

Program Set Up Plan

February 2018

Task Name	Due Date	Point of Contact	Status	Notes
Program Initiation				
Charter the program				
Develop communication plan				
Background Activities				
Information on the number of resources/EA				
Recommended salary for employment coordinator				
Determine CBRE resource salary/benefits				
Funding for Empl Coordinator				
Vendor Engagement				
Vendor kickoff				
Update SE documents based on vendor feedback				
Advisory Council				
LCA Initial Meeting				
GPG Initial Meeting				
RE&F Initial Meeting				
HR Initial Meeting				
Risk Initial Meeting				
Employment Agencies				
Recommend the number of EAs to engage with for program startup				
Create EA overview slide deck				
Meet with Vadis, At Work, Provail				
Employment Agency Kickoff				
Develop EA assessment criteria				
Develop Supported Employment Vendor Package				
Distribute SE Agency Selection packets				
SE Agency submission window				

Review and score agency submissions				
Final decision on agencies				
Notify successful and unsuccessful vendors				
Job Development				
Define options for job development- who does the work?				
Training for job developers				
Employment Coordinator				
Write job description				
Source candidates				
Select candidate				
EC onsite				
Recruiting				
Define the distribution process for regular and customized job descriptions				
Applicant Screening				
Define screening process				
Interviewing				
Develop basic interview questions				
Identify practical tests as part of the interview process				
Create SE external website and post questions/tests to it				
Selection of New Hire				
Define process for notification of a position being filled				
Job Coaching Ongoing Support				
Assistive technology development				
SE Program Ongoing Support				
Admin				
Financial incentives				
SLA and/or contract updates				
Reporting				
Determine how will we track progress				
Selected candidate success rate				

Employment agency support quality				
# candidates changing agencies				
Hiring begins				
Phase 1				
Phase 2				