

Individual Employment Plan

This form serves as a guide for those who anticipate a layoff. The information will be used to help Workforce Solutions staff plan necessary services and activities to assist you through a transition to future employment.

Name _____ Preferred email address _____

Residence address _____ Daytime phone _____

City/State/ZIP _____ Evening phone _____

Additional contact name: _____ Relationship _____

Employment Data

How long have you worked with current/previous employer? _____

Job Title _____

Key Job Functions: _____

What are your plans for the future? (Check one)

- Look for another job
 Retirement
 Relocate out of area
 Start my own business
 Retrain for a new career
 Obtain skill/craft certificate
 Not sure what I want to do

Which High Skill, High Demand Occupation(s) are you interested in pursuing? _____

Will you relocate for a job? Yes No How many miles are you willing to commute to work? _____

Are you a veteran? Yes No

Are you on active duty? Yes No

Do you plan to retire from active duty? Yes No

Education Data

Additional number of years of training/education beyond high school _____

College major or other technical degree(s) and field _____

List Professional Certificates/Licenses _____

What languages do you speak and how well? _____

Transition Activities

Your Plan needs to include attending orientation sessions, informational seminars and job search events. Please check the ones you attend and a record of when you attended them, so you can share this information with a Workforce Solutions employment counselor. Your counselor will retain a copy of this document on file.

Orientations	Date	Job Search Seminars	Date
<input type="radio"/> Online Enrollment for www.WorkinTexas.com	_____	<input type="radio"/> Resume Writing	_____
<input type="radio"/> Unemployment Insurance	_____	<input type="radio"/> Interviewing Skills	_____
Job Search Events		<input type="radio"/> Networking Skills	_____
<input type="radio"/> Recruiting Fair	_____	<input type="radio"/> Re-branding Skills	_____
<input type="radio"/> Employment/Financial Aid Counseling	_____	<input type="radio"/> Financial Planning	_____
		<input type="radio"/> Change Management	_____

For more information on seminars or training, visit the Workforce Solutions website at www.wrksolutions.com, or call toll-free, 1-888-469-JOBS (5627).

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wrksolutions.com

