ Challenges, Barriers or Concerns
- ❑ Who on your team can help with the above?

About Me

Review and explore the assessment tools on the Your Dream, Your Team website.

Which assessments did you complete?
What did you learn about your interests from these assessments?
What jobs or career paths were suggested?
What else did you learn from the assessments you completed?

About My Desired Career

Research a career you are curious about in the CareerZone. For more details, visit the Occupational Outlook Handbook.

What is your desired career or industry?
What is the average salary for the job(s) you are interested in?
Are jobs in this industry growing? How fast?
What else did you learn about this career?

About My Work Values

What are two to three of your strongest qualities as an employee?
How can you use these qualities to benefit your employer?
What are two to three work qualities that you would like to strengthen?
How could you strengthen them? How would these qualities benefit your employer?

Notes

Employment Goal Setting Worksheet

This worksheet will help you develop a career plan. You can write down goals, action steps, outcomes and responsibilities. Your Career Counselor and Integrated Resource Team (IRT) can help as needed.

Next Steps

- Review and answer the questions on this worksheet after you completed the Career Exploration and About My Money worksheets.
- You and your Career Counselor can sign the worksheet as an agreement that you will both follow through on the action steps and agreed-upon responsibilities.

Employment Goal Setting

YOUR PLAN			
Name:		Date:	
Your Needs:			

YOUR GOALS			
☐ Employment	☐ Gain credits	☐ Earnings	☐ Learn a skill
Career selection:			
Education goal:			
Employment goal:			
Financial goal:			

ACTION STEPS TO REACH THOSE GOALS	
What are three action steps?	Who can help you?
1.	
2.	
3.	

Disclaimer

Employment Goal Setting

EXPECTED OUTCOMES

☐ Complete online assessments	☐ High School Equivalency (HSE) Diploma	☐ Open ABLE account	☐ Online tutoring
☐ Good/improved school attendance	☐ Financial literacy courses	☐ Work-readiness activities	☐ Credential attainment
☐ Occupational training participation	☐ Job shadowing	☐ Outstanding job performance	

PREPARING FOR SUCCESS

Do you have reliable transportation?	☐ Yes ☐ No
Do you have professional clothes you can wear (if required)?	☐ Yes ☐ No
Do you have day care (if needed)	☐ Yes ☐ No

JOB SEEKER RESPONSBILITIES

- Maintain at least monthly email or phone contact with your Career Counselor.
- Work towards completing goals. Work with your Career Counselor to create a timeline for completion.
- Notify your Career Counselor of changes in your address, phone, or situation.
- Agree to regularly attend and complete the work development program.

CAREER COUNSELOR RESPONSIBILITIES

- Maintain regular (at least once a month) meetings and/or site visits.
- Provide career guidance.
- Assist with job placement and/or support services as funds allow.
- Provide follow up and support as needed.

Job Seeker's Signature		Date	
Career Counselor's Signature		Date	

Disclaimer

About My Money Worksheet

Use this tool to help manage your money, learn about public benefits, and set financial goals.

Next Steps

- Review the resources available to you on the Financial Resources and Benefits page.
- Answer the questions on the next page. There is a notes section at the end for you to write down questions and thoughts.
- Meet with a Career Counselor for guidance or to answer any questions.

Disclaimer

About My Money

Name		Date	

Bank Accounts / Savings Accounts

Do you have a bank account?	☐ Yes ☐ No
Is there anyone on your team who can help you set up an ABLE account if you are eligible?	☐ Yes ☐ No
Who can help you set up bank accounts?	

Benefits

Do you think you're eligible for Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI)?	☐ Yes ☐ No ☐ I don't know
Are you eligible for Alternative Financing Programs (AFPs)?	☐ Yes ☐ No ☐ I don't know
Have you contacted a benefits counselor to learn about Ticket to Work and other benefits?	☐ Yes ☐ No

One Year Financial Goal

How much money do you want **to earn** in the next 12 months?	$_____
In the next 12 months, how much money do you want **to save**?	$_____

Five Year Financial Goal

By the end of five years, what is your income goal? How much money do you want **to earn** in a year?	
By the end of five years, how much money do you want **to have saved?**	$_____

Disclaimer

Notes

Education Worksheet

Use this checklist and worksheet to write down notes on any additional education or training you are interested in.

Next Steps

- Review the resources on the Education page. Use the checklist on the next page as a guide.
- Explore what type of program you are interested in.
- Visit the links on scholarships and financial resources.
- Think about whether you need any accommodations.

