

Timeline For Action Items When Working

This chart provides action items by Employment Options in black and Client action items in red. Use this as a checklist for on-going support.

START WORKING

JOB COUNSELOR & MEO STAFF PROVIDE WORKING SUPPORT

- Contact Your Job Counselor After Your 1st Day of Work
- "Congratulations On Your New Job" Package Mailed
- Benefits Counselor Sends Benefits Intro E-Mail
- Schedule Meeting with Benefits Counselor For Benefits Assistance, If Needed

ONGOING SUPPORT & ACTION ITEMS

JOB COUNSELOR OR MEO STAFF MAINTAINS CONTACT

- Job Counselors Offer On-Going Resources and Support During Transition
- Contact Your Job Counselor About Accommodation Issues
- MEO Staff Send Important Updates and Quarterly Client Survey
- Promptly Complete Client Surveys and Respond to MEO Staff Requests
- Contact Your Job Counselor With Any Changes in Your Address, Phone, or Email
- If Your Job Changes or Ends, Contact Your Job Counselor
- Job Counselors Are Ready When You Are to Discuss Career Advancement

WAYS TO EARN MONEY & PRIZES

- Send Us Your Paystubs: Each Stub Sent Equals One Raffle Ticket Towards the Monthly Paystub Raffle Drawing
- Save Your Paystubs for Prizes and Gift Cards (Working Rewards)
- Sign Up for MEO On-Line Affiliate Program for Cash Rewards
- Remember to Visit Our Website Client Contests Page to Learn About All of Our Fun Contests! (Hover Over 'Clients' at Top of Site and Click Contests.)

MY EMPLOYMENT OPTIONS TEAM IS HERE TO HELP YOU!



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