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Hugh Bradshaw

Help & Training

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Create New...

Contact

Test Contact

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Recent Items

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Contact Detail

[Edit](#) [Delete](#) [Clone](#) [Request Update](#)

Contact Primary CWS Rep	Hugh Bradshaw [Change]	Phone
Name	Test Contact	Title
Business Account Name	Test account 5	Name Suffix
Opted Out by Constant Contact	<input type="checkbox"/>	Contact Inactive Date
Has offered opps in the past?		Contact Inactive Reason
Opp types offered in the past		
Assessment on file?	<input type="checkbox"/>	
Application on file?	<input type="checkbox"/>	
Contact has met with a CWS Rep?		
If yes, date of first visit?		

Address Information

Physical Address	Mailing Address
Department	
Mobile	
Email	
Fax	

Additional Information

Nickname	Background Check Reqd for All Positions
Gender	Has considered or hired offenders?
Miscellaneous Info about this Contact	Will Consider Youth under 18?
Preferred Contact Methods	Will Consider Supported Employment?
Preferred Time of Day to Contact	Willing to consider flex scheduling?
Personal Information and Interests	Willing to Train
	Will Do Work Experience?
	Will do a Community Service Placement?
	Will offer short-term job Shadow?
	Will Do OJT
	Will Do Tours
	Will Do Trial Interviews
	Will Be Mentor

Campaign Name	Sent Date	# Opens	# Forwards	# Clicks
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System Information

Created By	Hugh Bradshaw , 7/12/2012 3:08 PM	Last Modified By	Hugh Bradshaw , 11/17/2014 1:24 PM
Contact Record ID	C28682		
Custom Links	Google Search	Google Maps	Yahoo! Weather

[Edit](#) [Delete](#) [Clone](#) [Request Update](#)

Open Activities

[New Task](#) [New Event](#) [New Meeting Request](#)

[Open Activities Help Chat](#)

No records to display

Activity History

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Action	Subject	Related To	Task	Due Date	Assigned To	Last Modified Date/Time
Edit Del	Call	Test opp	✓	8/24/2012	Hugh Bradshaw	8/24/2012 1:24 PM

Opportunities

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[Opportunities Help](#)

No records to display

Notes & Attachments

[New Note](#) [Attach File](#)

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Opportunities

[New Opportunity](#)

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No records to display

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Information for Businesses

Thank You!

As a business willing to help prepare a candidate for employment, you have agreed to participate in a “Progressive Employment” activity with a Vermonter looking to enter, or re-enter the workforce. The purpose of Progressive Employment is to provide training, experience and skill-building for individuals who are interested in working in your field. Below are a few things to expect:

- The CWS Employment Consultant, the trainee and you have identified the days of the week, hours and training goals for the experience as outlined below.
- The Trainee is required to track their hours and submit an attendance form with a signature from someone in your company who can verify they were in attendance. **Training may not exceed 25 hours in a week or 8 hours in a day.**
- The Trainee is covered under the State of Vermont’s risk management policy during the hours they are on your worksite.
- The Trainee does not receive a wage during the training period, but may receive a training offset to cover their costs associated with participating.
- The experience can be terminated at any time should either you or the Trainee decide it is not a “match”.
- In many cases these experiences lead to a hire, but it is not a requirement or expectation that you do so.
- Your Employment Consultant will keep in touch and will ask for feedback on how the trainee is doing.

Purpose of training: _____

Skills/Experience expected:

Company tour/job shadow

Assessment of work skills as follows: _____

Short-term work experience to build skills and a resume and/or to explore career/job options

The trainee will work for _____ weeks and for the following schedule:

	M	T	W	TH	F	Sat	Sun
Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hours	0	0	0	0	0	0	0

Employment Consultant will check in on: _____

[See reverse side]

Trainee Name:

Phone:

(h) _____ (c) _____

Email: _____

Employment Consultant:

Phone:

(w) _____ (c) _____

Email: _____



Training Offset Request

Consumer Name: _____

Mailing Address: _____

SSN (4 digits only) _____

Description of
service/training: _____

Date(s) of
service: _____

Program: (Circle One)

Economic Services/Reach Up

General Assistance

DCF Youth

Itemized amount: _____ days at _____ per day

Total amount: \$ _____

Consumer Signature Date

VABIR Staff Date

Date Paid

Fax: 802-288-9697

Progressive Employment Agreement

Participant Name: _____ Training Site: _____

Title and duties: _____

Start date: _____ End date: _____

Hours per week: _____ Total hours: _____

Training offset amount provided per day: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

Progressive Employment is designed to offer candidates the opportunity to explore job options with employers in the community; help you build skills; establish recent work experience; and develop references for future job searches. Your placement specialist will work with you to identify potential worksites based on your interests and abilities.

