# 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 |