Job Development At a Glance



	Networking	 Be part of the local business community Business Groups – attend, join, and build relationships Personal & Professional contacts
	Informational Interview/Job Analysis	 Spend time learning about a business Learn about hiring needs and processes Learn about workplace culture, expectations, and orientation Identify a potential employer more likely to be a "good fit"
	Application/ Negotiation	 Represent job seeker (when needed) Support job seeker to translate skills/interests into contributions for the employer If customizing – identifying employer needs & potential tasks to create a position Interview preparation & resume development
	All job development actions are based upon vocational goal determined in PCEP/Career Profile	
training project	The decision if and how to disclose is always up to the job seeker	