

Tool

Sample Employer Proposal Letter

Hi Rachel,

(Greeting/Recap)

Thanks again for taking time out of your busy day on Thursday to talk with me about the Exploratorium's store and the back-of-the-house functions within museums. It was interesting to see the purchasing process and how you engage with the curators and use the store to support the exhibits and school programming.

(What you observed: something special about the company, Employer needs identified)

I was impressed by the amount of merchandise your small department handles. It is no easy task keeping three busy stores stocked and the stock rooms organized. During our conversations you mentioned that you were feeling stretched to the limit- and were having to pull in floor managers to help "bag rocks". In addition, you mentioned that the department's work load was actually going to increase over the next two months. I think I have a cost-effective way to address this growth.

(Ideas/Solutions – Customized jobs – attach potential task list – cost savings analysis)

WorkLink, not only fills open positions, we also help businesses to create customized positions to support key staff positions or address process issues. Creating a customized job is a great way to address small "set-up/button-up" tasks that are unassigned, workflow fluctuations or business growth. Tailoring a position can help free staff to work on the more critical aspects of their positions. I have attached a list of potential job tasks that would address some of the issues you raised during our meeting. Creating a 15-20 hour a week position could be cost-effective way to support your busy department.

(Possible candidate/reasons for match – optional)

I have a candidate that would be very interested in working for the Exploratorium. Bob is an innate "tinker-er" and considers himself a science buff. He is looking to work in an environment with other like-minded folk. He would jump at the chance to work with your team. Please take a look at his resume. Bob is incredibly dependable employee and he has previous experience in shipping and receiving, and processing merchandise.

(Program services)

WorkLink is a not-for-profit organization that assists employers to on-board, train and support employees with disabilities. Our services go beyond filling needs and providing candidates. We work directly with your department staff, providing on-site support to organize and train any new employee. Our services are not time-limited and are based on the needs of your department and your new employee. When your managers are confident in the new employee's abilities, our job coach slowly fades. However, we continue to provide follow-up services for you and the individual for the life of the job. If

in the future, you wish to assign new responsibilities, or performance issues arise, we can come back on-site to provide additional services. We see this as a team effort.

(Ask for the sale)

Creating a customized position could be a win-win situation. I will give you a call next week to see if you are interested in exploring this idea further.

Sincerely,

<your name>