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| **Communication Plan** | |
| Job Seeker: | Support Specialist: |
| Phone: | Phone: |
| Email: | Email: |
| Best Way To Reach:   * Text * Call * Email | Best Way To Reach:   * Text * Call * Email |
| Best Time To Reach:  ~from \_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ | Best Time To Reach:  ~from \_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ |
| **Scheduling:**  We will schedule our in-person meeting:   * one week prior * two weeks prior * other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   When we schedule our in-person meetings, we will make sure to discuss:   * Date * Time * Location(s) | |
| **Transportation:**  Remember, the Job Seeker must arrange his/her own transportation. Describe the Job Seeker’s plan and any backup plans that are relevant.  Job Seeker’s transportation plan:  1.  2.  3. | |
| **Rescheduling:**  ~If you need to change an appointment and it is more than 24 hours in advance, you should try reaching the other party. Rescheduling is preferred and it could mean: picking a new location or time, planning a new date, and/or adding time to the next scheduled appointment. This depends on each situation. | |
| **Last-minute cancellations:**  ~If the Job Seeker needs to cancel an appointment that is twenty-four hours or less away:   1. If it is between the hours of \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Support Specialist at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  If it is too early or too late, send a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and then call once it is a respectful time. 2. If you do not reach the Support Specialist, try reaching out another way. Make sure to leave a message if you call. If you successfully reach the Support Specialist, your cancellation will be documented and the next appointment will be scheduled as soon as possible.   ~If the Support Specialist needs to cancel an appointment that is twenty-four hours or less away:   1. If it is between the hours of \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Job Seeker at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  If it is too early or too late, send a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and then call once it is a respectful time. 2. If you do not reach the Job Seeker, try reaching out another way. Make sure to leave a message if you call. Document the cancellation and schedule the next appointment as soon as possible. | |

\*\*By signing below, you are stating that you agree to the terms of the Communication Plan between the Job Seeker and Support Specialist.

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Seeker Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Support Specialist Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WSP Program Coordinator Date