



New Beginnings Outreach Report ES – Intake/Individual Service Plan

Participant Employment Services Intake Report

Participant Name:

Report Date:

Report Prepared By: James Jones, Employment Specialist

Overview of Intake Process

Participant _____ successfully completed the Employment Services Intake on _____. The intake process was designed to assess _____ current employment situation, review relevant documentation, and develop an **Individual Service Plan (ISP)** tailored to her job search needs and employment goals.

Summary of Completed Intake Services

1. **Intake Completion Date:**
 - **Date:**
 - The intake process was initiated and completed, during which the participants background, employment history, and current needs were thoroughly reviewed.
2. Employment Goal (30-Day Focus)
 - _____ would like to Obtain employment within 30 days.
3. Desired Job Titles:
 - _____
4. Industry Preference:
 - _____
5. Target Pay Range:
 - _____ would like to make a minimum of \$ _____ per hour
6. Skills & Experience:
 - _____
7. Trainings/School:
 - _____
8. Transferrable Skills:
 - _____
9. Barriers to Employment:
 - _____
10. 30 Day Action Plan:
 - _____ will take part in the Intake, Job Preparation Classes, and Job Search and have access to the NBO Job Developer.
11. Support Services Needed
 - _____ states she needs the following services:
 - _____



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12. Weekly Job Search Commitment

- will:
 - Apply to up to 25 jobs per week
 - Attend the job preparation classes
 - Meet with job developer weekly or as many times as needed

13. Preferred Contact Method:

- requests all 3 ways to be contacted
 - Email (yes), Text (yes), Phone (yes).

14. Participants Strengths & Motivation

○

15. What helps you stay motivated

○

16. Readiness to Work

- states that on a scale from 1-10 is work ready at a !

Conclusion

The next follow-up meetings is scheduled for 2:30 p.m. @ New Beginnings Outreach to begin his Employment Prep classes. schedule at a glance:

Monday – Feb 2, 2026

- a. Fair Chance Hiring
- b. Resume Writing
- c. Impact of earning on benefits (TTW, TANF, Cal-works)
- d. Transportation

Tuesday – Feb 3, 2026

- a. Interviewing Techniques
- b. Mock Interviews/video recordings

Wednesday – Feb 4, 2026

- a. Work behaviors, relating to co-workers/supervisor
- b. Work practices, being on-time, reporting illness, proper use and treatment of company equipment.

Thursday – Feb 5, 2026

- a. Hygiene & Grooming
- b. Work Attire



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- c. Uniforms
- d. Master Application

James Jones

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