AGENCY LETTERHEAD

# Job Placement Report

***(Job Placement Must Match Job Development Agreement Goal)***

**CLIENT NAME:** Click here to enter text.**\_\_\_\_\_\_\_ AUTHORIZATION #** Enter text

**JOB DEVELOPER:** Click here to enter text.**\_\_\_\_\_\_ PHONE:** Click here to enter text.

**REPORT DATE:** Click or tap to enter a date.

**ORS COUNSELOR:** Click here to enter text.

**\*Please be sure job meets ORS standards for competitive, integrated employment. \***

**Company Name and Address:** Click or tap here to enter text.

**Job Title:** Click or tap here to enter text.

**Responsibilities:** Click or tap here to enter text..

**Start Date:** Click or tap here to enter text.. **Type of Employment:** Choose an item.

**Hours per Week:** Choose an item. **# of Days per Week** Choose an item..

**Salary per Hour:** Click or tap here to enter text.

**Benefits:** Click or tap here to enter text.

**Has Benefits Counseling Been Discussed?** Choose an item.

**Please Explain:** Click or tap here to enter text.

**Additional Comments:** Click or tap here to enter text.

**FOR NON-SUPPORTED EMPLOYMENT FILES ONLY:  
JOB RETENTION REPORT**: To be completed at end of 75 days employment period and submitted with bill. Report outlining what services were provided during this period to help the individual maintain the job, and any wage increases that may have occurred since initial hire. Must include at least two contacts per month with client (if client wishes off-site support, this will be done, rather than on-site) during day period. Job Developer will meet with client 2 x month (minimum), total of 5 meetings leading to 75 days of employment. Please list dates and times of Retention Meetings, and have client initial.

1.       Date: Click or tap to enter a date.: Client’s Initials\_\_\_\_\_\_

2.       Date: Click or tap to enter a date. Client’s Initials\_\_\_\_\_\_

3.       DateClick or tap to enter a date. Client’s Initials\_\_\_\_\_\_

4.       Date: Click or tap to enter a date. Client’s Initials\_\_\_\_\_\_

5.       Date:\_Click or tap to enter a date. Client’s Initials\_\_\_\_\_

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Date:

ORS Counselor:

Date:

Authorized Representative:

Date:

Client Signature:

Date:

Job Developer Signature: