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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.
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\*\*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