

30-Day Placement Plan

The 30-Day Placement Plan is a month-long plan for finding a job. It includes tasks to be accomplished during the month, due dates for each task, and names of people responsible for completing the tasks.

The plan is updated every 30 days. The participant and others in the support network (including – with the participant’s informed consent – family, friends, and employment professionals) can all be involved in implementing and writing the plan.

1. The Advantages of a 30-Day Placement Plan

- It keeps everyone on track and focused on the job search.
- It ensures that the participant is actively involved in the job search.
- It guarantees that the tasks of job searching are being accomplished weekly.
- It promotes a sense of accomplishment (both for participants and those working with them).
- All participants are in control of their own job search.

2. Who Uses the 30-Day Plan?

- This plan is for anyone who is searching for a job.
- For the best results, each participant must be responsible for their own job search.
- Many people find jobs by word of mouth (networking), so be proactive.

3. When to Write a 30-Day Plan?

- The plan should be developed during the first few meetings between the participant, VR counselor, and employment specialist (if available).
- This plan helps to ensure that everyone knows what is expected of them.
- Update as often as necessary, at least every 30 days, until the participant has secured employment and has started working.
- Ask everyone to write a least one more 30-day update after the participant starts a job, to ensure that the participant transitions smoothly into the new position.
- There are exceptions: depending on the severity of the disability, some participants will need ongoing support. Updating the plan each month will help keep track of what the individual needs.

4. How is a 30-Day Placement Plan Written?

- First, a long-term career goal should be discussed and written down. This will serve as a reminder to the participant and their support team of what they are striving to achieve (it would be a good idea to write this goal at the top of every work plan).
- Next on the plan are the participant's skills and strengths, as well as a description of what the individual enjoys doing.
- Overall goals, a timeline, and smaller tasks will complete these steps.
- Again, writing a 30-day placement plan is a collaborative effort between the participants themselves and the team members assisting them.

Writing the Plan

Each month, write a ***list of tasks*** to be completed, depending on where the participant is in the process. Tasks on the plan could include completing career interest inventories, inquiring about job shadowing opportunities, and researching career opportunities online using <https://www.onetonline.org/> (for example).

- In all cases, **the following guidelines are recommended:**
 - The participant should be able to complete the task within the 30-day timeframe.
 - The task list should be very specific, so everyone knows exactly what they must do.
 - Tasks should be divided between the participant, professionals assisting with the participant's VR plan, and other involved parties (ensuring informed choice by the individual).
 - Make sure the tasks are ***relevant and measurable***, so that it is clear whether they have been accomplished.
- **Assign a person who will be responsible for each task.** The participant should be responsible for completing some tasks each month, no matter how severe their disability.

Depending on the severity of the disability, the participant may need assistance from a team member. It should also be clearly stated that the employment specialist will not be the only person assisting the participant. *It is a good rule of thumb to ask the participant to name individuals that they can depend on to help them search for employment.*

- **Create due dates** for each task (helpful tip: have at least one task due/completed by the end of each week). Everyone should agree on the day of completion and the amount of time allotted to each task.

Please follow up – this is a VITAL STEP. If you set due dates and do not follow up, those tasks may get overlooked and not get completed.

- **The participant and team members sign the plan and are given a copy.** This will emphasize the seriousness of the plan and promote a sense of accomplishment when tasks are completed.

5. Employment and Follow-Up

- Contact employers and career centers on behalf of the participant to inquire about employment opportunities for participants.
- Talk to the participant about customizing a cover letter for various positions and assist with updating the participant's resume using community resources.
- Identify and focus on specific employers at the local career center and Tribal HR department.
- Speak to the participant's references to ensure professional responses.