Tips for Accelerating your Job Placement Efforts

If you’re seeking ways to accelerate your job placement efforts, you may want to consider the following tips:

- Designate a staff person to track progress and coordinate job placement efforts.
- Start off each day with a motivational activity and end each day with a wrap-up meeting.
- Encourage job developers to share leads and work together as a team. Don’t let any job orders “wither on the vine.”
- Post your daily progress on a bulletin board where it can be seen by all staff.
- Hold weekly briefings with staff to review progress and keep on track.
- Distribute weekly updates on job placement progress to your staff, board members, and project partners.
- Engage all staff members in your project’s job placement efforts.
- Hire a temporary worker or engage a volunteer to assist with placement efforts.
- Reach out to board members, project partners, and other stakeholders for job contacts and leads.
- Network with employers who have hired graduates. Get at least one referral from each employer.
- Have your job developers “hit the pavement” to secure facetime with employers.
- Speak at a meeting of the local Chamber of Commerce and ask them to include a story about your program in their newsletter. Consider doing the same at a local chapter meeting of the Society for Human Resource Management.
- Reach out to employers through PSAs, a news story, advertisements, etc.
- Provide financial or other incentives to staff (identify non-grant funds).
- Use a team-building activity to encourage collaboration and improve performance. (For an example, visit http://www.tomwujec.com/design-projects/marshmallow-challenge/)
- Provide recognition to staff and celebrate your accomplishments!