

Opportunity Plan



Customer Name: _____

Short-Term Employment Goal: _____

Long-Term Employment Goal: _____



Work Readiness & Job Search Training: Take assessment to determine work readiness, career goals, or skills. Learn how to build an effective job search, including computer skills, resumes, interviews, job applications, networking, and other job search skills.

My Action Item(s)

Completion Date



Supervised Job Search: Conduct a job search with support from your coach. They will help you plan your job search, find openings, apply for jobs, and review your results to help you reach your employment goals. You will meet or check in with your coach regularly.

My Action Item(s)

Completion Date



Education & Training: Explore options for education and training, research opportunities, and create an education plan. Could include GED, English Language Acquisition, Career / Technical, on-the-job training, short-term training, volunteering work experience, or others.

My Action Item(s)

Completion Date



Support and Well-Being During Job Search: Self-care plays an important role in your job search experience and success. Taking care of yourself reduces the negative effects of stress and helps you focus on returning to work.

My Action Item(s)

Completion Date

OED Coach: _____ Next Appointment: _____

Contact Information: _____

Customer Signature: _____ Date: _____

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