

HPOG Employer Engagement Roundtable
First meeting with an employer - Role Play Checklist

Name: _____ Date: _____

Element	Included (X)	Well Done! (X)	Needs Improvement (X)	Comments
1. Describes organization and services clearly and concisely				
2. Asks questions about employer's specific business needs				
3. Focuses on the services provided and benefits gained from working with the organization				
4. Describes job candidates in a positive manner and in a way that fits the hiring need				
5. Responds well to questions or concerns				
6. Secures a follow-up action, e.g., visit, sending resumes				