Education Checklist

Did you explore the following resources for Education?

- ❑ CareerZone or Occupational Outlook Handbook to learn about entry-level education requirements for your field of interest
- ❑ Multiple pathways to a High School Equivalency program or any possible continuing education programs
- ❑ Financial resources for college scholarships
- ❑ Other resources for students with disabilities

Remember to talk about the following topics with your team:

- ❑ Educational Goals – Your desired certification or diploma. If this is not clear yet, you can share what skills you'd like to build
- ❑ Money – Whether you qualify for any possible scholarships
- ❑ Accommodations – Whether you require any accommodations for testing, assistive technology, or devices to support your learning.

Education Worksheet

Desired Job or Industry:	

Research CareerZone or the Occupational Outlook Handbook. What is the required entry-level education for your desired job or career?

Does your desired career path require you to complete a specific end degree or training program?	☐ Yes ☐ No

If so, what is your educational goal?
By _____, I will have obtained my _____. (Enter date of completion) (Enter desired certificate or degree)

What are potential schools or training centers where you can attend classes?

Are there financial resources or scholarships that can help pay for your education?

Are there any accommodations or assistive devices that will support your learning, (for example: accommodations for exams, assistive technology?)

Disclaimer

Work-Based Learning (WBL) Worksheet

This tool will help you think about Work-Based Learning.

Next Steps

- Review the resources on the WBL page.
- Use the Work-Based Learning (WBL) checklist on the next page to help you understand the WBL activity types that may be available to you.
- Write down any programs that interest you.

Work-Based Learning Checklist

Did you explore the following resources for Work-Based Learning?

- ❑ Different WBL activities (For example: Job Shadowing, Paid Internships)
- ❑ Work Experience Form
- ❑ WBL Agreement (If you have already secured a WBL activity)

Remember to talk about these topics with the team:

- ❑ What work experience do you currently have?
- ❑ What type of WBL opportunities are most interesting to you?
- ❑ Are there any specific businesses or industries where you'd like to complete a WBL experience?
- ❑ What you would you like to learn from WBL activities?
- ❑ How can you prepare for success at your WBL activity?

Work-Based Learning (WBL) Worksheet

What are different work-based learning activities that interest you? (for example: Job shadowing, paid internships, unpaid internships) Why?
Are there any specific WBL programs that you would like to pursue? (for example: Job Corps, YouthBuild)
Is there any education or training that you need to complete in order to prepare for a work-based learning activity? If there is, or you're not sure, go back to the Education page of the Your Dream, Your Team and work with your team to answer this question.

Notes

Work-Based Learning (WBL) Agreement

The purpose of the WBL Agreement is so job seekers, parents or guardians, schools, and employers are in agreement of their responsibilities for the WBL program.

Next Steps

- The job seeker, parents or guardians, schools, and employers review their responsibilities and sign the document.
- Each member receives a copy of the agreement signed by everyone.
- Ideally, you can have a meeting with everyone to review and sign together. If this is not possible, it is okay to have partners review and sign independently.

WBL Agreement | Page 1

CONTACT INFO - Contact information for school, job seeker, parent/guardian and employer	
School	
Guidance Counselor	
WBL Coordinator Name	
WBL Coordinator Phone Number	
Job Seeker Name	
Job Seeker ID #	
Job Seeker Address	
Job Seeker Cell #	
Does Job Seeker Text?	☐ Yes ☐ No
Job Seeker E-mail Address	
Parent / Guardian Name	
Parent Guardian Contact #	
Does Parent / Guardian Text?	☐ Yes ☐ No
Emergency Contact	
Emergency Contact #	
Community-Based Support (Name of Organization)	
Supervisor/ Mentor Name	
Supervisor / Mentor Contact #	

WBL LEARNING - What type of WBL activity is the Job Seeker participating in?

