# Individual Work Plan Readiness Worksheet

When you find an EN that is a good match, both you and the EN must agree to work together and stay aligned to your Individual Work Plan, otherwise known as an IWP. The IWP is an agreement that lists your employment goals, the services the EN will provide, and your responsibilities in the job-search process. When you are filling out an IWP with an EN that focuses on work incentives, you will need to define your career goals.  Don’t wait until you register for the EN’s services, get started ahead of time. The following worksheet will allow you to start ahead of schedule. Make sure that you save a copy of this to your desktop as you will most likely be asked these questions at a later date.

## A. Short-Term Goals

What are your work goals within the next 3-12 months? Using the S.M.A.R.T. Goals worksheet, determine what is specific, achievable and realistic for you to accomplish within the next 3-12 months. Be descriptive and precise using the information you developed in the S.M.A.R.T. Goals Worksheet as your guide. Tell your story.

Click or tap here to enter text.

## B. Long-Term Goals

You will now need to define your vocational goals over the next 3-5 years. Use the S.M.A.R.T. Goals worksheet once again to determine specific, achievable and realistic goals for you to accomplish in the long run. Describe and provide some steps in your answer below using the S.M.A.R.T. Goals Worksheet. Visualize your future.

Click or tap here to enter text.

## C. Career Counseling and Guidance

Do you need career counseling and guidance for you to achieve your work goals? In the text box below, describe what counseling and guidance you need in order to achieve your work goals. Be descriptive and detailed. Make sure you answer the following questions:

1. What type of position are you looking for?

Click or tap here to enter text.

1. Describe your professional background and work history.

Click or tap here to enter text.

1. What are your professional strengths and weaknesses?

Click or tap here to enter text.

1. Would you need any accommodations to work toward the goal of self-sufficiency? If so, what would they be?

Click or tap here to enter text.

## D. Job Search or Placement Services

If you need job search or placement services, what would they be? Do you need help being introduced to companies? Do you need resume assistance? Do you need help with your interviewing skills? Detail below the things you see as barriers for success that you could use some assistance with from your EN.

Click or tap here to enter text.

## E. Job Coaching and/or Training

What type of training or coaching would you need to be successful in the job you defined in your short-term and long-term goals? What types of knowledge, skills, or abilities are needed for you to attain the position you are looking for? Be specific and detailed.

Click or tap here to enter text.

Keep in mind that this is a starting point for you to think about the support and services you will need in conjunction with your goals. Make sure that you save your answers after working on this document. Most likely, they will ask you for this information and you will be ready.