# Free Employment Plan Template

For use in career planning, vocational rehabilitation, or job readiness programs.

## Basic Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Job Goal and Work Preferences

Target Job Title or Career Goal:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Parameters
(e.g., hours per day, days per week, preferred shift times, remote or on-site preferences)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Wage or Salary Range:
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workplace Accommodations Needed (if any):
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## Step-by-Step Employment Plan

Outline the actionable steps the client will take to achieve their employment goal.

Step 1 – Plan of Action:
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Step 2 – Plan of Action:
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Step 3 – Plan of Action:
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Step 4 – Plan of Action:
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Step 5 – Plan of Action:
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## Additional Notes or Considerations

(Use this space to include any relevant information such as support services, training programs, deadlines, or progress check-ins.)
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