



Unit 6-Career Planning



The University of Georgia - The Institute on Human Development and Disability

WorkWorks

UNIT 6: JOB DEVELOPMENT

Career Planning

Career planning requires many different skills as well as marketing with community members to find available jobs, make connections, and develop new jobs. Advance planning for the job development process will help with the success of this part of your job. You must engage in a wide variety of job development activities. Many of your activities related to building relationships in the community will help you accomplish the goal of finding an ideal job for the employment seeker.

When we are working with individuals who want to become employed, we do our best work when we are able to use evidence-based practices. This means that we need to have current knowledge about practices that work and that we use this knowledge along with other available resources and we take into consideration the characteristics, values, needs, and preferences of the job seeker. We do this in a way that is compatible with the local environment and with the organization where we work.

The individual must be involved in all aspects of job seeking. During job development an individual can lead, direct, actively participate, or simply stay informed about what is happening. He or she should tell you what role he or she would like to take in this process and should be encouraged to exert control over his or her own job development. The ultimate goal in gaining involvement is to have the individual feel invested in the outcome and, ideally, feel a sense of commitment to the business and employer when the job is obtained. The coach must be available to provide direct support or assistance. Techniques through which an individual may increase involvement in the job development process include but are not limited to:

- Developing a [functional resume](#)
- Contacting you with job leads

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