

IWP Employment Goal Instructions

EMPLOYMENT GOALS

Description of the employment goal developed with the beneficiary. This employment goal shall be **clear and measurable**, and consistent with the Ticket Program goal of assisting the beneficiary in achieving the beneficiary's employment goal and advancing to and sustaining self-supporting employment.

EMPLOYMENT GOALS SHOULD BE S M A R T

S – Specific (What career, field or position is the beneficiary trying to attain)

M – Measurable (How will the vocational goal be achieved?...training, certification, additional experience)

A – Achievable (The goal must be achievable in a reasonable amount of time)

R – Realistic (Is the goal something the beneficiary can achieve? Is it within their reach?)

T – Timely (A commitment to a deadline helps maintain focus)

Short Term Goal Examples:

“To obtain a customer service position within 3 **months** of job searching while working towards completing remaining 14 hours teaching assistant certification.”

“1) Improve proficiency at current position cleaning buses at least at current rate of pay. 2) Receive satisfactory performance evaluations. 3) Be mindful of co-workers personalities and manage my responses to them non-confrontationally.”

“Maintain employment at current position while considering other options. Currently doing landscaping and snow removal but wants to complete training within the year to advance to position in HVAC.”

Long Term Goal Examples:

“To obtain a job as a teacher assistant after certification. To complete 4-year degree in education by 2017. To obtain a teaching job specializing in working with students with disabilities.”

“Pursue advancement at work in order to afford buying and maintaining a Toyota 4 Runner.”

“Complete training in HVAC and obtain full time position in HVAC Department by 2018.”

In addition, this section shall include a goal for anticipated monthly earnings, which must be at or above the Trial Work Level (TWL) for the Short Term Goal and at or above Substantial Gainful Activity (SGA) for the Long Term Goal.

SERVICES AND SUPPORTS

Description of the services and supports to be provided by or through the EN to the beneficiary to achieve the employment goal and advance to and sustain self-supporting employment. This component should be broken out into two sections:

- a) Initial Job Acquisition and Retention Phase and
- b) Ongoing Support Phase

Potential services and support you might provide to a Ticket beneficiary. Based on your discussions with the beneficiary, you can choose the appropriate items and provide requested details. Note that these steps are progressive.

Initial Job Acquisition and Retention Phase. This section shall include a description of the services the EN plans to provide the beneficiary to support the beneficiary's progress toward self-sufficiency (sustained employment at or above the SGA level).

Examples of services in this section include, but are not limited to:

- 1) career planning
- 2) job coaching/training
- 3) job placement.

Initial Job Acquisition and Retention -- the first steps in obtaining employment. Such as Career Counseling and Guidance. This part can be considered the, "what we do to get the job"

Ongoing Support Phase. This section shall include a description of any other services the EN plans to provide the beneficiary, in particular, those services designed to help the beneficiary sustain SGA-level employment.

Services in this section might include, but are not limited to:

- 1) ongoing job supports
- 2) assistance to maintain and/or advance in employment
- 3) EN shall continue to work with the beneficiary as long as the client requests services

The EN is required to provide a network of support to help Ticket Holders continue having success with work. This can be considered the "what we do to keep the job."