

# COMPONENTS OF A HIRING PROPOSAL

1. Identify the benefits of hiring to the employer
  - Increase profits
  - Save money
  - Enhance customer service
  - Expand the customer base
  - Reduce backlog or lag time
  - Enhance community reputation
  - Keep a competitive edge
  - Grow business
  - Improve morale
  - Take advantage of “built in” market
  
2. Identify the qualification of the applicant
  - Describe the individual issuing positive attributes: ambitious, hardworking, independent, self-starter, positive attitude, quick learner, good judgement, problem solver...
  - Describe the person’s background and previous experience
  - Identify the person’s skills and talents
  - Identify any post-secondary training or college
  - Name any degrees or certificates earned
  - Identify individual’s desired work setting
  - Attach the job seeker’s resume
  
3. List the proposed job duties/bullet out activities  
Examples:
  - Confirming appointments with customers by phone
  - Organizing customer files
  - Spackle and sand walls prior to painting
  - Complete vehicle inspections
  - Change: oil, air filters, and sparkplugs
  - Collate, staple, fold, and stuff for bulk mailing
  - Photocopy documents

4. Identify Equipment and Supports needed for work

What is needed for the individual to do the job?

- Computer/printer, phone, fax machine
- Filing cabinet, data entry software
- Schedule flexibility needed
- Breaks to test blood sugar
- Ergonomic chair
- Desk height raised to accommodate wheelchair

5. Employment Conditions

- Proposed days and hours of work
- Proposed hourly or weekly wage
- Proposed lunch/break times
- Wage subsidies that can be provided
- Probationary period and initial review
- Role of the Coach/Employment Specialist

6. Implementation Timeline

- Interview week
- Final Hiring decision week
- Orientation, accommodations, and training plan completed by: \_\_\_\_\_
- Start date
- 30 day performance review
- Coach/Employment Specialist Fades
- Monthly manager contact