|  |  |
| --- | --- |
| **PART VI. Employment Services**  **Section A. VR&E Employment and Placement Services** | |
| **CHAPTER 4. JOB READINESS, DEVELOPMENT, AND PLACEMENT** | |
| **Objectives** | After completion of this training, VR&E staff is expected to:  • Determine a Veteran’s job readiness effectively.   * Know the process for job analysis and placement. * Discern appropriate modification to the job, if necessary. |
| **Contents** | **Job Readiness**  a. General Information  b. Requirements  c. Job-Seeking Skills  d. Documentation for Job Ready Declaration  e. Effective Date for Opening Job Ready Status  f. No Retroactive Declaration of Job Readiness  g. Veteran Determined Not Job Ready  **Job Placement**  a. Direct Placement Service  b. Job Development  **Job Analysis**  a. General Information  b. Methodology  c. Job Profile  d. Other Important Considerations  **Modifications to the Job** |
| **Exercises** | 1. What are the expectations for Veterans determined as job ready? 2. Describe the case manager’s responsibilities and procedures for declaring a Veteran job ready. 3. What is the effective date for opening the Job Ready status? 4. Define the activities and requirements for job placement services. 5. Describe the activities in coordinating with various service providers for job development. 6. What is job analysis and what does it entail? 7. What are the case manager’s responsibilities in providing reasonable accommodations and workplace modifications? |
| **Rescissions** | Refer to the KMP in Policies & Guidance under the column ‘Rescinded’. |