Webinar Series
Advancing Equal Employment Opportunities and Creating Inclusive Workplaces

Part 2: Job Development the First Steps
Meet the Presenters

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The First Steps

1. Know Your Role
2. Know the Job Seeker
3. Know the Community
4. Know Your Partners
5. Know More
6. Questions and Answers
STEP 1: KNOW YOUR ROLE
The Job Developer’s Role

Engage the employer, build a relationship, identify a business need and offer a solution to a business need.

• Communicate to employers the resources and services available through your program
• Deliver services to the best of your abilities
• Follow through with commitments
• Be consistent and reliable
Promoting Yourself as an Employment Consultant

- First Impression
- Professional Attire – Dress for Success
- Business Etiquette
- Ability to Establish Rapport
- Demonstrate Enthusiasm and Dedication
- Ability to Communicate
Professional Etiquette Tips

• Schedule a tour/informational interview of the business ahead of time
• Do internet research about the business and industry in advance
• Don’t make assumptions
• Show genuine interest and curiosity about the business
• Find a way to compliment the business or the person
• Ask open ended questions and allow people to talk
• Be professional, respectful, and confidential
Positioning Yourself for Success

• A Clear Vision for Employment
  • Belief that all people can work

• Willingness to schedule time to set and accomplish goals
  • Get out of the office

• Customer Relationship Management- CRM
  • Software or excel sheets

• Understand business needs

• Invest in marketing tools
  • Business cards
  • Brochures
  • Social Media
Common Needs of a Business

- Diverse workforce
- Dependable employees
- Make money
- Reduce labor and training costs
- Employee retention
- Advertising
- Increase efficiency
- Save time
- ADA standards
- Broader customer base
- Part time employee
- Community engagement
- Community recognition
- Motivated employees
- Training
- Streamlined processes
- Growth
- Safer workplace
More on Features and Benefits

<table>
<thead>
<tr>
<th>Feature = Fact about your service</th>
<th>Benefit = How does this affect the business</th>
</tr>
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<tbody>
<tr>
<td>You can restructure job tasks</td>
<td>Which means staff will be more efficient which ultimately saves the company money</td>
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## Features and Benefits Cheat Sheet

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>BENEFIT</th>
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<tbody>
<tr>
<td>Pre-screened employees</td>
<td>Qualified employees</td>
</tr>
<tr>
<td>On the job support</td>
<td>Capable employee</td>
</tr>
<tr>
<td>Job coach</td>
<td>Free up staff</td>
</tr>
<tr>
<td>93.6% retention rate</td>
<td>Less turn-over</td>
</tr>
<tr>
<td>Free service</td>
<td>No extra cost</td>
</tr>
<tr>
<td>Restructure duties</td>
<td>Makes staff more efficient</td>
</tr>
<tr>
<td>Learn the job first</td>
<td>Assist in training</td>
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<tr>
<td>Community involvement</td>
<td>Public awareness</td>
</tr>
<tr>
<td>Established business</td>
<td>Provides peace of mind</td>
</tr>
<tr>
<td>Diversity</td>
<td>Larger customer base</td>
</tr>
<tr>
<td>Continual follow-up</td>
<td>Solve sudden issues promptly</td>
</tr>
<tr>
<td>Part-time employees</td>
<td>Flexible employee</td>
</tr>
<tr>
<td>Job efficiency/Restructure</td>
<td>Everyone will produce more</td>
</tr>
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Ultimate Benefit to Business

Benefit is only found when a feature matches a need

- **Feature**
  - Any fact about a product or service

- **Benefit**
  - Obtained when the feature meets the need

- **Need**
  - Solution sought by the customer
STEP 2: KNOW THE JOB SEEKER
It’s How you Look at it – Person + Vision + Supports + Resources
Portrait of Competence
Job Candidate Discovery Tools

• Catalogue the Cans

• Consider the:
  • Who
  • What
  • Where
  • How
Person, Capacity, Collaboration, Connections, Community, Action
Belief, Knowledge, Connect, Strategize

- Belief in Person Based on Defineable Skill Set
- Knowledge of Range of Occupations
- Connect
- Strategize
STEP 3: KNOW THE COMMUNITY
“Community mapping is actively collecting information about the resources and places in any given community and knowing exactly where each is located.”
Community Mapping

“A tool that can be used to tell a story about what is happening in our communities.”

