

## Services offered to clients:

- Create and modify resumes, resume search to match employer job openings
- Develop employment development plan to identify goals, objectives, and provide services to support plan.
- Provide mock interviews
- Contact potential candidates
- Meet and recruit employers
- Assistance with Job Fairs
- Gain exposure to job openings
- Train and assist with new jobs
- Provide assistance with Unemployment Insurance (UI)
- Cover letter assistance



## Services offered to employers:

- Meet regularly with partners and community stakeholders to make recommendations for improving services to the Deaf and Hard of Hearing
- Work with partners in the development of job position descriptions and vacancy announcements
- Collaborate with partners and community-based organizations to leverage resources and build capacity to serve the needs of the Deaf and Hard of Hearing
- Conduct extensive and thorough workforce development activities and mediated services for employers, including applicant screening, rating/ranking panels, interviews and referrals.
- Work with employers to develop recruitment strategies, events, and long-term plans of action.
- Coordinate with committees, apprenticeship programs, and businesses
- Raise awareness on the benefits of hiring the Deaf and Hard of Hearing
- Connect employers with prospective employees

**BELIEVE IN YOURSELF AND YOU WILL SUCCEED**