Disclaimer

WBL Agreement | Page 2

RESPONSIBILITIES

JOB SEEKER RESPONSIBILTIES - The job seeker will:
1. Meet all requirements of the employer. 2. Continue to make satisfactory academic progress toward graduation. 3. Maintain satisfactory school attendance of 95% throughout the program. 4. Comply with the district and employer policies, rules, and regulations and conduct themselves in a satisfactory manner. 5. Show up to work on time and according to the employer's schedule. 6. Not attend work if he/she is absent from school and will notify employer. 7. Discuss work-related problems with any person with whom he/she feels comfortable from their support network. 8. Be responsible for transportation to and from the work site. 9. Review school and work performance evaluations with employer and WBL Coordinator. 10. Attend scheduled Work-Based Learning courses and complete relevant assignments where applicable. 11. Wear personal protective equipment (PPE) and/or proper identification on company property.
PARENT RESPONSIBILITIES – The parent will:
1. Attend orientation sessions, parent meetings, and conferences, as needed. 2. Work cooperatively with the school and the employer to enhance job seeker success in the program. 3. Be aware of the requirements for attendance, grades, and behaviors necessary for the job seeker to remain in the program. 4. Maintain open channels of communication with the WBL Coordinator and school administration.

WBL Agreement |Page 3

SCHOOL / WBL COORDINATOR RESPONSIBILITIES – The school / WBL Coordinator will:
1. Provide a certified WBL Coordinator to be available for any matters that arise involving the-job seeker. 2. Explain liability/insurance to job seeker, parent/guardian, and employer. 3. Cooperate, communicate and follow through with the employer regarding any problems that may arise. 4. Maintain job seeker records for program. 5. Work with the employer and job seeker to develop a meaningful learning plan, where applicable. 6. Meet with job seeker and provide a work-related curriculum where applicable. 7. Work with employer to ensure job seeker gets health and safety training applicable to their employment. 8. Make at least two worksite visits per semester.
EMPLOYER RESPONSIBILITIES – The employer will:
1. Comply with local, state and federal labor laws. 2. Provide Workers Compensation for job seeker employees in paid work assignments. 3. Complete job seeker performance evaluations at the completion of each marking period. 4. Provide appropriate job orientation and training. 5. Cooperate, communicate and follow through with the WBL Coordinator regarding any problems that may arise. 6. Explain pay and benefits to the job seeker. 7. Provide a support mechanism through a program coordinator/mentor/job coach/supervisor.

Work Experience Worksheet

This worksheet about your skills and work experience will help you prepare for future meetings with your Career Counselor and Integrated Resource Team (IRT).

Next Steps

- Answer all the questions on the worksheet.
- Try to include as much detail as possible in each answer.
- You can ask your Career Counselor for help if you don't understand a question.

Disclaimer

Work Experience

Name:	
Phone Number:	
Email Address:	

Desired Work Experience - Include job title(s), preferred work environment, and any training or education you need to do this job:
What kind of skills and abilities do you want to use on the job?
List any skills, abilities, talents, and interests related to the desired work experience placement:
List any other commitments that you currently have (for example: school, volunteering, etc.). List the days and times of your commitments.

Why does this type of work experience interest you?

How many hours per week will you be available to work?	

Do you need any accommodations to work (for example: assistive technology, materials presented in large print, audio, or other formats)?

Do you need someone to talk to about what accommodations you might need?

Most Recent Work or Volunteer Experience

Company Name & Location:	Position Title:	Start Date/ End Date:

Responsibilities/ Duties:

By signing below, I acknowledge that the information provided on this form is accurate to my current knowledge.

Signature		Date	

Disclaimer

Job Search & Interviews Worksheet

You can use this worksheet to help you develop a plan for your job search.

Next Steps

- Review the resources on the Job Search and Interviews section of the Your Dream, Your Team website. Use the checklist on the next page as a guide.
- Review the questions on the worksheet. Write down your answers and thoughts.
- Share your notes with your team so they can help you with your job search plan.

Job Search and Interviews Checklist

Did you explore the following resources on the Job search page:

- ❑ How to create a resume
- ❑ Different job search websites and the Job Search Tracking Tool
- ❑ Whether you want to disclose your disability
- ❑ Interviews and the Interview Preparation Tool

Remember to talk about the following topics with your team:

- ❑ How the IRT can help improve your resume
- ❑ Do you want to disclose your disability? If so, how will you disclose your disability?
- ❑ Any questions you might have on the laws related to disabilities in the workplace
- ❑ If you need help on how to network (when people build and maintain relationships to support each other)
- ❑ How the team can help you practice for an interview

Resume

Is my resume ready?	☐ Yes ☐ No

If not, who can help me prepare or improve my resume?

Job Search

Which of the methods below are you using in your job search? If you are not using any of them, talk to your team about how you can start. If you are using them, talk to your team about how you can improve your approach.

