**Employment Proposal**

|  |  |  |  |
| --- | --- | --- | --- |
| Required Information:  Employment and Retention  Retention Only AFP # 123 Standard Employment  Supported or Customized Employment | | | |
| Participant’s Name: | Joe Example | | |
| Counselor’s Name: | Laurie Right | | |
| Job Developer Name: | Kris Retention | | |
| Contractor’s Name: | Jobs in the Hidden Market | | |
| Employment Goal(s): | All other service workers | | |
| Today’s Date: | July 13th, 2012 | Time Period: | July 2012 to October 2012 |
| Instructions | | | |
| 1. Describe the techniques you propose to use, as example; prospecting, needs analysis, job carving, sales, follow-up and job accommodations. 2. What goal/objective do you have for each job development strategy you propose implementing including time-lines? 3. Describe the techniques you propose to use for job retention, as example; site visit, employee interactions and follow-up. 4. How will the participant be involved in the employment process? | | | |
| 1st Job Development/Placement Strategies/Technique and its Goal/Objective | | | |
| Strategy/Technique:  Staff will employ a combination of the following strategies, tailored for the client, during job development:   * conduct cold calling/prospecting to reveal “hidden jobs” and to get fresh job leads; * conduct follow-up calling to employers;   Goal/Objective:  To assist our client with obtaining meaningful, gainful, competitively-integrated, permanent employment within 1-3 months. | | | |
| 2nd Job Development/Placement Strategies/Technique and its Goal/Objective | | | |
|  | | | |
| Strategy/Technique:   * conduct warm calling from our database of more than 5,000 employers; * schedule and attend needs analysis meetings with employers to uncover hidden jobs or discuss job carves;   Goal/Objective:  To assist our client with obtaining meaningful, gainful, competitively-integrated, permanent employment within 1-3 months. | | | |
|  | | | |
| 3rd Job Development/Placement Strategies/Technique and its Goal/Objective | | | |
|  | | | |
| Strategy/Technique:   * schedule job interviews for client, and attend job interviews with client as approprite; * use sales and marketing techniques from our experience to land the job.   Goal/Objective:  To assist our client with obtaining meaningful, gainful, competitively-integrated, permanent employment within 1-3 months. | | | |
|  | | | |
| 4th Job Retention/Technique and its Goal/Objective | | | |
|  | | | |
| Strategy/Technique:  Job developer will meet with the employer to assess the success of the placement, identify ways to improve the effectiveness of the placement, and implement activities necessary to insure a positive employment outcome. Staff will also maintain regular communication with management and client.  Goal/Objective:  ensure that client is meeting all employment expectations throughout the first 90 days of employment. | | | |
|  | | | |
| **5th** Participant Involvement: | | | |
| Activities:  Jobs in the Hidden Market, encourages all of our clients to be as active as possible in their job search. We expect that our clients will return calls, emails, and/or texts from job developers and/or employers within 12 hours; clients will notify their job developer as soon as they hear from any employers; client will show up to scheduled meetings on time and in proper interview attire; and clients will maintain motivation and a positive attitude during the job search process. Thank you. | | | |
| Agreement: | | | |
| 90-day review date: | | | |
| Participant Signature: Date:  Counselor Signature: Date:  Job Developer Signature: Date:  Additional Signature: Date: | | | |