Sample 1st Meeting Notes:

Eric arrived on time for his scheduled meeting. The meeting started with me explaining our IPS employment program. Eric indicated that he was interested in working with our employment services. During this meeting the vocational profile was started. The vocational profile included Eric’s strengths, weaknesses, vocational interests, barriers to employment, employment history. We also discussed benefits planning and Eric stated he only receives food stamps. Eric declined any further benefit planning. Eric also stated that he has prior work history working in many different vocations such as: skilled trades, electrician, masonry, farming, and landscaping but has not worked since he went to prison 10 years ago. Eric stated that he did injure his back years ago but has not physical restrictions. Also during this meeting Eric signed a consent to release information to potential employers. In preparation for our next meeting Eric was asked to complete a mock employment application. Our next meeting to continue the vocational profile, review the target, and complete a practice employment application is scheduled for….

Sample 2nd Meeting Notes:

Eric was on time for his scheduled appointment and dressed appropriately for our appointment. During this meeting we completed Eric’s vocational profile. As part of our discussion we completed Eric’s target which identified his job interests and goals. Eric identified that his goal job is to find a position working first shift, plowing snow, driving heavy equipment, farming, or doing taxidermy.  Eric indicated that he would also like to work maintenance, in a nursery and is willing to be an IPS Supervisor. Also during this meeting we discussed disclosure. Eric stated that he was comfortable with me speaking with potential employers on his behalf regarding his skills, ability and mental health if necessary. Finally during this time we reviewed Eric’s practice application. Eric was able to independently fill it out with minor feedback needed. Our next meeting to complete mock interviewing and construct a resume is…

Sample 3rd Meeting Notes:

Eric arrived early to his scheduled meeting to conduct mock interview supports. Eric was dress appropriately for an interview. During this time Eric struggled with all questions asked. Specifically Eric struggled with identifying three of his strengths, why he left his last job and where he sees himself in five years. Therefore, following each question feedback was provided and Eric was taught the SAR (Situation Action Result) technique to help him focus on proper answers to the questions. Eric showed improvements by the end. Also during this time modification were made to Eric’s resume and conver letter and Eric stated that he was happy with the way the functional format resume represented his is skills. Our next meeting to beging community based job search/development is scheduled for…

Sample 4th Meeting Notes

Prior to our meeting I contacted Eric to remind him of our meeting and to dress appropriately for community based job search/development.

I picked up Eric from his home to initiate community based job search/development. Eric stated that he was tired as he didn’t sleep well because he was nervous about today but wanted to continue looking for jobs as planned. We discussed Eric’s concerns and Eric stated that he felt more comfortable/confident in his ability to ask employers if they are hiring. During this time three employers were contacted (McDonalds, Wendy’s, and Burger King) applications completed and resume/cover letters submitted. Also during this time disclosure was discussed and Eric stated that he was comfortable with me contacting employers on his behalf. Between locations mock interview supports were provided. Eric struggled with all questions asked but showed some improvement by the end of the meeting. Our next appointment for continued job search/development is scheduled for … Follow our meeting Eric was transported back to his home.