**Employment Proposal**

|  |
| --- |
| Required Information: [x]  Employment and Retention [ ]  Retention Only AFP # 123 [x] 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: |