



Department of
**Labor & Workforce
Development**

TAA Individual Employment Plan

Guidance for Completing
Individual Employment Plans for TAA Services

TAA Individual Employment Plan (IEP)

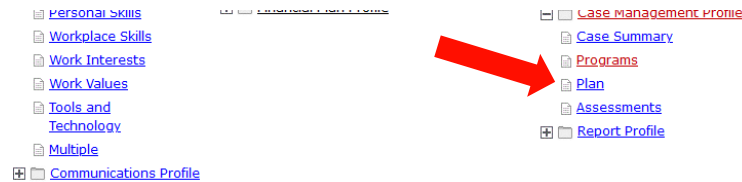
- One goal & many objectives to reach that goal
- Create the *entire IEP* during the initial visit
- **ALL TRADE SERVICES REQUIRE AN IEP**
- Objectives need to include specific information depending on the services the participant is receiving
- **It is NOT a cookie-cutter one-size-fits-all document**
- The IEP needs to be customized for each TAA participant's needs.
- You will close objectives *ONLY* as they are completed

- In www.Jobs4TN.gov go to the Programs tab
 - From the left menu, click on “Manage Individuals”, then “Assist an Individual”
 - Locate the individual you are assisting
 - Go to Programs
 - Staff Profiles → Case Management Profile → Programs

<ul style="list-style-type: none"> [-] My Individual Profiles [-] Personal Profile <ul style="list-style-type: none"> General Information Background Activities Paths Memo Documents [-] Search History Profile [-] Self Assessment Profile <ul style="list-style-type: none"> Job Skills Personal Skills Workplace Skills Work Interests Work Values Tools and Technology Multiple [-] Communications Profile 	<ul style="list-style-type: none"> [-] My Individual Plans [-] Employment Plan Profile <ul style="list-style-type: none"> Résumés Job Applications Online Application Virtual Recruiter Employment Strategy Employment Goals [-] Training Plan Profile [-] Benefits Plan Profile [-] Financial Plan Profile 	<ul style="list-style-type: none"> [-] Staff Profiles [-] General Profile <ul style="list-style-type: none"> Summary Case Notes Activities Documents (Staff) Identity Issues [-] Re-Employment Profile [-] Claims Profile [-] Investigation Profile [-] Appeals Profile [-] Case Management Profile <ul style="list-style-type: none"> Case Summary Programs Plan Assessments Report Profile
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Programs	Plan
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- From the Programs tab you can then access the IEP by clicking on “Plan” one of two ways:
 - Directly below the Programs tab
 - Directly to the right of the Programs tab



[Case Summary](#)

Programs

[Plan](#)

[Assessments](#)

- From the Plan tab, scroll down and click the “Create Individual Employment Plan/Service Strategy” button.

Objective Assessment Summary

There are No Objective Assessment Summaries

Create Objective Assessment Summary

Individual Employment Plan/Service Strategy

#	LWIA/Region	Office Location	Status	# of Goals	Staff	Date	Action
51221	Northern Middle Tennessee	American Job Center - Clarksville * NEW *	OPEN	2	Hill, Michael	05/10/2021	Edit Delete Display/Print



Create Individual Employment Plan/Service Strategy



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Trade Adjustment Assistance Individual Employment Plan (IEP) for Training

TAA Training Individual Employment Plan

- Training IEP is the most in-depth of all TAA IEPs
- Objectives need to have certain key words:
 - Job search, referral for assessment, referral for co-enrollment, request training, enroll in training, official request date, start training, 60-day progress review/meeting benchmarks, notify of any changes, complete training/receive credentials, job search, suitable employment.
- It is a requirement that we document all benchmarks in the IEP, in addition to completing a training benchmark, creating measurable skills gain, and documenting in case notes.
- You will close objectives as they are completed.



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Trade Adjustment Assistance Individual Employment Plan (IEP) for Job Search Allowance

TAA Job Search Allowance IEP

- The Job Search IEP needs to have certain key works in the objective's comments:
 - Job search allowance application, referral for co-enrollment, 30-day review, obtain suitable employment.
- It is a requirement that we create the IEP for a Job Search Allowance.
- You will close objectives as they are completed.



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TAA Individual Employment Plan (IEP)

Tracy Bunch

TAA Regional Coordinator, Middle TN

Tracy.bunch@tn.gov

(615) 741-9200

Mayra Marquez-Rios

GPM for TAA/NDWG &

TAA Coordinator

Mayra.Marquez-Rios@tn.gov

(615) 253-4737