



# Employment Goals Planning Checklist

This checklist is designed to provide a structured approach to employment outcome planning, while also being flexible and tailored to the individual needs and circumstances of each NDIS participant.

By working through this checklist with their participants, NDIS Support Coordinators can support them to achieve their employment goals and unlock their full potential.

**Identify Your Employment Goals**

Let's work together to identify your employment goals. What kind of job would you like? How many hours do you want to work? Where would you like to work? What income are you hoping for? Remember to check any potential impacts on benefits like the Disability Support Pension and get clear advice from Centrelink.

**Assess Your Skills and Abilities**

We'll assess your skills, abilities, and interests to see how they can be applied to potential employment opportunities.

**Review Your Supports**

Let's review the supports you are already receiving, such as training or work experience, and identify any additional supports you may need to achieve your employment goals.

**Identify Barriers**

We'll identify any barriers to employment that you may face, such as transport, accessibility, or discrimination, and develop strategies to address them.

**Develop a Plan**

Let's develop a plan that outlines the steps needed to achieve your employment goals, including timelines, budget, and roles and responsibilities.



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- Identify Potential Employers**  
Let's work together to identify potential employers that align with your employment goals and interests and explore employment opportunities with them.
- Support Your Job Search**  
I'll assist you with job searching, including resume writing, interview preparation, and application submission.
- Provide Ongoing Support**  
I'll provide ongoing support to you in your employment journey, including workplace adjustments, advocacy, and mentoring.
- Monitor Your Progress**  
Let's monitor your progress towards your employment goals and adjust the plan as needed.
- Celebrate Your Achievements**  
Let's celebrate your achievements along the way, including securing employment and reaching career milestones, to maintain motivation and momentum.