

APPENDIX B
Sample IEEPP

SAMPLE IEEPP

Individual Education and Employment Preparation Plan

General Information

Name: _____

Entry Date: _____ Program: _____

Assessments Completed

Basic Literacy Assessment

TABE (Test of Adult Basic Education)	Initial Test Date:	Reading Score:	<u>Reading skills to Improve:</u>
	Post Test Date:	Reading Score:	
	Initial Test Date:	Math Score:	<u>Math skills to Improve:</u>
	Post Test Date:	Math Score:	

Career Exploration Assessment

Choices	Date:	Results: Career clusters identified: _____ Related education and training: _____
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Career Exploration Inventory	Date:	Results: Interest clusters identified: _____ Related occupations identified: _____ Related education and training: _____
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Job Readiness Assessment

Employability Assessment Checklist	Date:	
Barrier:	Action Steps:	
Barrier:	Action Steps:	
Barrier:	Action Steps:	
Barrier:	Action Steps:	

Skills Assessment

Rate your skill level 1 – least developed, 2 – need improvement, 3 – adequately developed, 4 – above average, 5 – highly developed

	Rating:	Entry	Exit
Basic Skills: Read, write, listen and speak to others			
Thinking Skills: Identify and solve problems.			
Personal Qualities: Plan, organize and work independently.			
Interpersonal Skills: Teamwork and getting along with others.			
Technology: Identify and use the technology needed to complete a task.			
Managing Information: Find and use information.			
Managing Resources: Manage time, money, and materials.			
Systems: Identify a system and its parts.			

Career Goals and Education Plan

Career Goal and Action Steps

Date: _____

Career Goal: _____

Action Steps:

Entry level jobs that are related: _____

Skills I need to obtain: _____

Education I need to pursue: _____

Training I need to pursue: _____

Signed: _____ Date: _____

Career and Education Plan Progress Checks

Steps achieved	Evidence of achievement (Post-test scores, obtained job, completed course, passed exam, college acceptance, etc.)	Date and Initial