

Timeline For Action Items

This chart provides action items by Employment Options in black and Client action items in red. Use this as a checklist for fastest placement.

1ST PHASE OF SERVICES

*Prior to and after
Assigning
Ticket to MEO*

CONGRATULATIONS YOU QUALIFY FOR MEO TICKET TO WORK SERVICES!

- Develop Individual Work Plan to Set Short & Long Term Goals
- Sign Individual Work Plan to Assign Ticket and Start Services**
- New Client Welcome Package Mailed
- New Client Welcome E-Mail Sent with Links to Client Resources

2ND PHASE OF SERVICES

*Typically During
1st week*

JOB COUNSELOR ASSIGNED

- Job Counselor Contacts for Introductions
- Job Counselor Sends "Getting To Know You" Chapter 1
- Complete "Getting To Know You" Chapter 1**
- Send Completed "Getting To Know You" Chapter 1 to Job Counselor**
- Job Counselor Schedules Meeting to Review "Getting To Know You"
- Job Counselor Will Assist with Upgrading or Building Resume

3RD PHASE OF SERVICES

*Typically Starting
2nd Week*

JOB COUNSELOR PROVIDES JOB LEADS AND/OR JOB HUNTING HELP

- Review Job Leads and Resources Provided By Job Counselor**
- Job Counselor and Client Confer on Action Plan
- Maintain Job Application Log**
- Counselor Will Provide Post-Application Follow Up Coaching, If Appropriate
- Contact Employers Post-Application, If Appropriate**
- Notify Job Counselor Immediately When Offered Interviews**
- Job Counselor Will Provide Interview Assistance
- Attend Interview - Be Confident About Your Skills & Ability to Do The Job**

4TH PHASE OF SERVICES

*Typically Starting
3rd Week*

JOB COUNSELOR PROVIDES POST-INTERVIEW COACHING & TIPS

- Contact Job Counselor To Share Interview Results. Add to Application Log**
- Job Counselor Advises on Follow Up Thank You Process
- Send Thank You Note or Make a Call To Interviewer**
- Share Great News of Job Offer or Job Acceptance with Job Counselor**
- Provide Job Counselor: Employer Name, Start Date, Pay Rate, Work Schedule**
- Job Counselor Answers Questions Regarding New Hire Process

YOUR HIRED!! YAY! TURN SHEET OVER FOR OUR SERVICES WHILE WORKING ➔