Training Offset Funds:

- During the placement, you *may* receive a training offset to cover your costs of attending and participating in such activities as job shadows, work experiences, internships and other Progressive Employment activities.
- The training offset is not a wage and is not considered income for the purposes of benefits you may be receiving.
- In most cases, trainees receive their training offsets every two weeks, so your first offset payment will come two weeks after you begin your training/experience.
- Offsets are generally \$10 for up to 4 hours in a day and \$20 for more than 4 hours in a day. Exceptions can be made for trainees who need to travel long distances to participate.

What you will need to do:

- Fill out an attendance form to verify the hours and days you are engaged in worksite activities.
- Treat this as a real job by showing up to the worksite on time; do the work you are asked to do; wear appropriate work clothes; contact the employer and your placement specialists if you are not able to make it to work; and let your placement specialist know if there are any problems on the job.
- Fill out a self-evaluation if you wish to provide feedback about your experiences.

What the employer will do:

- Provide feedback on your performance, attendance, skill development and other aspects of your training experience. We may also ask you for a self-evaluation of your experience.
- Sign your attendance report.

(Please turn the page over)

I understand that any Progressive Employment activity is for training and assessment purposes only and that there is no requirement that the employer hire me at the end of the placement/experience. I also understand that I may receive a training offset to help with the cost of participating in Progressive Employment activities. I further acknowledge that the training offset is not a wage and is not considered income.

Candidate

Employment Consultant

Request for Extension

Set Aside #: _____ New end date: _____

Training offset amount provided per day: _____

Reason for extension: _____

Schedule for extension:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

Participant signature: _____ Date: _____

Employment Consultant signature: _____ Date: _____

VR Regional Manager signature: _____ Date: _____

Copy to: VR Counselor
 VR Administrative Support
 Employment Consultant

**Work Experience Training Program
Participant Progress Report
To be completed by Employment Staff**

Consumer Name:	Placement Site:
Employment Consultant:	EC Organization:

Week Ending:	Follow up conducted: <input type="checkbox"/> In Person <input type="checkbox"/> Telephone <input type="checkbox"/> E-mail
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Please rate the participant for the reporting period, using the following rating system:

Ratings Key	Needs Improvement	Satisfactory	Very Good	Excellent
	1	2	3	4
<ul style="list-style-type: none"> Maintains an acceptable attendance record 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informs supervisor of upcoming appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Uses appropriate language 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Requests/Performs assignments without prompting 	Needs Improvement	Satisfactory	Very Good	Excellent
Shows initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is willing to learn new tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs assigned tasks without prompting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes assigned tasks on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Appropriate dress, grooming and hygiene 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Maintains a positive attitude 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Cooperates with and assists co-workers 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Follows instructions 	Needs Improvement	Satisfactory	Very Good	Excellent
Follows written and verbal instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks questions if Instructions are not understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work under supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

So.....how's it going?

Self evaluation of your Progressive Employment Experience

Name _____

Yes ____ No ____ I am able to perform all tasks asked of me

Yes ____ No ____ I am learning the tasks from the job description

I could do a better job if I **had** _____

I could do a better job if I **did** _____

I am practicing how to be a good employee and I:

- Get to work on time
- Complete tasks in a timely manner
- Understand direction
- Take direction
- Ask questions if I don't understand the task
- Come to work prepared
- Am properly dressed for duties
- Take constructive feedback well
- Use appropriate behavior and language
- Have good personal hygiene
- Leaves personal issues at home
- Appropriate use of break time
- Do not use my cell phone during work hours, only at break

Please write down anything that you think your counselor should know about this Work Experience or the job site or the employer

Please give this form to the Employment Consultant or the VR Counselor. Thank you!