

### **1. Person Centered**

- Does the plan reflect who I am and what I care about?
- Does the plan center around what I value the most?
- Is the plan specific to my interests, gifts, and goals?
- Is my input during the planning session included in the plan?

### **2. Clear**

- Does the plan provide a clear picture of me and my employment goal?
- Does the plan clearly define who is responsible for what?
- Is my plan easy to understand—could anyone jump in and understand what my goals are and what I need to be successful?

### **3. Strengths-based**

- Is the plan positive and does it focus on what I do well?
- Does the plan build upon my skills and interests—focused on my assets, not deficits.?

# Quality Employment Plans

## *6 Values of an Excellent Employment Plan*

### **4. Vocational Progress**

- Does the plan advance me along my pathway to employment?
- Does the plan track my progress towards my employment goal?
- Is it obvious how the action steps in the plan are getting me closer to my employment goal?

### **5. Measurable**

- Are there clear action steps towards my employment goals?
- Are these goals realistic and measurable?
- Are there clear timelines in my plan and will it be obvious when I have achieved a goal?
- Is there a clear outcome for each action step?

### **6. Living Document**

- Are there clear criteria for when the plan may need to be revisited or re-evaluated?
- It's ok if something doesn't work! Does my plan make it clear that changing the plan to help me succeed is ok?