

Business Needs Checklist

Does your business...

- Have an open position that you need to fill?
- Have a position with a high turnover rate and you wish to fill it with a long-term employee?
- Have any tasks that other employees complain are too tedious or avoid?
- Have daily tasks that each employee has trouble fitting into their daily schedule (ex: stopping to open mail when it arrives)?
- Have an unfilled need for diversity, to make yourself, your business and your employees well-rounded?
- Have any tasks that require above-average attention to detail or focus?
- Have areas or job tasks where you desire some help for just a few hours a day or a few hours a week?
- Have a temporary need or job duties that need to be done for a short period of time?
- Have tasks that tend to pile up and not get done (ex: filing)?
- Have any minor tasks that build up and overwhelm/slow down your employees (ex: scanning, sorting mail, or inventory)?

If you checked off one or more bullets, or can think of another business need, we may be able to help!

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We Can Provide the Following for Your Business:

- ✓ Access to a qualified pool of candidates
- ✓ Assistance with reviewing job tasks, identifying needs, and identifying time saving ideas
- ✓ Upfront skills assessments for candidates to ensure they can complete required job tasks
- ✓ Assisting with training the new employee and follow-along services as deemed necessary by the employee and employer
- ✓ Assistance with recognizing and obtaining any reasonable accommodations that the employee may need
- ✓ Tax incentives and wage reimbursements (for applicable employers and candidates) through the Department of Rehabilitation Services
- ✓ Increase the diversity within your business

If your business has an unmet need please contact:

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Role of the Transition Specialist: To assist high school students with disabilities with gaining employment experiences in the community and with transitioning to adult opportunities. To assist local businesses with accessing a qualified pool of candidates to meet their business needs.