

Management Strategies for SEMP Services

Based on the management responsibility, select the best option(s) that describes where your time is spent

Management Responsibility	Approximate % of weekly time spent on activity	High Priority	Low Priority	Oversee this activity	Delegate	Needs more time and attention
Recruiting / interviewing						
Recruiting new employees, reviewing resumes						
Scheduling and conducting interviews						
Gathering references						
Other:						
Training, supporting and supervision						
New employee orientation agency						
New employee orientation departmental						
Scheduling and coordinating staff						
Train new staff in documentation/paperwork						
Staff development and ongoing supervision						
Staff meetings						
Other:						
Data collection						
Program retention rate						
Conduct fiscal analysis						
Other:						
Evaluation						
Program evaluation						
Employee evaluation						
Other:						
Recordkeeping / documentation						
Review monthly summaries						
Review Discovery reports / provide follow up						
Other:						

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Marketing						
Develop and maintain business networks						
Other:						
Satisfaction survey and follow up						
Conduct consumer satisfaction surveys						
Follow up on consumer satisfaction surveys						
Conduct employer satisfaction surveys						
Follow up on employer satisfaction surveys						
Other:						
Cross program planning						
Meet with and plan with other services to coordinate consumer's movement toward vocational goal(s)						
Other:						