Online research	☐ Yes ☐ No
Networking	☐ Yes ☐ No
Recruiting Events	☐ Yes ☐ No
Information Interviews	☐ Yes ☐ No
Staffing Agencies	☐ Yes ☐ No
Volunteering	☐ Yes ☐ No

Networking

Sometimes friends, family, and professional references can help keep an eye out for job opportunities. List anyone in your personal network to ask if you can send your resume.

Preparing for Success

Do you have transportation to the interview?	☐ Yes ☐ No
Do you have transportation to the job if you are offered the job?	☐ Yes ☐ No
Do you have an appropriate outfit you can wear for the interview?	☐ Yes ☐ No
Do you need an interpreter or any support or accommodations during the interview?	☐ Yes ☐ No
Did you complete the Interview Preparation Tool?	☐ Yes ☐ No
Have you written down questions that you want to ask or should ask your interviewer?	☐ Yes ☐ No
Did you practice rehearsing your answers to any potentially difficult questions?	☐ Yes ☐ No
Is there anyone with whom you can practice interviewing?	☐ Yes ☐ No

Notes

Job Search Tracking Form

Use this form to keep track of where you have sent a resume or completed a job application.

Next Steps

- Write down the name and contact information of the business, job(s) applied for, date applied, notes and when you should follow-up.
- Continue to update it. Refer to it often so you know which organizations to follow up with.

Job Search Tracking Form

Job	Name a of Business	Contact Information	Date Resume Sent?	Date of Follow Up?	Additional Notes or Next Steps

Disclaimer

Deciding to Disclose Your Disability Worksheet

You have a right to choose if you want to disclose your disability to a potential employer. Review the resources on the Disclosing Your Disability page and use this worksheet to help you decide. If you do decide to disclose your disability, be sure to think through the important questions in this worksheet.

Next Steps

- Review the resources on the Disclosing Your Disability page.
- Write down notes on the positive or negative outcomes of disclosing your disability.
- Think about any accommodations you might need and how to request them (for example: assistive technology, presenting information in larger print).
- If you decide to disclose your disability, make a plan.

Deciding to Disclose Your Disability

Write your thoughts about disclosing your disability here:

Advantages of disclosing your disability	Disadvantages of disclosing your disability

What are potential concerns that a business might have? How might you respond to these?

Why Some Job Seekers Disclose

Here are some reasons why someone might want to disclose:

- If you need assistance with completing a job application
- If you need an interpreter for the interview
- If you want to advance notice of a visible disability
- If you need accommodations

Accommodations

If you need accommodations, it's important to do research, make a plan, and ask for help if you need.

Have you talked about and/or identified potential accommodations that you might need with your IRT.	☐ Yes ☐ Not yet

Use Ask JAN's Online Accommodations Resource to get ideas about:

Accommodations you use	Accommodations you would like to try

Planning

The Americans with Disabilities Act does not allow employers to ask questions that are likely to reveal the existence of a disability before making a job offer. This means that by law you are not required to disclose your disability. However, you have a right to choose. If you decide to disclose your disability, make a plan for who you will tell, when to disclose and how to disclose.

Who will you disclose your disability to? Why?
☐ Supervisors ☐ Human Resources Office ☐ Co-workers / Colleagues
When and how do you plan to disclose your disability?
Posted below are different times you can choose to share your disability. ☐ In a letter of application or cover letter ☐ Before an interview ☐ At the interview ☐ In a third-party phone call or by reference ☐ Before any drug testing for illegal drugs ☐ After you have a job offer ☐ During your course of employment

Language

How will you discuss your disability and related accommodations with your co-workers, supervisors, and others (for example: Identity First vs. Person First) language?

Discussing Disability with an Employer

If you do decide to share your disability, take time to reflect on these important areas:

- **Job Functions** – Are you are able to fulfill all tasks by yourself or do you need assistance?
- **Language** - Is there preferred terminology about your disability that you would like your work colleagues to use?
- **Accommodations** - Is the building, furniture, and technology accessible? Let your supervisor know of any accommodations you may need, including assistive technology or devices.
- **Location** - Is the job in the office? Are you able to work from home?
- **Schedule** - Does a particular work schedule work better? Is a flexible work schedule or modified break schedule available?
- **Transportation** - Do you have a way to get to and from work?

Preparing for an Interview Worksheet

After you have scheduled an interview, use this worksheet to prepare for a successful interview.