Walk around the block and collect “data” which includes businesses and organizations in the neighborhood

- “I’m just walking around my neighborhood, getting to know the businesses”

Questions to ask:

- What do you do here?
- How long have you been in business?
- What do you like about your job?
- What made you choose this neighborhood?
Think About How You Got Your First Job?
## What Happens Typically?

<table>
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<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>1.</strong> Supervisor hires someone they know</td>
<td>- Minimizes risk &amp; saves money</td>
</tr>
<tr>
<td><strong>2.</strong> Supervisor hires someone a co-worker knows</td>
<td>- Co-worker has vested interest &amp; can discern whether the candidate will be a good fit</td>
</tr>
<tr>
<td><strong>3.</strong> HR hires someone they have already interviewed</td>
<td>- Reduces effort and resources to recruit additional applicants</td>
</tr>
<tr>
<td><strong>4.</strong> Business contacts staffing agencies</td>
<td>- Increased risk in rejecting applicants &amp; far more labor intensive than other options</td>
</tr>
<tr>
<td><strong>5.</strong> Business advertise the job opening</td>
<td>- Large investment of time and money for candidates who have not been screened</td>
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Meet People Through Other People

- Referrals
- Email Introductions
- LinkedIn
- Event Attendance
- Speaking Opportunities
Listen!

• The key to being a good conversationalist is being a good listener.
• Give them the opportunity to share with you, teach you, assist you.
• When you do all the talking, the person may feel you are uninterested in what they have to say.
• We’re there to learn, learn, learn!
• 80/20 Rule!
Don’t Ask For a Job! What?

Networking is not asking everyone you know for a job!

Ask people for information that will assist you in finding the right fit.

Build a relationship and establish rapport.

The ultimate goal is that your contact will contact you.
Ask Questions!

How long have you been with this company?

How long have you been in this field?

What do you like about your job?

What type of training did you need for this position?

What is the culture of this company?
Ask For Help

• Tap into your networks & the networks of people you know

• Each person you meet will know approximately another 200 people

• Gain introductions to some of these contacts to quickly increase your network and your chances of finding an extremely valuable connection.

• Ask your contacts if they can recommend a professional organization or the names of some of the people you should be talking with
Keep In Touch!

To establish rapport with another person, create a reason to keep the relationship going.

• Join a membership club
• Attend the same events
• Don’t put them in a situation where they will say no! (Like asking for a job before the relationship is developed.)
Who’s in Your Circle of Influence?

- Education
- Faith Based
- Medical
- Friends & Family
- Recreation
- Professional
- Civic/Political Organizations
- Social Groups
STEP 4: KNOW YOUR PARTNERS
Other Partners

• Agencies
• Schools and Universities
• Formal Supports
  • Vocational Rehabilitation
  • State Services
• Training Programs
STEP 5: KNOW MORE
A Few Resources

- Association of People Supporting Employment First: APSE
  apse.org

- Griffin-Hammis Associates
  www.griffinhammis.com

- Marc Gold & Associates
  www.marcgold.com

- Office of Disability Employment Policy
  www.dol.gov/odep

- Virginia Commonwealth University-Rehabilitation Research and Training Center
  vcurrtc.org/training/courses.cfm

- Wise
  www.gowise.org
Xerxes and Max –
Hard-Working Office Assistants
Thank you!

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April 2019 – February 2020

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• October 22, 2019
• November 19, 2019
• January 21, 2020
• February 25, 2020

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Questions?

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