**HPOG Employer Engagement Strategy Pre-Work Worksheet**

*Pre-Work Webinar - January 10, 2018*

Each grantee will provide a 10-minute presentation describing their employer engagement strategy for the Roundtable Session in February/March 2018. Use this template as a guide to develop your presentation. This is not a formal presentation requiring the use of Power Point or materials, although you are free to incorporate any resources that you feel would be helpful to you in describing the work of your program. We are interested in learning from each other about the ways in which you recruit employers and work with them to achieve your program goals. Please complete this assignment during the time in between the Pre-Work Webinar and the Roundtable. We anticipate that you will spend no more than an hour or two to develop your presentation.

We will review this template during the Pre-Work Webinar and you will have the opportunity to ask questions and seek any clarification at that time.

If you need resources to assist in developing or enhancing your employer engagement strategy, please refer to these documents:

“Engaging Employers: Strategies for Sectoral Training Programs” from Year 1 HPOG Roundtables

* The [Employer Engagement Toolkit](http://www.jff.org/initiatives/greenways/employer-engagement-toolkit-placement-partners) from Jobs for the Future and complete sections of [Toolkit 1](http://www.jff.org/sites/default/files/Employer-Engagement-Toolkit-Tool-1.pdf) as might be helpful.

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| Which positions within your program are dedicated to working on your employer engagement strategy and what are the staff member’s roles and responsibilities? |
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| Describe your employer outreach strategy and activities that support your outreach efforts. |
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| Describe the steps you take to establish and manage relationships with your employer partners. |
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| Do you collect information on the employer contacts that you’ve made? If so, what types of information do you collect, how do you use it, and what tools or platforms do you use manage it? |
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| Do you feel the need to improve or enhance your employer engagement strategy? If so, how? |
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| With how many employers do you currently work?\_\_\_\_ 0 \_\_\_\_\_1-5 6-10\_\_\_\_\_ \_\_\_\_\_more than 10 |