

Job Development Tip Sheet

Company Implementation:

- Host networking events
- Invite employers/contacts to company public events or activities
- Spotlight active employers/client stories and/or pictures on social media
- Newsletter highlighting community employment
- Utilize swag items and bring to 2nd cups (we have cool fidget pens)
- Company tours/open house
- Network with previous partners/donors/vendors of your company who already understand your mission and impact in the community
- Job Development meeting – implement Strengths Based Supervision
- See if your agency would pay for a chamber membership
- Network with your company's Board of Directors
- Thank you to employers – Picnic or Pizza party that you can invite employers to

Make it fun:

- Inquire regarding incentives for meeting touchpoints
 - Gift card or prize for having the most contacts in a month/fish bowl drawing
- Group outings job developing with the other IPS Employment Specialists or company Employment Specialists
- Business card pull – collect business cards from coworkers and supervisors, each draw a random business card, keep score of successful contact and bonus points for meeting with the person who is on the card
- Volunteer at various places with other Employment Specialists to build community connection, spread your mission and network
- Organize job site tours at larger companies or companies of interest
- Create a scavenger hunt of employers (someone with blonde hair, a store with flowers inside)
- Create a group chat with other Employment Specialists from your company to share leads, job postings, successes, etc.
- Network with your friends and family! Put a post on facebook and see if anyone would be willing to do an informational interview, company tour, recommend a business to reach out to, etc.
- Start out job developing at one of your favorite coffee spots/stores or somewhere you have always wanted to go to motivate you and increase confidence
- Host your own networking parties – invite 5-10 people that you have connected with and have them bring a friend
- Get your job development team together and create a job development bracket, whenever someone gets a hire at a specific location, they move on
- Attend events that are hosted by businesses of interest or employers you are looking to reconnect with, show your support!
- Business card exchanges
- Reach out to your Alumni College to network

- Encourage your clients to come up with a list of family members or friends to network with and accompany them in informational interviews
- Drop off a card or cookies to an extra special employer
- Play Employer ABC's

Using your phone:

- Build your linkedin profile and connect with employer contacts via linkedin
- Follow the local job forums and groups on facebook to see advertisements
- Follow Companies on Facebook and interact with their posts
- Get a digital business card

Pretea:

- Block time for job developing
- Make a plan (where you want to go, which clients your job developing for, etc.)
- Brainstorm questions you may want to ask in case you have an unintended 2nd cup (or bring cheat sheet)
- Bring moral support (another employment specialist) if you need it!
- Wear something that makes you feel good

They aren't interested, what now?:

- Send a thank you card
- Return and ask for feedback, "As an employment specialist it is important that I learn about businesses in the area and yours was one in particular that I wanted to learn more about. I wanted to return and ask for some feedback. Is there anything you would recommend me to change in my approach?" This gives us an opportunity to reopen a 'closed' door, learn something new and/or learn about employer preferences as well as get the employer to potentially reconsider.
- Be persistent
- Bring by swag items from your company and/or any resources you may have
- Chat with the individuals below management
- Return with a reference, an employer/contact you have worked with in the past and have an excellent rapport with

Natural opportunities:

- Field mentoring/site check
- Client job end (w/disclosure): utilize the opportunity to receive feedback from the supervisor, ask about a possible reference letter if applicable but also with the intent of mending rapport and future connections
- Personal ventures in the community: Child's basketball game, yoga class, favorite restaurant, grocery shopping, Sunday funday, gym, getting gas, exterminator coming to your home, etc.
- Client job start

Documentation:

- Mobile Platform to keep track of connections and notes, as well as share connections amongst other employment specialists in your company
- Set aside time in your schedule and STICK TO IT
- Get a business card portfolio to keep business cards in as you job develop and use sticky notes to mark important notes from the meeting
- Use a specific job development notebook
- Schedule time right after job development to document connection
- Ask your supervisor to implement incentives of some kind
- Compete with your coworkers and make it fun
- Voice to text after connection meeting