# **Employment Inquiries Related to Careers in Vermont**

**VDOL Process for Response to Inquiries** 

Inquiry received at Governor's Office or other State Agency - Forwarded to VDOL Central Office

Inquiry Received at VDOL-CO and assigned to appropriate VDOL Career Resource Center. Inquiry entered on Inquiry Spreadsheet

Inquiry received at VDOL-Career Resource Center and assigned to staff member for response. Response within 48 hours. Inquiry Spreadsheet updated upon completion of contact.



- •Contact individual, provide explanation of how we received their inquiry (i.e. Governor's Office, State Agency, Chamber, etc.)
- Purpose of the call is to assess how we can assist/support their decision to relocate to Vermont



- "What interested you most about relocating to Vermont?"
- •"What are your employment and career goals?"
- •"Have you already begun a work search, and if so, tell me about it."
- •"What is your timeframe for your planned relocation?"



- •Introduction to VDOL services available to them
- Refer to VDOL Website ELMI Employer Database
- Think Vermont Website
- •State of Vermont Human Resources Website
- •Encourage individual to register with Vermont JobLink

Resume & Planning

- Request copy of resume and cover letter
- Support individual with developing employment plan and mapping out next steps
- •Establish plan for regular contact based on the needs of the individual

Referral

- Provide information on partner and community services and resources based on assessed needs (housing, education, medical facilities, arts and entertainment, recreational facilities, etc)
- Provide name, address, email and phone number of community partner



•VDOL staff member will remain in contact with the individual on a regular basis to determine how the relocation plan is moving forward and to offer any additional guidance and support to the individual as identified. Method of contact to be established between individual and VDOL staff member. (i.e. Telephone, email, in-person, etc)

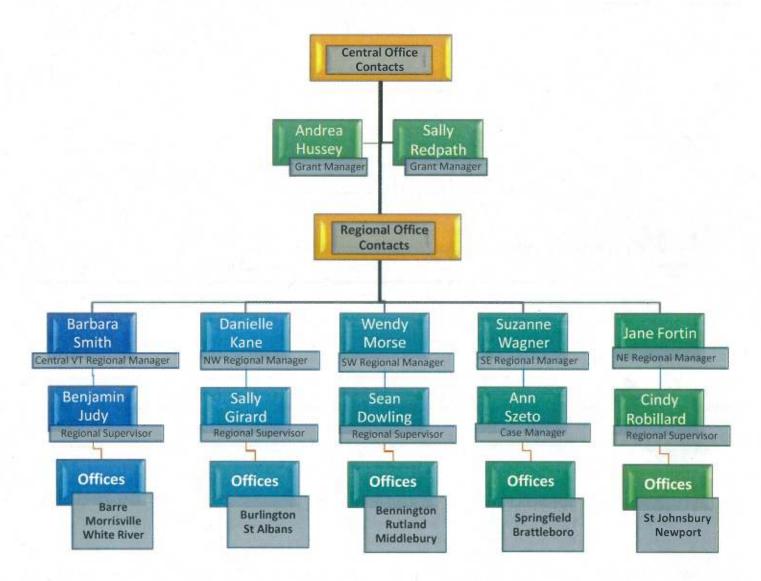
### **Employment Inquiries Related to Careers in Vermont**

### **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)

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- David Lahr, WFD Director, should be copied on all referrals (<u>David.Lahr@vermont.gov</u>)
- 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 from Out-of-State Jobseekers

Date of Inquiry	Name of Individual	Referral Source	Resume Included?	Date Assigned to Office	Assigned Office	Date Office Contacted Individual	Referred to VJL Registration	Provided Local Labor Market Information	Resume Review	Scheduled Follow-Up Appointment	Comments
2/7/2018	Joseph Sample	Gov's Office	Yes	2/7/2018	1213	2/7/2018	x	×	×	x	Has planned trip to area week of 3/5/18, scheduled face-to-face appt.
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# **Employment Inquiries Related to Careers in Vermont**

#### Governor's Staff Process for Response to Inquiries

## Initial Relocation Inquiries - Talking Points

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

**P**rovide 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.

- o Their inquiry will be directed to the Vermont Department of Labor for follow-up
- o Follow-up by the VDOL staff will occur within 48 hours of referral to VDOL
- o 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

- o Chittenden County
- o Central Vermont Region
- o Southwestern Vermont Region
- Southeastern Vermont Region
- o 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.