



FOR PARTICIPANTS

Thank you for choosing Premier Personnel to help you with your employment needs. We assure you we will do our best to help you reach your goals for employment. To help us to do this, please read the following information to understand how we can best interact in this process and what our respective roles will be. Please remember, all our services are individually tailored to meet your needs. If you find something that you don't agree with, please bring it to our attention, in all likelihood we'll find a compromise we can both work with.

WHAT PREMIER CAN DO FOR YOU

- ◆ help you develop an employment plan
- ◆ help you with your job search and will approach employers on your behalf
- ◆ follow up on job leads you provide to the office
- ◆ help you develop a functional resume
- ◆ help you prepare for a job interview
- ◆ train you on bus routes or help devise a transportation plan
- ◆ provide you with job training
- ◆ help you with employment related problems
- ◆ provide follow up and re-training

WHAT YOU CAN EXPECT FROM PREMIER PERSONNEL STAFF

- ◆ to be listened to and be treated with respect at all times
- ◆ to have your personal information treated in a confidential manner
- ◆ to work with us in developing a realistic employment plan based on your goals and aspirations, education and experience; and in conjunction with Premier's expertise and knowledge of labour market trends
- ◆ to be given honest and accurate feedback with regards to your progress as it pertains to job search, training, on the job performance, etc.



What a Parent Should Know about Premier Personnel

- ◆ Premier Personnel treats every individual with respect and dignity and every client who is over 18 is treated as an adult with all of the rights and responsibilities that go along with that.
- ◆ As an adult, the personal information that Premier collects about your son or daughter belongs to them and only them. In order for us to share information directly with parents a consent form needs to be signed by the individual who is receiving the services indicating that this is their wish.
- ◆ We recognize that parents can be a great source of information and support for us and our clients. We will try to make use of this resource as long as your son or daughter gives us the approval to do so. This also includes using the family network as a possible source of job opportunities.
- ◆ Individuals with limited work experience generally need to learn generic work skills from the ground up. While we understand the desire of parents for their son or daughter to be self supportive and in career oriented jobs, entry level positions are where most people need to start and they build skill sets from there that may allow them the opportunities for future advancement.
- ◆ An effective resume and good interview skills are important. PPC will take the time to help your son or daughter establish both.
- ◆ Premier Personnel believes in trying to match individuals with jobs that reflect their individual interests and skills. As such, job searches start based on each person's stated ideals and it may take some time to find an appropriate match. We do not have a pool of jobs to choose from at any given time.
- ◆ Sometimes a job placement is made that ends up not being a good fit, especially when working with people with limited employment knowledge and experience. Often it takes a couple of placement attempts to better understand true workplace readiness and skills. We will then process this new information to try and make a better placement.
- ◆ For recent graduates we expect that there will be a period of adjustment getting used to being out of school. We are understanding of this. However, in order to be successful, the individual still needs to demonstrate a commitment to making work a priority.
- ◆ While the work experience program in the school system helps with exposure to different types of jobs they often do not provide a full appreciation of the high level of expectations employers may have for paid employment. We do our best to be realistic and to counsel our clients about this so they have the best chance of success in the workplace.
- ◆ Attitude is everything in the workplace. Client's who can display positive attitudes have a far greater chance of success in the workplace and we encourage parents and clients to really keep this in mind as they approach a job search.
- ◆ Regular communication is very important during the job search and we expect all our clients to keep us informed of any significant developments that affect the job search.
- ◆ Our approach is to help your son or daughter learn how to present themselves to an employer, be hired, and handle workplace issues. The goal is to help them become independent and self-sufficient.



WHAT PREMIER EXPECTS FROM YOU

- ◆ To participate in your job search as fully as possible, including utilizing contacts your family and friends may have.
- ◆ To show up for meetings or interviews on time, and properly attired, or to give us proper notice if you have to re-schedule something.
- ◆ To provide your own transportation whenever possible. When this is not possible, please notify us to make alternative arrangements.
- ◆ To be respectful towards Premier staff and employers at all times.
- ◆ To be open and honest with your feelings about employment possibilities, and to notify us if you are planning on quitting your job, or if your job is terminated!
- ◆ To keep in touch with Premier on at least a bi-weekly basis and to notify us if your address or phone # change.

WE HAVE ALSO LISTED SOME TIPS WHICH WE FEEL WILL INCREASE YOUR CHANCES OF FINDING MEANINGFUL EMPLOYMENT!

- ◆ Having a positive attitude is always beneficial, remember to keep an open mind.
- ◆ Continue to give us your input, especially when your interests or desires change – **Remember** – its about you and not us!
- ◆ **Be Realistic** – remember success takes small steps, one at a time, starting from where you are right now.
- ◆ Please always try your best, little of value can be accomplished from a half-hearted effort.