

Employment Services - Client Expectations

_____ I understand that placement services are not guaranteed. DiscoverAbilities cannot guarantee employment, wages, benefits, hours worked, scheduling, job location, or other circumstances related to my employment.

_____ I agree to follow directions and participate in the job search process as coordinated by my Employment Specialist and Vocational Rehabilitation Counselor.

_____ I agree to communicate as coordinated by my Employment Specialist. Example: Returning phone calls in a timely manner, checking E-Mail on a daily basis, and reporting to my Employment Specialist weekly.

_____ I agree to inform my Employment Specialist immediately when I receive a job offer.

_____ I agree to inform my Employment Specialist immediately when I receive a call from an Employer.

_____ I agree to inform my Employment Specialist immediately when I receive an interview opportunity.

_____ I agree to inform my Employment Specialist as soon as possible when I cannot attend a scheduled appointment.

_____ I agree to dress and conduct myself in a professional manner for all appointments with my Employment Specialist.

_____ I authorize DiscoverAbilities to complete applications, create job search related accounts, and professional E-Mail accounts in my name for the purposes of the job search process.

Printed Name

Signature

Date