

Job Preparation and Development Plan

The purpose of the Job Preparation and Development service is to help DVR consumers be prepared for the job search process by working on basic job preparation skills, information and documentation such as a resume, cover letter and job applications. The service will also help DVR consumers understand what the job search process involves.

I can expect DVR to:

- Help me understand what I can expect to happen during the Job Preparation and Development service
- Discuss employer and workplace expectations
- Work with me to select a service provider
- Answer questions I might have about the service and/or service provider
- Keep in touch with me and my service provider about my job search progress
- Meet with me if needed

I can expect the Service Provider to:

- Help me create a job preparation and development plan
- Meet with me on a regular basis (once a week) to make a plan for job seeking
- Help me create or update my resume
- Help me create or update my cover letter
- Help me practice interviewing for jobs
- Help me complete job applications
- Help me learn about employers in my area and who are hiring
- Help find the jobs that I am interested in doing
- Help me understand the hiring process
- Discuss employer and workplace expectations
- Help me with registration on Job Center of Wisconsin and posting resume
- Keep me updated on what the service provider is doing to help me find a job

I am expected to:

- Tell the service provider what types of jobs I would like to do
- Attend all meetings with DVR and my service provider and let them know if I cannot meet
- Help gather/complete information need for my Job Preparation/Development Plan, e.g. work history, dates of employment, references, contact information, etc.
- Keep DVR and my service provider updated on my job seeking i.e. places I applied, job fairs I attended, etc.
- Ask questions and contact DVR and/or service provider if I have any concerns about my job preparation activities

[Link to Required Report](#) (DVR-17036-E)

[Link to Technical Specifications](#)