

## Julie and Sharon First Day Scenario Activity

Julie is an Employment Specialist who assisted Sharon in getting a job at a corporate insurance agency. Her introductions were made in the HR office, and she hasn't yet met Sharon's direct supervisor. Sharon has been hired as an administrative assistant, and her main duties include answering phones and redirecting calls, printing and scanning documents, greeting guests, and sorting mail for the insurance agents. Sharon may also be asked to set up lunch delivery for meetings occasionally.

On Sharon's first day, Julie arrives about 5 minutes early to introduce herself to Sharon's manager, Jack. Jack states how thrilled he is to have Sharon working here, "since I'll also have you to help us out." Julie tries to explain to Jack that Sharon is the employee, but Sharon soon arrives, and Jack greets her, says "I'll let you two get started!" and retreats into his office.

What hiring step could have been improved? What would you have done differently?

What can you do now to redirect the conversation to meeting co-workers and typical ways of orientation?

Where might Jack have perceived the expectation that a job coach could be a "second employee?"