

JOB DEVELOPMENT STRATEGIES FOR EMPLOYMENT PROFESSIONALS

UTAH STATE UNIVERSITY

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EMPLOYMENT PROFESSIONAL

BEST PRACTICES

THE EMPLOYMENT PROFESSIONAL'S ROLE

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

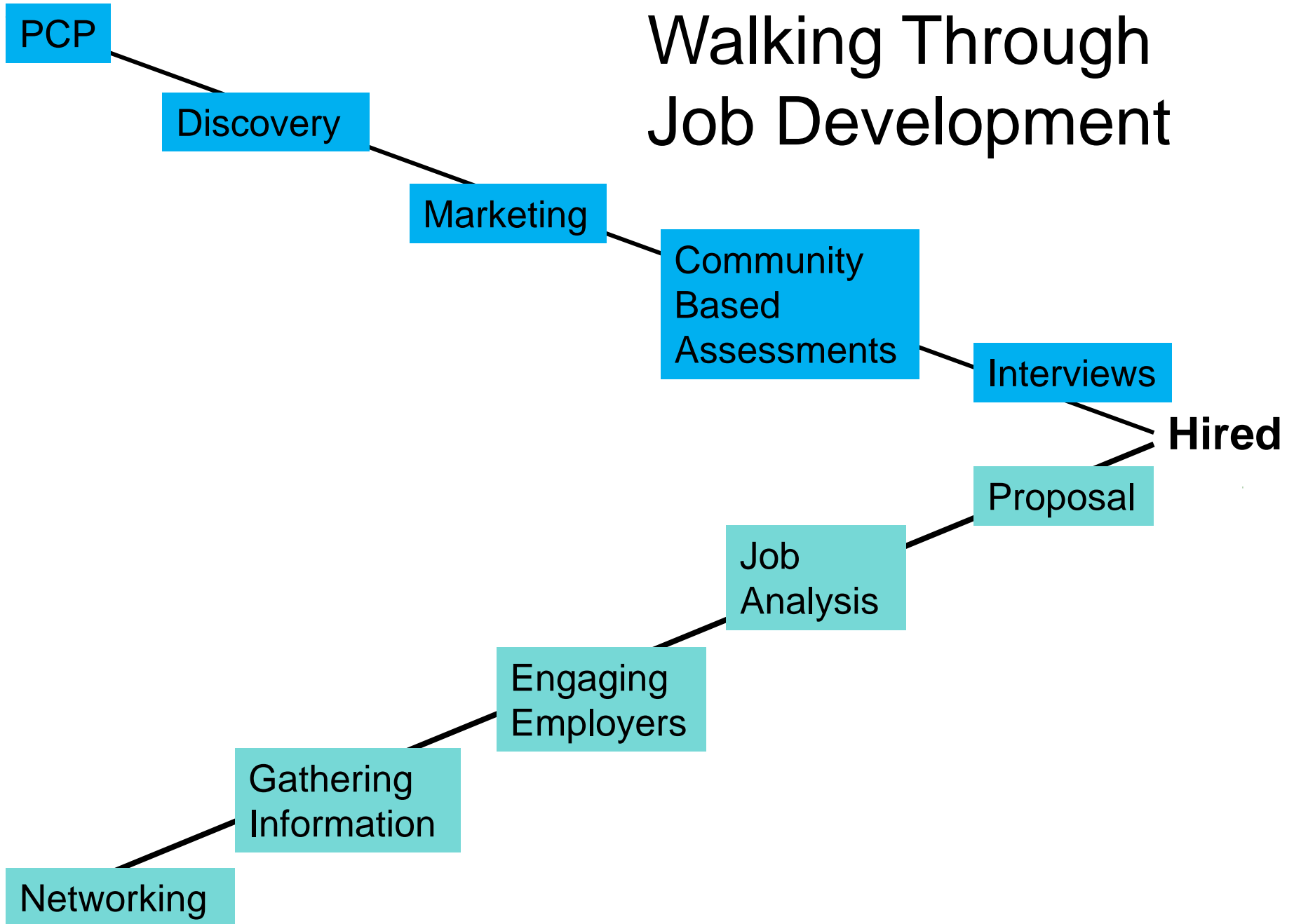


JOB DEVELOPMENT IS



- Becoming a consultant who is seen as a business leader in the community
- Identifying skills, interests and abilities of job seekers
- Building relationships with employers
- Networking and continuous job developing; make it a priority in your daily activities

Walking Through Job Development



WORK LOOKS DIFFERENT



STAY CONNECTED



EMBRACE TECHNOLOGY



TIPS FOR ONLINE LIFE

EMAIL CORRESPONDENCE

- **Get specific with the subject lines**
- **Add a signature block**
- **Double-check your work**
- **Reference attachments**
- **Respond to all emails received**