Next Steps

- Review the Preparing for an Interview page.
- Complete online research on the business. Write down what you learn.
- Answer the questions to help you think about why you are interested in the job and how your work or personal experience has prepared you to work there.
- Practice answering some of interview questions.

About the Business

Name of Business	
Business Mission	
Business Values	
Business Vision	

About You

List three reasons why you're interested in this job:
List one to three experiences that prepared you for this job (for example: volunteer work, school activities, extracurricular activities):
Why should the business hire you?

About the Job

What are the job responsibilities?
What questions do you have for the employer?

Sample Questions the Interviewer May Ask You

- Tell me about yourself.
- What are your three greatest strengths?
- What are your greatest weaknesses?
- What are your most significant accomplishments within and outside of the workplace?
- What attracted you to the company/position? Why do you want to work for us?
- How do you feel about your most recent position? What was your reason for leaving?
- Describe a conflict with a manager or coworker. How was it resolved?
- What are your career goals? Where do you see yourself in five years, ten years?
- Why should we hire you? What qualities or skills do you possess that make you the best candidate for this position?

For tips on how to answer these, visit GCF's notes on Common Interview Questions.

Sample Questions You Should Ask the Interviewer

- Why is there an opening?
- What do you enjoy most about working here?
- What are the next steps in the process?
- What are the responsibilities of this job?
- What qualifications do you hope the successful candidate will have?
- What is the most important contribution that you hope the successful candidate will make in this position?
- How will I be trained to do this job?
- Can you please tell me about the work environment?
- Can you please describe a typical day?

Tips on Closing an Interview

- Thank the interviewer for their time.
- If interested in the job, say so – "I'd really like to be a member of this team."
- Offer a copy of references.
- Get a business card (if you don't have their contact information). If you don't have a business card, get their contact information.
- Send a thank you note by email or hand-written via postal mail.

Employment & Career Growth Worksheet

Congratulations on your new job! Review all the links on the Employment and Career Growth page. Use this worksheet to help you prepare for success at your new job and plan for how the IRT can continue to provide support.

Next Steps

- Review the on the Employment and Career Growth section of the Your Dream, Your Team website. Use the checklist on the next page as a guide.
- Think about if you need any accommodations (for example: assistive technology or information in large print) and whether you will disclose your disability.
- Create a plan for success!

Disclaimer

Employment & Career Growth Checklist

Did you review these resources for Employment and Career Growth?

- ❑ Think of any accommodations you may need; Take a look at Ask Jan to see examples of accommodations provided in the workplace
- ❑ 21 things you should do on your first day of work
- ❑ Checklist for career growth
- ❑ How to bring your "A game" to work and display strong work ethics

Remember to talk about these topics with your team:

- ❑ How you are preparing for a successful Day One
- ❑ What work ethics or values you want to focus on in order to grow stronger in your new job
- ❑ Any challenges that may surface
- ❑ What you are most excited about

About You

Are you going to disclose your disability?	☐ Yes ☐ No
Do you need any accommodations (for example: assistive technology, adaptive equipment)?	☐ Yes ☐ No
If so, what kind of accommodations or assistive devices do you need?	☐ Yes ☐ No

About Your Job

Do you understand the job responsibilities?	
Will you need help, supports, or accommodations to complete a job?	
Would a different break schedule help you get through the day better?	
Do you understand any benefits available to you (for example: health benefits, vacation accruals, 401K matching, etc.)	

Career Growth

How do you plan to make progress at your job?
☐ Schedule monthly check-in meeting with your supervisor ☐ Record your accomplishments ☐ Ask for feedback ☐ Continue learning ☐ Ask about career opportunities ☐ Other:

Planning

Are there any challenges coming up in the new job? What are possible solutions?
Who are people you know that you can approach for help when you have trouble or challenges?
How regularly will you update your team on your progress in your new job?

Communication Plan

Make sure all members of your IRT have a copy of the communication plan.

JOB SEEKER			
Name	Phone Number	Work Phone	Email
IRT MEMBERS			
Name	Role	Phone	Email

Preferred Communication Channel	Best Time of Day to Communicate	Frequency of Communication	Date of the Next Check In
☐ Home phone	☐ Morning	☐ Daily	
☐ Work Phone	☐ Afternoon	☐ Weekly	
☐ Text Message	☐ Evening	☐ Monthly	
☐ Email			
☐ Meetings	☐ Week Days		
☐ Visits to home, work or school	☐ Weekends		

Disclaimer

Notes