

CE Job Development Process Overview

Informational Interview -- this is a great way to get in the door!!

To schedule one: "I work with job seekers interested in the field of ___ and I don't know much about it so I would love to schedule an informational interview to learn more about your business and the trends"

*Question Ideas *** Just some ideas!!*

- What is your animal hospital most proud of?
- How are you different from other animal hospitals?
- What are the various job tasks that need to be done in your animal hospital?
- Are there specific hiring procedures or qualifications required?
- Are there consistent challenges to getting work done at the animal hospital? (tasks that never get done or difficulty getting episodic work done?)
- What are some of the new trends or changes, if any, in the field?

End with pitch: "My job is to work to make businesses more efficient by matching them to motivated job seekers. Have you heard of Customized Employment?"

Follow-up idea: C.E. Overview

Customized Employment Overview Meeting:

Start with: identify the benefits that are relevant to [Name of Company]
Explain the process of Customized Employment

Suggestion: Appeal to different audience members....Rational, Emotional, Ethical

- Offer article / information brief that communicates benefits according to employers who have used customized employment
- Show video (Walgreens/Tim Hortons)
- Show video (DOL)

End with: Would you be interested in a Needs Analysis to identify areas to make ___ more efficient?

Yes: Are there any areas you recommend I start with? OR What are some needs (you can turn to tasks) you can identify so I have some ideas?

No: Is there anything I can do to work with your business?

Yes: _____

No: Can you think of any other businesses or contacts that you have that might be interested in Customized Employment?

Needs Analysis:

Start with: C.E. Overview if there are different business representatives present. Make clear that this is something that _____ felt would benefit their business. You want them to be on board..but you are not looking for their approval. (____ and ____ decided that it would be beneficial for me to come in to do the Needs Analysis.)

During:

We are going to focus on the following:

1. *Unmet Needs -- Tasks that need to get done but are not getting done*
 2. *Cost Savings -- Tasks that are currently bundled in job descriptions of higher paid employees that could be performed by someone at a lower pay rate*
 3. *Improvement -- Tasks that can help your employees and your business operate more efficiently*
- Think about a day, week, month doing your job...there are typical days and atypical days.
 - What are some things that never get done (you have so many other priorities!!)? Idea: shredding
 - What are some things that must get done that interrupt your other work? Idea: sorting the mail
 - What are some things that are on your plate that you wish you didn't have to do? Idea: taking out the garbage
 - What are some things that are on your plate that you wish you had help with? Idea: folding and stuffing paychecks
 - What are some things that waste your time? (idea: stuffing checks--Accounts Payable)
 - What are some sporadic, but important tasks? (idea: folding and stuffing paychecks)

End with: I'm going to spend some time analyzing your needs and developing a plan to meet these needs (by turning those needs into specific tasks). If Customized Employment would benefit the company, and I have a job seeker who can do the identified tasks, I will meet with ____ to discuss the job match.

Action Plan:

- Analyze the needs of the business and turn those needs into specific tasks
- Sample Letter
 - Based on your conversations with the employer and the needs analysis, do

your best to list those tasks in order of importance, starting with the ones that are most important to the employer

- Personalize as many parts of the letter as you can
- IDENTIFYING THE JOB SEEKER AS PART OF YOUR ACTION PLAN
 - Unmet needs don't warrant a new hire??
 - Unmet needs could be rebundled into a customized position:
 - Include the name of your jobseeker if and only if you feel you have a match for both the employer and the job seeker.
 - State that you recommend that those tasks be rebundled. Explain that you do not have someone. Offer to reach out to CBVI (through Program Admin) to see if they have a qualified candidate and that you will contact them with more information either way.
- Follow up once they have received the letter to determine whether they are interested in pursuing your job seeker.

Meeting with Employer to Discuss Employment Proposal / Employment Details:

- Customized job description
- Meeting with job seeker (many will want this)
- Schedule
- Reasonable accommodations
- Pay
- Specifics about Job Coaching support