

Job Development & Placement Report

Individual's Name: _____ Contractor: _____

DRS Counselor Name: _____ Contract name: _____

Vocational Goal on IPE: _____

Employer (Business name): _____

Employer's Address: _____
Street Address City State Zip Code

Employer Contact: _____ Phone Number: _____
First and Last Name Include area code

Individual's Job Title: _____ Start Date: _____

Starting Pay: _____ Total Hours per Week: _____
Rate, Type (hourly, weekly, monthly, annual or estimated commission)

Work Schedule: _____ Weekly Work Goal on IPE: _____

Sample	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00a – 10:00a							
4:00p – 8:00p							

Dates of first five (5) days of employment: _____

Benefits available: ☐ Full/partial health insurance ☐ Sick leave ☐ Vacation ☐ Retirement

☐ Other: _____

Description of individual's job duties:

Summarize individual's response to job duties, environment, work schedule etc. and EC's observations:

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Select “**YES**”, “**NO**”, or “**N/A**” in response to each statement below:

☐ Yes ☐ No The **ESS-C-157**—*Pre-Placement Information Form* was emailed to the DRS Counselor and ESS TA **prior** to or on the start date.

☐ Yes ☐ No ☐ N/A The **ESS-C-185**—*Job Accommodation Form* was completed.

Employment Consultant Name: _____ Date: _____