

Job Development Hire

This service begins immediately following the completion of the Job Preparation and Development Plan and is ongoing until a job is obtained. The DVR Service Provider/Job Developer and DVR consumer are working together on a regular basis to seek out and apply for jobs. This involves both the DVR consumer and DVR service provider/job developer making contacts with potential employers as appropriate based on consumer's needs. This involves assistance with completion of job applications, modifications to resume as needed, and interview preparation. There should be at least weekly contact in the form of phone calls, email exchanges and in person meetings.

I can expect DVR to:

- Help me understand the DVR process and expectations.
- Provide services described in my Individualized Plan for Employment (IPE) with DVR that help with getting a job.
- Keep in touch with me and my job developer to talk about the status of my job search on a regular basis.
- Use DVR's Business Services to generate job leads/opportunities for me.
- Send me and my job developer information on job leads or other employment and training opportunities as needed.
- Provide me with encouragement and support during my job search.
- Get back to me in a timely manner if I contact my DVR counselor about an issue which needs to be addressed.

I can expect the Provider to:

- Help me find job leads and follow up with employers.
- Help me apply for jobs and revise resume as needed.
- Maintain a consistent meeting schedule with me and maintain regular communication.
- Keep my DVR counselor informed on any new developments/issues with my job search and turn in monthly reports to DVR.
- Provide me with encouragement and support during my job search.
- At hire, help me complete the needed paperwork for a new employee
- At hire, help ensure that communication between me and my employer is clear in terms of expected wage, hours, benefits, and job duties when job is offered

I am expected to:

- Attend all meetings with my job developer and DVR counselor.
- Discuss issues that might be impacting my job search and being hired.
- When given job leads to apply for, do so promptly.
- Search for job leads on my own.
- Network with family and friends to find employment opportunities.
- Inform DVR and my job developer when I have a job offer.

[Link to Required Report](#) (DVR17037-E)

[Link to Technical Specifications](#)