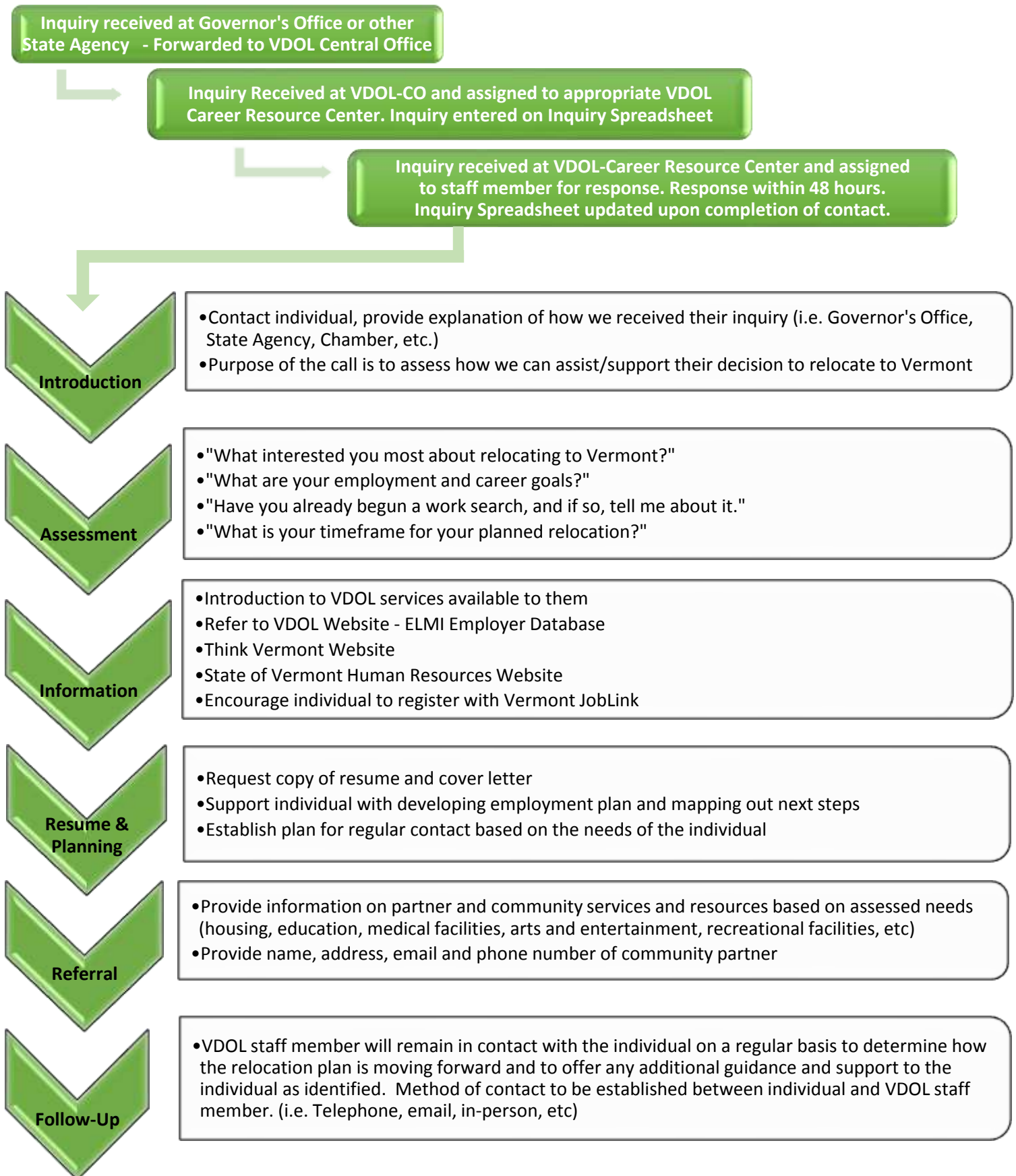


Employment Inquiries Related to Careers in Vermont

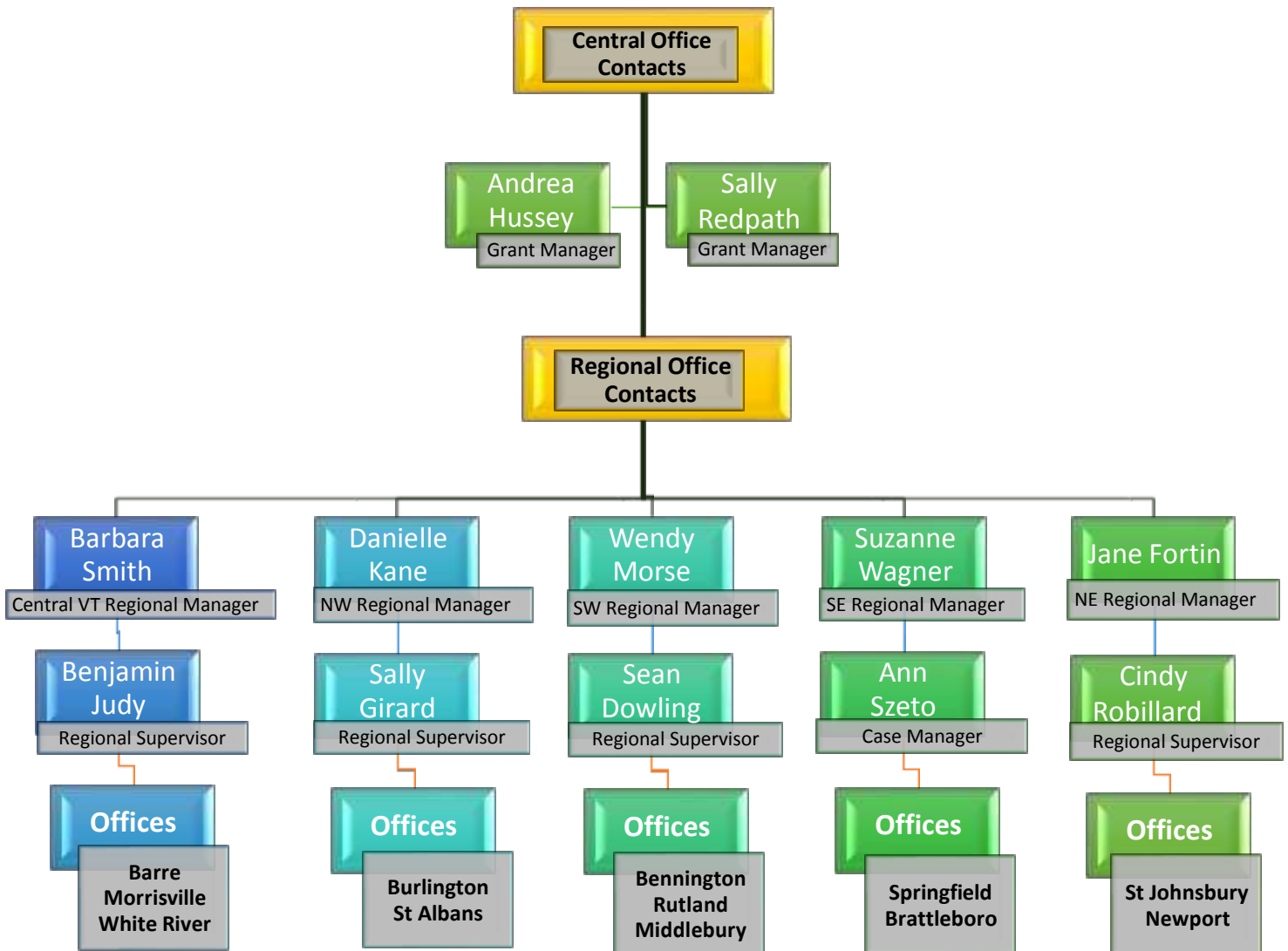
VDOL Process for Response to Inquiries



Employment Inquiries Related to Careers in Vermont

VDOL Process for Response to Inquiries

1. Inquiries from the Governor's Office or other State agencies will be directed to the Vermont Department of Labor Central Office Contacts via email:
 - Andrea Hussey (Andrea.Hussey@vermont.gov)
 - Sally Redpath (Sally.Redpath@vermont.gov)
 - David Lahr, WFD Director, should be copied on all referrals (David.Lahr@vermont.gov)
2. The Central Office Contact will assign (via email) the inquiry to one of the appropriate Regional Office Staff Members listed below.
3. The Regional Office Staff Member will contact the inquiring individual within 48 hours of assignment.
4. All inquiry referrals and contacts will be tracked on a spreadsheet on a shared drive within the Vermont Department of Labor Workforce Development Division.



Employment Inquiries Related to Careers in Vermont

Governor's Staff Process for Response to Inquiries

Initial Relocation Inquiries - Talking Points

Provide some general information about the Governor's interest in building a strong workforce in Vermont to meet our employer needs.

Provide information to the individual about the process that Vermont uses to assess and assist individuals seeking employment in Vermont and in their desire to relocate here.

- Their inquiry will be directed to the Vermont Department of Labor for follow-up
- Follow-up by the VDOL staff will occur within 48 hours of referral to VDOL
- The individual will receive an initial phone call from a representative of the VDOL

Ask the individual for their name, mailing address, email address and telephone phone number so that it can be provided to VDOL for contact

Inquire if there is a geographic location in the State of Vermont that is of particular interest, this will assist when assigning the inquiry to the appropriate regional VDOL Office

- Chittenden County
- Central Vermont Region
- Southwestern Vermont Region
- Southeastern Vermont Region
- Northeastern Vermont Region

Remind caller that they will be receiving a follow-up phone call from a VDOL staff person within 48 hours to assess how we can be assist and support them in their search for employment in the State of Vermont and relocation to our State.