VIRTUAL MEETINGS

- **Come prepared**
- **Check your background**
- **Mute when not speaking**
- **Don't multi-task**
- **Use the chat feature**

LIFE/WORK BALANCE



- Dedicated workspace
- Take breaks
- Stick to a schedule
- Reach out to coworkers



JOB DEVELOPMENT

TECHNIQUES THAT WORK

NUMBER 1: USE A BUSINESS PERSPECTIVE



Come in WE'RE
OPEN



SHIFTING YOUR LANGUAGE

Use language common to business;

- Slide deck vs. PowerPoint
- Determining work skills and career goals vs. vocational assessment
- Restructuring a position vs. job carving
- Funding vs. Vocational Rehabilitation/Waiver/etc.

NUMBER 2: IT'S ALL ABOUT THE SKILLS

- Translate skills of daily life to work tasks
- Highlight what a job seeker can do
- Describe job seekers' in terms of their skills and abilities



NUMBER 3: UTILIZE JOB RESTRUCTURING

The doctor makes his rounds

• Wherever he goes, he is welcome ... his life is dedicated to serving others.

Not all his calls are associated with illness. He is often friend and counselor ... he is present when life begins, watches it flourish and develop. His satisfactions in life are reflected in the smiling faces of youngsters like this one below, and of countless others whom he has long attended.

Yes, the doctor represents an honored profession ... his reputation and his record of service are cherished possessions.



NUMBER 4: SHARE FEATURES AND BENEFITS

A feature is a fact about your service.

- On-the-job supports

A benefit is what's in it for the business.

- Capable employee

A benefit to the business only occurs when a feature meets a business need.

- Reduce hiring costs

FEATURES AND BENEFITS PRACTICE

Feature	Benefit
Job coach	Assist with training
96.3% retention rate	Less turnover in staff
Diversity	Broaden customer base
Restructure Duties	Increase staff efficiency
Part-time employees	Flexible staffing
No cost to you	Saves money
Continual follow-up	Solve issues quickly
Promote business partners	No cost advertising
Employees screened for fit	Saves time and money

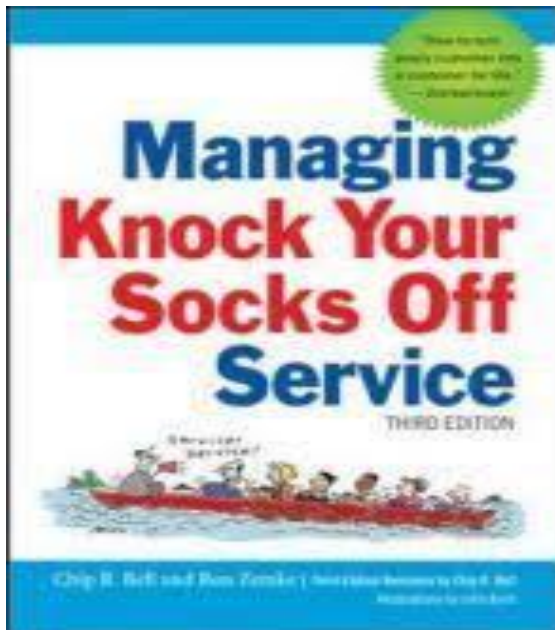
SEEK TO UNDERSTAND

EMPLOYER

ENGAGEMENT

“Every time customers come into contact with you, they come away feeling better or worse about it. It’s how well you manage those numerous moments of truth every day that ultimately determines how successful you will be.”

– Ron Zemke



PROVIDE GOOD CUSTOMER SERVICE

- Multiple customers



PROVIDE RESOURCES

- Share your experience
- New features
- Update marketing materials
- Resources outside of your agency



COVID-19 SPECIFIC RESOURCES

- **Office of Disability Employment Policy (ODEP)**

<https://www.dol.gov/agencies/odep/topics/coronavirus>

- **CareerOneStop has an Employment Recovery section**

<https://www.careeronestop.org/EmploymentRecovery/default.aspx>


- **Occupational Safety and Health Administration**

<https://www.osha.gov/SLTC/covid-19/>

- **Job Accommodation Network (JAN)**

<https://askjan.org/topics/COVID-19.cfm>

CONTINUOUS JOB DEVELOPMENT



**“THE MAIN THING IS TO
KEEP THE MAIN THING
THE MAIN THING.”**

- STEPHEN R. COVEY

LET'S REVIEW

- Job Development
- Techniques that Work
- Employer Engagement



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