



Career Development Initiative Program Overview

U.S.VETS Career Development Initiative (CDI) connects veteran job seekers with employers and careers that utilize their unique skills, training, and experiences.

Please read the following:

1. U.S.VETS will work with you to develop an individualized employment plan to assist you in achieving your employment goals.
2. Through the course of working with U.S.VETS, your employment plan and/or resume may need to be updated or revised.,
3. The goal of CDI is to support you in returning to work in your desired career field. Your active participation in workshops, hiring events, career networking events and attending scheduled meetings with your assigned U.S.VETS team member is critical to your success in the program.
4. Update your assigned team member on any interviews you have been invited to and any job offers that have been extended to you.
5. Once employment has been obtained, please provide your assigned U.S.VETS team member with an employment verification signed by your employer or offer letter that indicates start date, wage, and position title.
6. A U.S.VETS team member will contact you quarterly to discuss how you are progressing in your new role. You may contact us at any time to discuss potential promotions, recognitions or challenges you may be experiencing.
7. By participating in the Career Development Initiative program, you agree to maintain periodic contact with the Veteran Talent Specialist on job search progress, employment placement, and employment retention.

My signature below indicates I am aware of the procedures for the Career Development Initiative program at U.S.VETS and agree to participate as required above.

Sign: _____ Date: _____

Staff Signature *Dylan J. Streets* Date: _____



U.S.VETS Career Development Employment Follow-Up Policy

Purpose

The purpose of the Follow-Up Policy is to track, provide continuous support, and obtain information on the long-term employment of clients that have participated in the Career Development Program.

Policy

U.S.VETS Follow-Up Policy promotes the understanding of the Follow-up Procedures offered through the Career Development Initiative program and supports the mission of U.S.VETS by tracking the employment status on all clients that participate in the Career Development Initiative Program, ensuring accurate information will be recorded in their files, and reported to any applicable agency.

Procedure

1. The Veteran Talent Specialist will complete intake with the client and ensure all file information is kept confidential. Updated resumes will be kept in the client's file and provided to employers for the purpose of supporting the client's career goals only.
2. The Veteran Talent Specialist and the client will develop an individualized employment plan that will identify the client's desired employment goals and barriers to employment. Services to support the achievement of employment goals and address barriers to employment will be provided on a case-by-case basis.
3. Client monthly meetings and post-placement follow-up will be conducted with the client face-to-face, by phone, email, or by contacting the employer and will be documented on the Program Note Record.
4. The Veteran Talent Specialist will track employment progress at a minimum of every 30 days and ensure information will be kept updated in the client's file.
5. The Veteran Talent Specialist will follow-up with the client for a year. Follow-ups will be conducted at the following intervals: 30 days, 90 days, 180 days, 270 days, and 365 days.
6. If no one can be reached to determine the status of the client, then it will be reported that the client has been discharged with 90 days no services or contact.

Responsibility/Governance

The Veteran Talent Specialist in conjunction with the Workforce Development Coordinator is responsible for ensuring the policy and procedure is implemented, monitored, and regularly reviewed.

Client Signature

Date:

Dylan J. Streets

Staff Signature

Date: