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|  | **MAINE DEPARTMENT OF LABOR**  Bureau of Employment Services  Bureau of Unemployment Compensation  **IRP INFORMATION SHEET** |  |

**What is an Individual Reemployment Plan (IRP)?**

**An Individual Reemployment plan is similar to a roadmap.** It is designed to help you navigate the increasingly complex roads to your next job or a better career.

You may be out of a job or have a job that doesn’t offer the number of hours or pay that you need, or you may be coming off a layoff. No matter what your situation is, a reemployment plan will help you figure out where to begin and how to make your career exploration and job search experience more successful.

**What is included in the IRP?**

The IRP is created to serve as the launch pad to your employment journey, with helpful tips like:

* Guidance in planning your job search
* Suggested job search activities checklist
* Links to useful resources (e.g. career and skills assessments, labor market information, help on resume and cover letter writing)

**What else should I keep in mind during my job search?**

Looking for work can be a lot of work!

You will have the most success – and a shorter length of unemployment – if you start looking for work early and stay on task. Consider these ideas:

* Identify realistic, short-term steps toward your goal (a certain number of calls or contacts per day).
* Establish a schedule and deadlines (I will revise my resume by the end of this week; I will conduct internet searches to identify 10 companies that may have jobs matching my skills by next Wednesday; etc.).
* Put your time and energy into looking for jobs you truly want and are qualified for.
* Reward yourself for accomplishing your goals. This will help you stay motivated, and let each success propel you to the next step.
* Periodically evaluate if you are still on track with your plan and, if needed, tweak it or design a new one. We suggest doing this every four to six weeks.

Your IRP will be useful in helping you stay on track and locating additional resources to accomplish your employment goals.

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| To access an IRP online, visit: https://www.maine.gov/labor/resea/ |