# Employment Consultant Induction Checklist

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| Activities to schedule: |
| **Online trainings**[ ]  Introduction to Individual Placement and Support[ ]  Let’s talk about Mental Health and Work[ ]  Managing Personal Information **Reading material (available for purchase)**[ ]  ‘IPS Supported Employment: A Practical Guide’ If integrated into adult mental health and addiction services or [ ]  ‘The IPS Supported Employment Approach to Help Young People with Work and School: A Practitioner’s Guide’ if you are integrated into a service that works with young adults**Online videos**[ ]  [Introduction to IPS](https://www.youtube.com/watch?v=z5vz8I7zdzE)[ ]  [The 8 core practice principles of IPS](https://www.youtube.com/watch?v=7RJhbdiTOSc)[ ]  [The role of the IPS employment consultant](https://www.youtube.com/watch?v=fNfMWieMq-A)[ ]  [The role of an IPS employment support supervisor](https://www.youtube.com/watch?v=KGk80Nnkptk) |
| **Employment journey processes and procedures**[ ]  Referral, entry to service (intake)[ ]  Disclosure and managing personal information[ ]  Vocational or career profiling[ ]  Developing an Employment Plan together[ ]  CV building and writing cover letters[ ]  Job development – how to develop relationships with employers and tips on job search[ ]  Assisting with job interview preparation[ ]  Job start[ ]  Follow-along support[ ]  Job loss and updating the vocational or career profile, updating the Employment Plan[ ]  Exit planning |
| **Shadow an experienced employment consultant:** [ ]  An initial or first appointment[ ]  Developing an Employment Plan[ ]  Undertaking job development - both initial and established employer contacts[ ]  Developing a Follow-along Support Plan[ ]  Providing follow-along supports |
| **Find useful resources online:**[ ]  [Careers NZ](https://www.careers.govt.nz/)[ ]  [SEEK](https://www.seek.co.nz/) |
| **Book in with your IPS supervisor:**[ ]  Attend an employment team meeting[ ]  Discuss the relevant IPS Fidelity Scale (IPS-25 or IPS-Y)[ ]  Attend a multi-disciplinary team meeting together – connect with the clinical team leader and IPS clinical champion, make connections with clinical team members[ ]  Undertake a field mentoring session together |