

16.25 Job Try-Out

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide a Job Try-Out for eligible participants.

Procedure:

Job Try-Out is an opportunity for a participant to perform a specific job of interest that may lead to employment at the site.

Participants entering the program are typically referred by the Human Resources Department or other county and state agencies.

The assigned Career Services staff member coordinates the Job Try-Out with an employer who is willing to hire the participant if he/she is capable of performing the job tasks at a competitive level. The average length of a Job Try-Out is one week but may vary depending upon the individual needs of the participant.

Within the first week of admission to the Job Try-Out Program, the assigned Career Services staff member and the program participant will formulate the initial Individual Plan. This plan may be amended as necessary by the Career Services staff member, participant and/or referring counselor. The participant must approve any changes before implementation.

Throughout the duration of the Job Try-Out, the Career Services staff member will confer daily with the employer regarding the participant's skills and overall performance. The Career Services staff member will make suggestions and offer recommendations to the employer regarding effective problem-solving techniques.

Participant pay is based on the prevailing minimum wage.

In order for the participant to exit the service, the following discharge criteria must be met:

- The participant exhibits proficiency in performing the tasks of the job and is hired by the employer.
- The participant has demonstrated an inability to perform the tasks of the job and is not hired by the employer.

Upon completion of services, the participant's log notes, copy of time card and evaluation are sent to the referring agency.