**Job Proposals**

**A cover letter for a job that doesn’t exist yet**

“Some men go through a forest and see no firewood”

English Proverb

**Purpose of a Job proposal:**

\* Takes your job seeker out of the competition for existing jobs that they may not

be qualified for anyway.

\* Gives you something to offer the employer, vs. asking for something (job).

\* Shows that you are approaching the employer having done your homework.

\* Allows you to set the terms for the proposed job vs. trying to meet already

established terms and qualifications.

**Keys to a good proposal:**

* Each one is new… no cookie cutter forms!
* You must do your research so that your proposal shows you know what you are proposing.
* Short and sweet. One page. Employers are busy… the proposal is to get their interest and attention and get them thinking of the possibilities. If they are interested there will be time to cover every little detail, so it doesn’t have to all be in the proposal.
* Get it to the right person. Research who that is before presenting it.

**When to use a proposal:**

For more information on Job Proposals we recommend:

***“Beyond Traditional Job Development, The art of creating opportunity”***

By Denise Bissonnette. Published 1994 Milt Wright & Associates Inc.

ISBN 0-942071-29-8

(Page 52 – Beyond Traditional Job Development)

Any time you can think of a creative way to

* Save the employer money
* Make the employer money
* Expand the employer’s client / customer base
* Help use old things in a new profitable way
* Organize or improve the way things are done now
* Improve employee morale
* Attract positive press or favorable publicity
* Improves their reputation in the community
* Help them gain a competitive edge

**Job Proposal Worksheet**

The step The questions The Details

|  |  |  |
| --- | --- | --- |
| **1. Introduction** | Why are we approaching them? |  |
| **2. Benefits** | What could our Job Seeker do for them that would be a benefit? |  |
| **3. Proposal** | What do we want them to do for our job seeker? |  |
| **4. Person** | Who is the person we have in mind for this job… briefly... (You can attach the job seeker profile) |  |
| **5. Position** | The details: trial period, start date, starting pay rate, wage review, future ideas. |  |

**Job Proposal Checklist**

Before submitting a job proposal to a business, we need to ensure we have considered the following items so that the proposal is a complete and solid as possible:

* Have we done a sufficient amount of research in the business prior to talking with anyone about job opportunities or introducing ourselves as a job developer?
* Have we done a good tour or interview with someone at the business so that we have a very good idea of the things that go on in that business and how it functions?
* Have we identified possible problems or issues in the business that could provide opportunities in a proposal?
  + Have we done something specifically to determine if the problem(s) are a concern for the business / employer / employees / customers?
* Have we identified any possible opportunities in the business that could lead to job development?
  + Have we done something specifically to test if these are valid opportunities?
* With regards to the job seeker being considered for this proposal:
  + Have we completed a full and comprehensive ‘discovery’ phase with them?
  + Have we completed some situational assessments with them?
  + Have we completed a job seeker profile for them?
  + Have we conducted a formal CPP meeting with them?
  + Has the info we learned from their discovery work led us to this proposal?
  + Did one of their ‘themes’ lead us to this proposal?
  + Can we show why we are making the connection between this person and this job opportunity?
* Have we identified enough solid ‘benefits’ for this proposal to make it clearly worthwhile for the business?
  + Are there unique benefits to this proposal or job seeker or business? (Not just improve image or retention rates)
  + How have we confirmed that the benefits are important to the business?
* Do we know exactly who makes the hiring decisions at this business?
* Do we have a plan for delivering the proposal directly to the correct person?
* Do we have a set follow up plan established between us and the business at the time of the proposal being