

# Individual Employment Plan

**Missouri Division of Workforce Development**

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An Individual Employment Plan (EP), is a WIOA individualized career service that is required before the participant can receive a:

- WIOA training service
- Career service that involves a direct allocation of funds (out of area job search or relocation assistance, internships or work experiences, or supportive services)
- TAA enrollment, TAA service or waiver
- SkillUp enrollment
- RESEA enrollment

The DWD Issuance 18-2017, Statewide Individual Employment Plan Development Policy can be found at <https://jobs.mo.gov/dwdissuances>.

The EP must contain short and long term goals. A short-term goal is career goal that the participant wants to achieve in the near future, typically less than one year. This could be employment or training related. A long-term goal is a career goal that the participant wants to eventually achieve; this goal typically takes time and planning to achieve. The long-term goal is always employment related and tied to a career pathway.

In the system, this can easily be achieved by opening two separate goals on the EP and identifying one as “short term” and the other “long term”. The long term goal must identify a career pathway. Staff should ensure that they are selecting the appropriate ‘program affiliation”



**Exit Wizard**

IEP Goals

#	Goal	Date Established	Est. date for Completion
382269	Employment - Find suitable/self-sustaining employment	04/10/2018	04/11/2019
382270	Employment - Office Manager	04/10/2018	04/10/2020

[Add New Goal](#)

(Short term)

(Long term)

\* LWDB/Region: Central Region

\* Office: CENTRAL OFFICE

\* Program Affiliation:  SNAP

\* Type of Goal: Employment

\* Term of Goal: Short Term

\* Description of Goal: Find suitable/self-sustaining employment

\* Date Established: 04/10/2018 (mm/dd/yyyy) Today

\* Estimated Completion Date: 04/11/2019 (mm/dd/yyyy) Today

Actual Completion Date: (mm/dd/yyyy) Today

\* Completion Status: Open

Reason Closed: None Selected

Goal Details(Comments)

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Participant's short-term goal is to find employment in their field of office work. Participant was recently laid off from an office job after working there 20 years. Participant lacks updated computer skills required by many employers, does not have an updated resume, and states they would like assistance with improving their interviewing skills. Participant lacks reliable transportation, and desires to find a job within walking distance of their home or public transportation route.

\* Type of Goal: Employment

\* Term of Goal: Long Term

\* Description of Goal: Office Manager

\* Date Established: 04/10/2018 (mm/dd/yyyy) Today

\* Estimated Completion Date: 04/10/2020 (mm/dd/yyyy) Today

Actual Completion Date: (mm/dd/yyyy) Today

\* Completion Status: Open

Reason Closed: None Selected

Goal Details(Comments)

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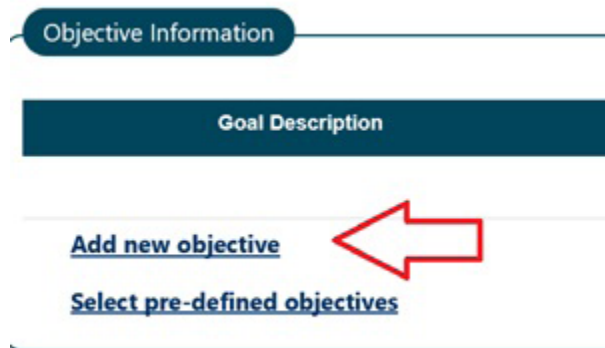
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Participant would like to become an Office Manager. Participant has many of the skills and abilities to successfully work in an office environment, but lacks the supervisory experience needed. Participant is working on finding employment that has career advancement opportunities.

In the text box associated with each goal there must be justification for the goal. The justification must show the participant's skill gap. The EP must address any applicable barriers. In other words, "why does the participant need Job Center assistance in achieving their goals?" The skills gap is comparing the skills of the participant to the skills desired by a perspective employer.

The EP must also contain objectives or “steps” that the participant will need to take in order to achieve their goals. The objectives are entered on the “Objectives” tab in the system and each objective must either be tied to the short or long term goal. Staff will more than likely be assisting in achieving the short-term goal. Most objectives, if not all, will be tied to the participant’s short term goal.



The number of objectives will depend upon the participant’s need.

The screenshot displays a table with the following data:

Goal Description	Objective	Date Established	Review Date	Program(s)
Find suitable/self-sustaining employment	Complete Resume	04/10/2018	04/15/2018	SNAP
Find suitable/self-sustaining employment	Attend Interview Workshop	04/10/2018	05/25/2018	SNAP
Find suitable/self-sustaining employment	Submit 5 job applications	04/10/2018	05/25/2018	SNAP

Below the table, there are two links: 'Add new objective' and 'Select pre-defined objectives'.

Additionally, if it is your area’s policy to use the EP as the Youth’s Individual Service Strategy (ISS), the EP must follow this policy and must address every barrier identified on the Objective Assessment (OA) either with goals or objectives and it must identify a career pathway.

Once goals and objectives are completed they should be closed accordingly and new goals and objectives added, as needed. The EP should only be closed if the participant no longer requires Job Center services and is ready to Exit the program.

**The examples provided are just that: examples. The EP is not a place to copy and paste. Every EP should be different, because every participant is different and has different goals.**

**What are some good short term goals?**

- Complete CDL training
- Complete LPN training
- Find employment in my field
- Find suitable employment with self-sustaining wages
- Obtain entry level position to gain work experience or new skills

**What are some good long term goals?** The participant should answer this question in their own words, and it should lead to career pathway. In other words, what job would they ultimately like to have?

- RN
- Supervisor at a manufacturing plant
- OTR Truck Driver
- Welder
- Tool and Die Maker
- Office Manager

**What are some good Employment Plan Objectives?**

- Complete System Resume
- Submit 5 job applications
- Attend a workshop
- Complete Occupational Training
- Complete OJT training
- Attend AEL and obtain HiSet

**What are some good Employment Plan justifications?** The justification should explain skills gap and any barriers to employment.

- Participant has warehouse experience, but lacks the computer skills required by new employers. (if goal was to find employment in their field)
- Participant has a long history of employment, but is now unemployed. Participant lacks resume, interview skills, and experience applying for jobs, but has all the skills to necessary to do the job successfully. (if goal was to find employment)
- Participant has CNA experience but needs LPN degree in order to make more money (if goal was short-term training)
- Participant wants to be a plant supervisor, but lacks the necessary years of production work (if goal was to obtain entry level position).

**Barriers to employment could include:**

- Lack of transportation
- No high school diploma
- Offender or Medical reason- Enter "barrier identified, see confidential file"
- Lack of steady work experience